Fire Safety Management Policy 2026

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ALDRIDGE EDUCATION

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1. Introduction and Purpose

1.1 Aldridge Education's primary focus is for the safety of its learners, employees and visitors, to that end the fire safety management is based around "life safety". To achieve this, Aldridge Education will ensure that:

- Appropriate advice, competent persons and resources are provided to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order 2005.
- A suitable and sufficient fire risk assessment is completed annually or when significant changes occur.
- A management framework to support the Principals to fulfil is in place to ensure the above objectives are met.
- Appropriate information, instruction and training is provided to all staff and to people who may be affected by the Aldridge Education's activities.
- Aldridge Education will maintain a safe environment and promotes fire prevention at all times.
- Fire detection, alarm, emergency lighting, and firefighting equipment will be regularly inspected, tested, and maintained in accordance with statutory requirements.
- In shared or multi-occupied premises, the setting will identify, cooperate and coordinate with other Responsible Persons to enable the effective management of fire safety.

1.2 The Board of Trustees has identified Aldridge Education as the Responsible Person, as the employer and person having some degree of control of the premises, and is liable under the Regulatory Reform (Fire Safety Order 2005). The Board of Trustees will ensure adequate resources and competent advice are provided in order to fulfil these responsibilities.

1.3 In practice responsibility for fire safety is delegated to the Principals, who manage their setting and its fire safety on a day-to-day basis. The Principals have specific areas of responsibility but have delegated defined duties to support staff. Please see the 'Roles and Responsibilities' section of this policy for details.

1.4 Aldridge Education shall ensure the regular review and amendment of this policy, and its associated procedures, to maintain continued compliance with relevant regulatory requirements.

1.5 The policy applies to all relevant Aldridge Education activities and is written in compliance with all current UK fire safety legislation.

2. Scope, Definitions, Regulation and Linked Policies

Scope

2.1 The policy applies to all relevant Trust activities. It applies to all staff, learners and visitors.

Regulation and Linked Policies

2.2 There are several Regulations which relate to Aldridge Education's legal obligations to control, manage and report infections which include:

- the Health and Safety at Work etc. Act 1974,
- Regulatory Reform (Fire Safety Order 2005)

2.3 Linked Aldridge Education policies

- Health and Safety Policy

3. Roles and Responsibilities

The Trust Board

3.1 As the Responsible Person, the Board of Trustees has ultimate responsibility for fire safety matters in Aldridge Education.

3.2 The Board of Trustees will ensure the Fire Safety Management Policy is reviewed in line with the policy review schedule, or after any operational changes or fire safety related incidents, to ensure that the provisions remain appropriate for the activities undertaken.

3.3 The Board of Trustees will ensure that adequate resources, systems and competent persons are in place to support the management of fire safety across Aldridge Education, in line with the Scheme of Delegation.

3.4 The Board of Trustees will receive reports on fire safety related incidents, training compliance, and identified risk trends to inform strategic oversight.

3.5 The Board of Trustees shall ensure that Aldridge Education meets its obligations under the Regulatory Reform (Fire Safety) Order 2005.

The Estates Director

3.6 The Estates Director is responsible for ensuring that this Policy is implemented across all Academies within Aldridge Education and that operational arrangements reflect Aldridge Education's requirements.

3.7 The Estates Director will ensuring that communication and reporting systems are in place so that fire safety related incidents, near misses, and emerging risks are reported to the Board of Trustees.

3.8 Where work involving fire safety systems are centrally procured by Aldridge Education, the Estates Director shall ensure that contracted services comply with Aldridge Education's requirements and that contractors are appropriately vetted and monitored.

3.9 The Estates Director will ensure mechanisms are in place to monitor the effectiveness of this policy.

3.10 Note that individual Principals remain responsible for the day to day implementation of this policy at their Setting.

Principals

3.11 Principals are responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

3.12 Principals will assign an appropriate member of their team the responsibility to complete each improvement action.

3.13 Principals are empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

3.14 Principals are responsible for ensuring:

- The fire safety management policy is implemented within their setting.
- That a fire risk assessment is completed and reviewed annually by a competent person.
- Staff are notified of the significant findings of the fire risk assessment.
- Recommended actions derived from the fire risk assessment are completed.
- The maintenance/testing of all firefighting systems and equipment are completed and recorded in the fire safety logbook.
- That the setting emergency plan and evacuation procedures are regularly reviewed.
- The setting has a major incident evacuation plan, which may include agreements with local providers and additional training for staff.
- All learners, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.
- The provision of fire awareness training to all staff.
- The provision of fire warden training for designated staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific personal emergency evacuation plans (PEEPs) for staff and/or learners with special needs and/or disability.
- The provision of suitable fire safety systems e.g. fire alarm, automatic detection and emergency lighting.
- The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
- Any fire prevention officer's recommendations and or enforcement notices are complied with.
- In instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Principals will take such actions as are necessary to protect the safety of setting staff, learners and visitors.
- All hirers and contracted users of the premises receive written details of the fire procedure as part of the hire arrangements.
- Any other Responsible Person/s that share any part of the premises are identified and suitable channels of communication are in place.

- The Deputy Principal will take on the responsibilities of the Principal as the Responsible Person in their absence.

Regional Estates Managers / Estates Managers

3.15 Regional Estates Managers / Estates Managers will assist the Principal to ensure:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- All staff are provided with adequate information, instruction and training on fire safety management.
- Appropriate consultation arrangements are in place for staff.
- Emergency procedures are in place.
- Fire safety systems and equipment are inspected and tested to ensure they remain in good working condition.
- Arrangements are in place to inspect fire safety management of the premises.
- All servicing and maintenance records are held on file, and the fire safety logbook is maintained up to date.
- The activities of contractors are adequately monitored and controlled.
- Hot work permits are in place where required.
- hirers of the premises complete a fire risk assessment and suitable arrangements to prevent fires are in place.
- All actions identified in the hirer's fire risk assessments are completed, and records are kept.
- Reports are provided to the Board of Trustees on the performance of fire safety management within the setting.

Head Fire Wardens

3.16 Head Fire Wardens (this may be Principals) are responsible for:

- Collecting all area and classroom information from Teachers and Fire Wardens.
- Controlling the assembly point.
- Ensuring that Fire & Rescue Service access gates are opened.
- During evacuation drills, noting escape times and general observations for improvement.
- Liaising with the Fire & Rescue Service to ensure that all relevant information is communicated effectively.
- Providing the Fire & Rescue Service with a detailed (laminated) plan of the building.

- Ensuring that no one re-enters the building until deemed safe to do so by the Fire & Rescue Service.
- Implementing the major incident site evacuation plan, if required.

Estates Teams

3.17 Premises Teams are responsible for controlling contractor work and maintaining fire safety systems. A framework has been developed proactively with clear lines of responsibility, including a permit to work system, logging and auditing processes, and routine monitoring and supervision.

3.18 The system for ongoing maintenance is one where there is dynamic monitoring, inspection and testing of fire safety systems, and equipment is kept fully functional at all times when the building is in use.

3.19 Estates Teams are responsible for:

- The formal maintenance and regular testing of the fire alarm and detection system.
- The formal maintenance and regular testing of the emergency lighting.
- The maintenance and inspection of firefighting equipment.
- The maintenance and inspection of exit/escape routes and signage.
- The completion and upkeep of the fire safety logbook.
- Supervision of contractors undertaking work within the premises, including hot work.
- Ensuring that the integrity of fire resisting compartmentation is maintained and that any fire engineering solutions are suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Principal.
- Ensuring that access can be gained at all times to emergency electrical and gas shut off devices.
- Ensuring that critical plant, such as gas appliances and pressure systems, are serviced in line with the setting's planned preventative maintenance regime and statutory requirements.
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the planned preventative maintenance regime.
- Ensuring that firefighter equipment is maintained and accessible, e.g. fire hydrants and dry risers.
- Liaising with lettings to ensure the fire safety of all occupants.

Teachers

3.20 Teachers are responsible for:

- Acting as fire wardens when evacuating their class.
- Ensuring that their classrooms are kept free of hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Premises Team.
- Ensuring that new learners are suitably trained in evacuation procedures.
- Support learners who attend class with a prohibitive injury with the execution of their personal emergency evacuation plan (PEEP)
- Following the evacuation procedures, including reporting to the Head Fire Warden with the results of the register check.
- Controlling their class at the assembly point, ensuring that no learner re-enters the building until the Head Fire Warden announces that the premises are safe or leaves the premises.
- If required, be aware of and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site.
- Taking part in any fire safety training provided.

Fire Wardens

3.21 Fire Wardens / Support Staff (given responsibility) are responsible for:

- Ensuring that their designated areas are clear before leaving the building.
- Closing all fire doors (not on automatic closers) before leaving their area.
- Taking an active day to day role in fire prevention and hazard spotting.
- Reporting fire safety issues such as missing fire extinguishers.
- Ensuring that fire escape routes/stairs and fire exits are not blocked.
- Reporting any hazards (which cannot be dealt with) to the Premises Team.
- Reporting to the Head Fire Warden at the assembly point to notify them of the occupancy status of their area.
- Assisting the Head Fire Warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the Fire & Rescue Service.

Learners

3.22 Learners, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the safety of themselves and others.
- Observe all fire safety rules of the setting and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with equipment provided for their safety.

Contractors

3.23 Contractors are responsible for:

- Identifying and controlling any risks arising from their activities, and informing the Senior Estates Team or Principal of any risks that may affect the setting's staff, learners and visitors.
- Being aware of the fire safety management policy and emergency procedures, and complying with these at all times.
- Liaising with the Senior Estates Team and ensuring any faults are reported.

4. Fire Safety Management Arrangements

4.1 The Regulatory Reform (Fire Safety) Order 2005 specifically requires a fire risk assessment to be carried out and to be suitably reviewed. Fire risk assessments are completed for each of Aldridge Education's premises, which are held by the Responsible Person. Fire risk assessments are reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:

- Any structural changes (alternations to the layout of the premises, erection of partitions, refurbishments, external walls, etc.) which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- A change in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.
- Changes in the type of occupants such as introducing vulnerable persons, people with reduced mobility
- After a fire incident (small or large) or a near miss incident
- Any amendment to key fire safety legislation

4.2 In addition, it is expected that each setting will put in place a management system and procedures to deal with fire safety and prevention.

4.3 The fire safety management policy sets out the objectives in respect of fire prevention and emphasises Aldridge Education's commitment to fire safety.

4.4 Aldridge Education aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for

routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

Fire Management System

4.5 There is a clear fire management system in place to ensure that Aldridge Education suitably manages the risk of fire. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management teams will identify any alternative protection and management measures that will be required as a result and ensure that they are implemented.

4.6 The staffing level provided in each of the settings is specifically appropriate to the fire safety requirements of a nursery/primary/secondary. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

4.7 The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

4.8 A fire risk assessment of each setting premises is completed and reviewed annually by Judicium Education with the senior Estates Team. The implementation of corrective actions is ongoing following each risk assessment review, with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

4.9 The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods.

Emergency Evacuation Plan

4.10 Each setting will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:

- Describe the responsibilities of all staff during an emergency.
- Describe the fire alarm activation signal.
- Describe the actions staff must take to safely evacuate the premises.
- Describe the key types of fire evacuation procedures that are in place.

- Describe the responsibilities for communicating with the emergency services.
- Describe the location of the fire assembly points.
- Describe variations to the plan, including out-of-hours arrangements and setting events.
- Include a copy of the means of the escape plan.

4.11 Each setting will ensure the emergency evacuation plan is reviewed following significant changes to the building's infrastructure or following significant events such as fire.

4.12 All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points, the location of the fire alarm and the location of escape routes, exits and assembly points.

4.13 Principals will ensure the preparation of specific personal emergency evacuation plans (PEEPs) for staff through HR and/or learners with special needs and/or disability.

4.14 All persons with the responsibility of ensuring the safe evacuation of staff and/or learners with special needs and/or disabilities will be made aware of the personal emergency evacuation plans (PEEPs) in place.

4.15 Principals will ensure parents are consulted during the preparation of the personal emergency evacuation plan (PEEP) for their child.

4.16 All personal emergency evacuation plans (PEEPs) will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.

4.17 Principals will ensure that appropriate evacuation arrangements are in place for visitors, including those with a disability or temporary mobility limitation.

4.18 Staff responsible for welcoming and managing visitors will be made aware of the procedures for supporting visitors who may require additional help to leave the building safely during an emergency. This includes knowing how to communicate evacuation instructions clearly and how to request assistance from designated personnel where needed.

4.19 Principals will ensure emergency evacuation equipment is available and suitable for the user. Emergency evacuation equipment will be maintained in accordance with the manufacture's recommendations. All staff required to assist the evacuation of staff and/or learners with special needs and/or disability are suitably trained in the use of equipment.

4.20 Academies will ensure evacuation drills are completed on a termly basis and records maintained within the fire safety logbook.

4.21 Following the completion of the evacuation drill, the Head Fire Warden will complete an evacuation drill report. The report will detail:

- Log all details of the fire drill, including how the evacuation drill went and any inappropriate actions of problems which were noted as a result.
- Fire wardens present during the drill.

4.22 An evacuation drill report template has been provided by Aldridge Education.

4.23 The Head Fire Warden will carry out a debrief to all fire wardens on the significant findings, including any improvements which are to be made during an evacuation.

4.24 A template emergency evacuation plan has been provided by Aldridge Education.

Hirers and Extended School Providers

4.25 All premises hirers and contracted premises users will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

4.26 External hirers must provide evidence of a suitable and sufficient fire risk assessment covering their activities and ensure it reflects the specific areas of the premises they will be using.

4.27 Where areas of the premises are hired for extended periods of time or multiple areas of the premises are hired out, for example, a hirer that takes control of the premises for an evening, the entire weekend or during setting closures, the hirer will be identified as a Responsible Person as having significant control of the premises. The hirer will be required to appoint a competent person to complete a fire risk assessment, record all fire safety arrangements and findings from the assessment, ensure any identified actions are completed and share a copy of this with the setting. Aldridge Education remains the Responsible Person for the premises overall.

4.28 Settings will cooperate with hirers by providing them with relevant information to complete their fire risk assessment.

4.29 Hirers will ensure that all actions identified in the fire risk assessment are completed. A copy of the fire risk assessment will be provided to the setting and be appended to this policy.

4.30 Settings will review the hirer's fire risk assessments. These should be completed by a competent person using a fire and rescue service template, 'Fire Safety Risk Assessment: 5-step checklist provided by UK Government', (https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist), or similar template.

4.31 External hirers must nominate a competent person who will be responsible for managing fire safety during the hire period, including ensuring compliance with the setting's emergency procedures.

4.32 All hirers will receive a site specific fire briefing and must comply with all instructions, procedures and safety requirements issued by the setting.

4.33 The setting reserves the right to refuse, suspend or terminate any hire arrangement where fire safety measures are inadequate, where the hirer fails to comply with required procedures, or where activities introduce unacceptable fire risks.

Communication and Cooperation with other Responsible Persons

4.34 Settings will identify all other Responsible Person/s who share or temporarily occupy the premises.

4.35 To ensure all Responsible Persons have a clear understanding of their responsibilities for fire safety arrangements and the areas of the premises they are all responsible for, effective lines of communication will be set up with all identified Responsible Person/s, coordinate emergency plans so everyone in the building knows what to do in the event of a fire or hearing the alarm and keep records of communications and arrangements in place.

4.36 The fire risk assessments (FRA) for tenants and lettings are kept together with the Academy's FRA by the Regional / local Estates Manager.

4.37 Communication will be achieved through regular meetings, and information shared will include:

- The names and addresses of Responsible Persons
- Copies of each Responsible Persons' fire risk assessment
- Evacuation plans and arrangements for contacting the Fire & Rescue Service
- Where appropriate, records of servicing and maintenance

4.38 Any significant information will be shared with other Responsible Persons as soon as possible where there is a risk to life. For example, if the fire alarm system is not working

Provision of Information to a New Responsible Person

4.39 When a Principal leaves their position, all relevant fire safety information relating to the setting will be formally transferred to the incoming Principal to ensure continuity of fire safety management.

4.40 The outgoing Principal will provide the incoming postholder with all fire safety information held at setting level, including information maintained on behalf of Aldridge Education.

4.41 The information transferred will include, as applicable:

- The current fire risk assessment and previous assessments or reviews carried out for the premises.
- Details of any external organisations or individuals who have supported the setting in fire safety matters, including fire risk assessors and contractors.
- The identity and contact details of any other Responsible Persons associated with activities taking place on the premises.
- Fire safety information issued under Building Regulations at the time of construction, extension or refurbishment.
- Records of fire alarm testing, equipment servicing, inspections, fire drills, maintenance tasks, and any outstanding corrective actions.
- Any known fire safety issues or matters requiring follow up.

4.42 Aldridge Education will oversee and support the handover process to ensure that the transfer of fire safety information is completed fully and accurately.

4.43 The incoming Principal will review the information provided and ensure that it is integrated into the ongoing management of fire safety within the setting.

4.44 Fire safety documentation will be maintained in an organised and accessible format to ensure that leadership transitions can be managed efficiently. A copy of all key fire safety information will also be retained centrally by Aldridge Education to support continuity.

4.45 If any relevant information is not available at the point of handover, Aldridge Education will be notified promptly. Reasonable steps will be taken to recover or reconstruct missing information to maintain compliance and continuity.

Training

4.46 Aldridge Education and its settings will ensure that all employees receive appropriate information, instruction and training to enable them to carry out their fire safety responsibilities effectively. Training will be proportionate to an individual's role and level of responsibility.

4.47 All staff will receive basic fire safety training as part of their induction and at regular intervals thereafter. This training will include:

- Actions to take on discovering a fire.
- How to raise the alarm.
- Evacuation procedures, designated escape routes and assembly points.
- The importance of keeping fire doors closed and escape routes clear.
- An overview of fire safety equipment found on site.

4.48 Staff with designated fire safety duties will receive role specific training, including:

- Fire Warden Training for those appointed to undertake sweeps of designated areas, assist with evacuations and report to the Head Fire Warden.
- Leadership and Responsible Person Training for Principal, senior leaders and Premises Managers covering fire safety legislation, responsibilities, enforcement expectations and management of fire risk assessments.
- Testing and Maintenance Training for Premises Teams and other staff involved in the routine testing, inspection and maintenance of fire safety systems and equipment (e.g., alarms, emergency lighting, fire doors and extinguishers).

4.49 All staff will receive induction training on their first day of work or as soon as reasonably practicable. Induction will include:

- Familiarisation with evacuation procedures and means of escape.
- Identification of alarm call points and firefighting equipment.
- Arrangements for supporting learners, staff and visitors who may require assistance during an evacuation.
- How to report defects, hazards or concerns relating to fire safety.

4.50 Refresher training will be provided:

- Annually for general fire safety awareness in school.
- Every three years (or as recommended) for Fire Wardens.
- Following significant changes, such as staff role changes, alterations to the building, new equipment, or as recommended
- After any fire incident, significant drill failure or identification of training gaps.

4.51 Records of all information, instruction and training delivered will be maintained by the settings and centrally monitored by Aldridge Education. Records will include the type of training provided, the date, the trainer or provider, and the names of those who attended.

4.52 Aldridge Education will regularly review training requirements and ensure that settings have access to competent fire safety advice, approved training providers and appropriate resources to meet their statutory obligations.

Supporting Documents

4.53 The following documents form part of this policy and are to be used in conjunction with it. These provide the required forms and supporting materials necessary for the implementation of this policy.

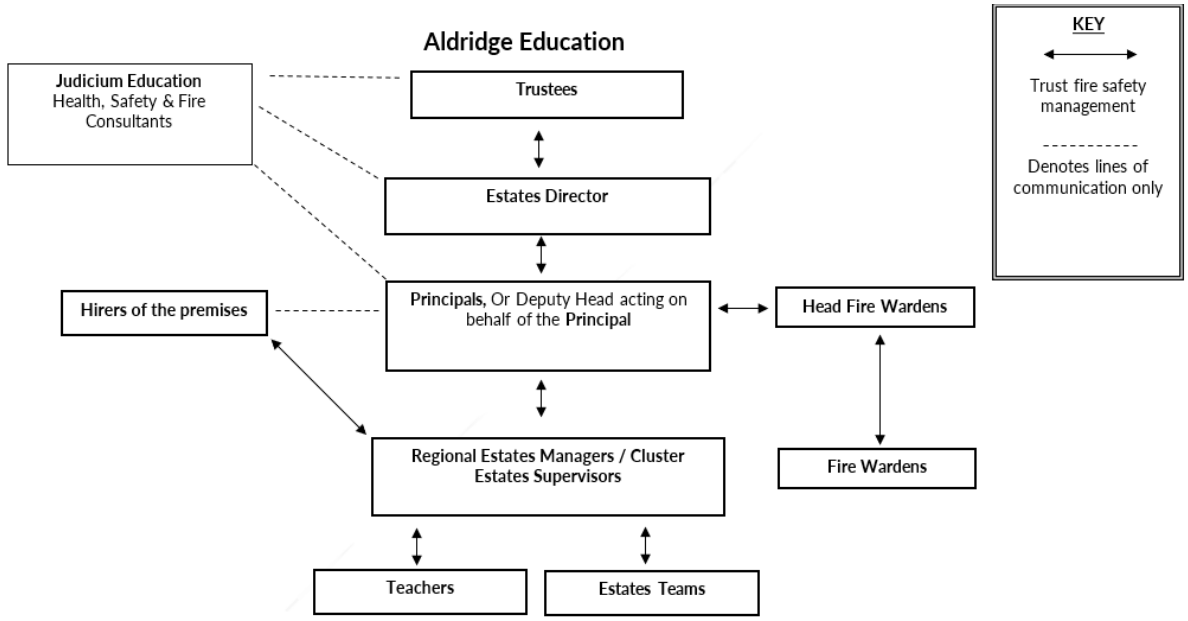
- Emergency Procedure Template
- Evacuation Drill Report Template
- Fire Warden List

Further Guidance

4.54 Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead will keep under review to ensure links are current.

- HSE: https://www.hse.gov.uk/
- DfE – Fire Safety in new and existing school buildings - https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings
- National Fire Chiefs Council (NFCC) - https://www.nationalfirechiefs.org.uk/
- Local Fire and Rescue Service - https://www.nationalfirechiefs.org.uk/Fire-and-Rescue-Services
- HM Government Fire Safety Risk Assessment – Educational Premises - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

5. Monitoring and Review

5.1 The Fire Safety Management Policy will be reviewed in line with the policy review cycle, or after any operational changes or significant incidents, to ensure that the provisions remain appropriate for the activities undertaken.

Appendix 1 - Fire Management Organisational Chart