



Fire & Safety Policy

Policy Owner: Lets Make Change
Version: 1.0
Effective date: 20 May 2026
Review date: May 2027
Approved by: Joseph Fitzpatrick

Version	Date	Author/Reviewed By	Summary of Changes	Approved By	Review Date
1.0	20/05/26	Joseph Fitzpatrick	Initial policy created	Joseph Fitzpatrick	May 2027

Let's Make Change (LMC)

Fire Safety Policy

1. Policy Statement

Let's Make Change (LMC) is committed to protecting learners, employees, tutors, volunteers, contractors, visitors and members of the public from the risks associated with fire.

LMC recognises that fire safety is an essential part of its wider health and safety responsibilities.

LMC will take reasonable and proportionate steps to:

- Prevent fires from occurring;
- Identify and control fire hazards;
- Maintain safe escape arrangements;
- Ensure staff understand emergency procedures;
- Support safe evacuation;
- Maintain appropriate fire safety records;
- Review fire safety arrangements regularly.

Because LMC delivers provision in community venues, partner settings, homes and other off-site locations, staff must also familiarise themselves with the fire procedures applicable to the location in which they are working.

2. Purpose

The purpose of this policy is to:

- Protect life;
- Reduce the risk of fire;
- Establish clear responsibilities;
- Provide effective evacuation procedures;
- Ensure appropriate fire risk assessments are undertaken;
- Ensure staff understand what to do in the event of fire;
- Support compliance with applicable fire safety legislation;
- Ensure fire-related incidents and concerns are reported and reviewed.

3. Scope

This policy applies to:

- Employees;
- Tutors;
- Volunteers;
- Contractors;
- Learners;
- Visitors;
- Any person undertaking activities on behalf of LMC.

It applies to:

- LMC-controlled premises;
- Community venues;
- Partner premises;
- Educational visits;
- Temporary learning locations;
- Other locations used for LMC provision.

Where LMC uses premises controlled by another organisation, the site's own fire safety arrangements must also be followed.

4. Legislative Framework

This policy has been developed with reference to relevant fire and health and safety requirements, including:

- Regulatory Reform (Fire Safety) Order 2005;
- Fire Safety Act 2021;
- Fire Safety (England) Regulations 2022, where applicable;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010;
- Children Act 1989;
- Children Act 2004.

LMC will review its arrangements following changes to applicable legislation or guidance.

5. Fire Safety Principles

LMC's approach to fire safety is based on:

- Prevention;
- Early identification of hazards;

- Effective risk assessment;
- Clear evacuation routes;
- Appropriate alarms and fire safety equipment;
- Staff awareness;
- Effective communication;
- Safe evacuation of learners;
- Appropriate consideration of additional needs;
- Regular monitoring and review.

Life safety will always take priority over property protection.

6. Roles and Responsibilities

6.1 Director

The Director is responsible for:

- Ensuring appropriate fire safety arrangements are maintained;
- Ensuring fire risk assessments are completed where LMC has responsibility for premises;
- Ensuring significant fire safety concerns are addressed;
- Providing appropriate resources;
- Monitoring compliance.

6.2 Health and Safety Lead

The Health and Safety Lead is responsible for:

- Coordinating fire safety arrangements;
- Monitoring fire risk assessments;
- Reviewing fire-related incidents;
- Ensuring actions are completed;
- Supporting staff with fire safety guidance.

6.3 Managers and Provision Leads

Managers must:

- Ensure staff understand relevant fire procedures;
- Confirm venues are suitable for LMC use;
- Escalate fire safety concerns;
- Support emergency arrangements;
- Review incidents where required.

6.4 Tutors, Staff and Volunteers

All personnel must:

- Familiarise themselves with fire exits and evacuation procedures;
- Keep escape routes clear;
- Report fire hazards;
- Follow evacuation instructions;
- Maintain learner supervision;
- Never obstruct fire doors or exits;
- Not interfere with fire safety equipment;
- Cooperate with drills and training.

7. Fire Risk Assessment

Where LMC controls a premises or has responsibility for fire safety arrangements, a suitable and sufficient fire risk assessment will be maintained.

The assessment should consider:

- Sources of ignition;
- Combustible materials;
- Electrical equipment;
- Heating equipment;
- Cooking facilities;
- Waste;
- Escape routes;
- Fire doors;
- Alarm systems;
- Emergency lighting;
- Fire extinguishers;
- Learner vulnerabilities;
- Visitors;
- Disabled persons;
- Staffing arrangements.

Risk assessments should be reviewed:

- Regularly;
- Following significant changes;
- Following a fire or serious near miss;
- Where new hazards arise.

8. Community and Third-Party Venues

Before delivering provision at a community or third-party venue, staff should ensure they know:

- Where emergency exits are located;

- The assembly point;
- How the alarm is raised;
- Who manages evacuation;
- Any site-specific restrictions;
- Relevant emergency contact arrangements.

LMC tutors are not expected to undertake a full fire risk assessment of premises controlled by another organisation, but obvious concerns must be reported.

If a venue appears unsafe, staff must not ignore the risk.

9. Fire Prevention

Staff must take reasonable steps to prevent fire.

This includes:

- Keeping combustible materials away from heat sources;
- Switching off unnecessary electrical equipment;
- Reporting damaged electrical equipment;
- Not overloading sockets;
- Keeping fire exits clear;
- Storing materials safely;
- Maintaining good housekeeping;
- Following smoking and vaping restrictions;
- Reporting suspected arson risks;
- Following venue-specific rules.

10. Electrical Safety

Electrical equipment must be:

- Used appropriately;
- Kept in good condition;
- Visually checked for obvious damage;
- Removed from use if unsafe.

Staff must report:

- Damaged plugs;
- Exposed wires;
- Burning smells;
- Overheating;
- Repeated electrical faults.

Personal electrical equipment should not be used where it introduces unmanaged risk.

11. Smoking and Vaping

Smoking and vaping are prohibited:

- In LMC-controlled indoor environments;
- During learner transport;
- In areas where prohibited by the venue;
- In the presence of learners during LMC activities.

This section should be read alongside the LMC Smoking, Alcohol, Drugs and Substance Misuse Policy.

12. Fire Detection and Alarm

Where LMC is responsible for premises, suitable fire detection and warning arrangements must be maintained.

Staff must understand:

- How the alarm is activated;
- What the alarm sounds like;
- What action is required when it sounds.

Any suspected alarm fault must be reported immediately.

13. Fire Exits and Escape Routes

Fire exits and evacuation routes must be:

- Clearly identifiable;
- Unobstructed;
- Accessible;
- Suitable for the individuals using the premises.

Staff must not:

- Block fire doors;
- Lock required escape exits inappropriately;
- Store equipment in escape routes;
- Prop open fire doors where doing so undermines fire protection.

14. Emergency Evacuation Procedure

If fire or smoke is discovered:

1. Raise the alarm immediately.

2. Call 999 where required.
3. Begin evacuation.
4. Direct learners to the nearest safe exit.
5. Do not delay evacuation to collect belongings.
6. Proceed to the designated assembly point.
7. Account for learners and staff.
8. Inform emergency services of anyone believed to be missing.
9. Do not re-enter until authorised.

Staff must remain calm and provide clear instructions to learners.

15. Raising the Alarm

Anyone discovering a fire should immediately:

- Activate the nearest fire alarm where available;
- Alert others;
- Call emergency services where required.

No member of staff should delay raising the alarm in an attempt to deal with the fire first.

16. Calling the Fire and Rescue Service

Where emergency assistance is required, call **999** and provide:

- Address;
- Location within the premises where known;
- Nature of the incident;
- Whether anyone may be trapped or missing;
- Any known additional hazards.

17. Evacuation of Learners

Tutors must maintain appropriate supervision during evacuation.

Staff should:

- Use calm, clear instructions;
- Direct learners to the nearest safe exit;
- Consider learner vulnerabilities;
- Avoid unnecessary delay;
- Prevent learners from returning into the building;
- Account for learners at the assembly point.

Where possible, registers or attendance information should be used to confirm who is present.

18. Learners With Additional Needs

Some learners may require additional support during evacuation.

This may include learners with:

- Physical disabilities;
- Sensory impairments;
- Autism;
- Learning disabilities;
- Mobility difficulties;
- Anxiety;
- Medical conditions.

Where necessary, a Personal Emergency Evacuation Plan (PEEP) or equivalent individual arrangement should be considered.

This should identify:

- Assistance required;
- Safe escape arrangements;
- Responsible staff;
- Communication needs;
- Any specialist equipment.

19. Personal Emergency Evacuation Plans (PEEPs)

Where a learner or member of staff cannot safely follow standard evacuation procedures, LMC should work with the relevant person, parents/carers, venue and professionals to establish appropriate evacuation arrangements.

PEEPs should be reviewed when:

- Needs change;
- Venue changes;
- Provision changes;
- A drill identifies concerns.

20. Assembly Points

All persons must proceed directly to the designated assembly point.

At the assembly point:

- Learners must remain supervised;
- Attendance should be checked;
- Missing persons must be reported immediately;

- Staff should wait for instructions;
- Nobody should re-enter the building without authorisation.

21. Missing Person During Evacuation

Where someone cannot be accounted for:

- Inform the Fire and Rescue Service immediately;
- Provide the person's last known location;
- Provide any relevant medical or vulnerability information;
- Do not re-enter the building to search unless specifically instructed by emergency services.

Staff must not place themselves at serious risk.

22. Use of Fire Extinguishers

The priority is evacuation, not firefighting.

Staff should only attempt to use a fire extinguisher where:

- They are trained and competent;
- The fire is very small;
- There is a clear escape route;
- There is no significant personal risk.

Staff must never remain in a dangerous environment to attempt to extinguish a fire.

23. Educational Visits and Off-Site Activities

During educational visits, staff should consider:

- Venue evacuation procedures;
- Learner vulnerabilities;
- Emergency exits;
- Emergency contacts;
- Transport arrangements;
- Fire risk where activities involve cooking, camping or other higher-risk activities.

Venue staff instructions must be followed.

24. Fire During Learner Transportation

If a vehicle catches fire or there is smoke:

- Stop the vehicle safely;
- Turn off the engine;
- Evacuate everyone to a safe location;
- Move away from traffic and the vehicle;
- Call emergency services;
- Do not attempt to retrieve belongings;
- Notify LMC;
- Inform parents/carers and commissioners where appropriate.

This section should be read alongside the Learner Transportation Policy.

25. Fire Drills

Where LMC controls a premises, fire drills should be undertaken at suitable intervals.

Drills are intended to:

- Test evacuation arrangements;
- Familiarise staff;
- Identify problems;
- Review evacuation times;
- Confirm assembly arrangements.

Where provision operates from a third-party venue, staff should cooperate with that venue's fire drill arrangements.

26. Fire Safety Equipment

Where LMC is responsible for premises, fire safety equipment should be appropriately maintained.

This may include:

- Fire alarms;
- Smoke detectors;
- Fire extinguishers;
- Emergency lighting;
- Fire doors;
- Signs.

Staff must not tamper with or obstruct fire safety equipment.

27. Arson and Deliberate Fire-Setting

Concerns about deliberate fire-setting must be taken seriously.

Where a learner:

- Sets a fire;
- Attempts to ignite materials;
- Makes credible threats involving fire;
- Repeatedly shows unsafe fire-related behaviour;

staff must:

- Protect immediate safety;
- Inform management;
- Inform the DSL;
- Consider police involvement;
- Consider safeguarding and behavioural risks;
- Record the incident.

Repeated fire-setting behaviour may require specialist assessment and risk management.

28. Accidents, Incidents and Near Misses

Any fire-related incident or near miss must be reported under the LMC Accidents, Incidents and Near Misses Policy.

Examples include:

- Small fires;
- Smoke incidents;
- Alarm failures;
- Blocked exits;
- Electrical overheating;
- Deliberate fire-setting;
- Evacuation problems.

29. Safeguarding

Fire-related incidents may also raise safeguarding concerns.

Examples include:

- Deliberate fire-setting;
- Threats to harm others;
- Self-harm involving fire;
- Unsafe home conditions;
- Neglect;
- Criminal exploitation;
- Arson.

Such concerns must be reported to the DSL.

30. Training

Relevant staff should receive fire safety information and training covering:

- Fire prevention;
- Alarm procedures;
- Escape routes;
- Evacuation;
- Assembly points;
- Supporting vulnerable learners;
- Emergency services contact;
- Incident reporting.

New staff should receive relevant fire safety information during induction.

31. Record Keeping

Where applicable, LMC will maintain records of:

- Fire risk assessments;
- Fire drills;
- Equipment checks;
- Fire-related incidents;
- Training;
- PEEPs;
- Corrective actions.

Records must be stored securely and reviewed appropriately.

32. Reporting Fire Safety Concerns

Staff must report concerns including:

- Blocked exits;
- Damaged fire doors;
- Faulty alarms;
- Missing signage;
- Unsafe electrical equipment;
- Excessive combustible materials;
- Unsafe heating equipment;
- Other significant fire hazards.

Urgent hazards must be escalated immediately.

33. Business Continuity Following Fire

Where fire affects LMC provision, management will consider:

- Alternative venues;
- Suspension of unsafe provision;
- Communication with families;
- Commissioner notification;
- Staff deployment;
- Access to records;
- Safeguarding;
- Recovery arrangements.

The LMC Business Continuity Plan should be activated where appropriate.

34. Related Policies

This policy should be read alongside:

- Health and Safety Policy;
- Accidents, Incidents and Near Misses Policy;
- Business Continuity Plan;
- Out of Hours Emergency Policy;
- Safeguarding and Child Protection Policy;
- Learner Transportation Policy;
- Lone Working Policy;
- Smoking, Alcohol, Drugs and Substance Misuse Policy;
- Administration of Medication and Medical Conditions Policy;
- Allergy Safety Policy;
- Employee Code of Conduct.

35. Monitoring and Review

This policy will be reviewed:

- Annually;
- Following a fire or significant fire-related incident;
- Following a serious near miss;
- Following significant changes to premises or activities;
- Following changes to relevant legislation or guidance;
- Following recommendations from fire authorities, commissioners or auditors.

Any substantive amendment will be recorded in the **Record of Amendments and Reviews**.