FIRE SAFETY POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 ACCOUNTABILITY AND LEGISLATION

- Principal owns fire safety oversight; designated fire marshals have documented site duties. A competent person reviews fire risks for each premises.
- Keep distinct site fire risk assessments, plans, action logs, emergency arrangements and instructions, in line with the Regulatory Reform (Fire Safety) Order 2005 where applicable.

2 SPECIFIC PREMISES AND ESCAPE

- Ashton: 212 Stamford Street Central, Ashton-under-Lyne OL6 7LP. Audley House: Unit 1, Audley Street Works, Audley Street, Mossley OL5 9HW.
- The Ashton basement's described single stair route requires a competent assessment and recorded mitigations/decision BEFORE learner use; do not rely on this policy to approve the arrangement.

3 ALARM RAISING AND RESPONSE

- Any person discovering fire activates alarm, calls 999 when safe and evacuates; do not investigate a fire or return for belongings.
- Trained staff lead learners along a safe signed route to a verified assembly point for each site.

4 ROLL CALL AND VISITORS

- Take learner, staff and visitor registers to assembly; identify and promptly report missing persons and last known locations to incident lead/fire service.
- Do not re-enter until authorised; account for off-site groups and learners being collected.

5 PERSONAL EVACUATION PLANS

- Assess mobility, sensory, communication, anxiety and other evacuation needs; create PEEPs where required with safe alternatives and named helpers.
- Brief staff and review plans when learner, staffing, room or site arrangements change.

6 ALARM TESTING AND DRILLS

- Test alarms weekly where required by site system and competent advice, record results and defects; conduct and evaluate at least termly drills for occupied sites.
- Schedule varied conditions and manage anxiety and disability needs; monitor evacuation time and action learning.

FIRE SAFETY POLICY

Prevention, evacuation, testing and site-specific risk

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

7 MAINTENANCE AND RISK CONTROL

- Maintain suitable servicing of alarms, emergency lighting, extinguishers, detection, doors, signage and electrical systems to applicable standards.
- Keep clear exits and stairs, prevent hazardous storage and assess high-risk teaching materials/hot works.

8 TRAINING, INSPECTION AND REVIEW

- Staff receive induction and refreshers on routes, accountability and emergency calls; contractors and visitors receive suitable instruction.
- Principal reviews inspection log and overdue work. Suspend/relocate activities when safe escape cannot be assured.

9 LINKED STATUTORY AND DFE GUIDANCE

- Regulatory Reform (Fire Safety) Order 2005; Health and Safety at Work etc. Act 1974 This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

10 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.