

Policy document control box	
Policy title	Fire Safety
Policy owner (including job title)	Kim Anderson– Head of Centre
RB Worthing approving body	Red Balloon Worthing Governing Body
Approval date	June 2026
Date of next review	July 2027

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Purpose

Red Balloon Worthing is committed to ensuring the safety of all students, staff, visitors, and contractors. We recognise our legal duties under the Regulatory Reform (Fire Safety) Order 2005 to take general fire precautions to safeguard all individuals on our premises.

As a SEND provision, we place particular emphasis on ensuring that all individuals, including those with additional needs, can evacuate safely and promptly.

Scope

This policy applies to:

- All staff (including volunteers)
- Students
- Visitors and contractors

The policy covers:

- Fire prevention
 - Emergency procedures
 - Training and responsibilities
 - Evacuation arrangements, including SEND-specific needs
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Roles and Responsibilities

Responsible Person

The Head of Centre is the Responsible Person under the Fire Safety Order (2005) and has overall accountability for fire safety.

Fire Safety Lead

The designated Fire Safety Lead is:

Lucy Jackson – Centre Business Manager

The Fire Safety Lead is responsible for:

- Ensuring compliance with this policy
- Organising fire risk assessments
- Overseeing training and fire drills
- Monitoring maintenance of fire safety systems

All Staff

All staff must:

- Take reasonable care for their own safety and others
- Follow fire procedures at all times

- Report hazards, defects, or concerns immediately
- Support students during evacuation

Proprietor / Governing Body

The Proprietor/Governing Body will:

- Receive regular reports on fire safety compliance
 - Ensure appropriate resources are available
 - Provide oversight and challenge where required
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Fire Risk Assessment

- A suitable and sufficient fire risk assessment will be carried out by a competent person.
 - It will be:
 - Reviewed at least annually
 - Reviewed immediately following:
 - significant building changes
 - changes in student needs (critical in SEND)
 - fire incidents or near misses
 - Actions identified will be tracked and completed promptly.
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Fire Prevention Measures

Red Balloon Worthing will:

- Minimise fire risks across all premises
- Store flammable materials safely and in limited quantities
- Maintain electrical equipment safely
- Ensure fire-resistant materials are used where required
- Maintain high standards of housekeeping

Dangerous Substances

In line with DSEAR (2002):

- COSHH assessments will be in place
 - Flammable substances stored appropriately
 - Risk assessments conducted for hazardous materials
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Fire Detection, Warning and Equipment

The Centre will ensure:

- A maintained fire detection and alarm system is in place
 - Weekly fire alarm testing
 - Regular servicing by competent contractors
 - Emergency lighting is installed and tested where required
 - Fire extinguishers are:
 - Located appropriately
 - Serviced annually
 - Used only by trained staff
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Training and Information

All staff will receive:

- Fire safety training on induction
- Annual refresher training
- Instruction on:
 - Raising the alarm
 - Evacuation procedures
 - Supporting SEND students
 - Use of fire extinguishers (where appropriate)

Visitors and contractors will be:

- Briefed on fire procedures upon arrival
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Fire Drills

- Fire drills will take place at least three times per year
- Drills will:
 - Reflect different scenarios and times of day
 - Include SEND-specific considerations

Each drill will be:

- Recorded
 - Evaluated
 - Used to inform improvements
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Evacuation Procedures

Raising the Alarm

- Fire alarms are activated by:

- Manual call points
- Automatic detection systems

On Hearing the Alarm

- Immediate evacuation of the building
- No delay to collect belongings
- Doors should be closed behind the last person where safe

Evacuation Roles

- Fire Marshal will:
 - Take control of evacuation
 - Call emergency services (999)
 - Liaise with fire services
- Staff will:
 - Escort students to assembly points
 - Assist visitors if needed
- A building sweep will only be conducted if safe to do so

Assembly

- A designated assembly point will be used
- Registers and visitor logs will be checked
- Missing persons will be reported immediately

Re-entry

- No one may re-enter until authorised by the fire service

SEND-Specific Arrangements

Recognising the needs of our students, we will ensure:

Personal Emergency Evacuation Plans (PEEPs)

- Individual PEEPs for:
 - Students
 - Staff
 - Regular visitors with additional needs

Support Strategies

Plans will address:

- Mobility needs
- Communication barriers
- Sensory sensitivity to alarms
- Behavioural responses (e.g. anxiety, refusal, shutdown)

Staffing

- Adequate staffing ratios to support safe evacuation
- Staff trained in supporting distressed or reluctant individuals

Visitors

- Visitors requiring assistance will be identified on arrival
 - Appropriate support arrangements will be put in place
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Maintenance of Escape Routes

- All escape routes will be:
 - Clearly marked
 - Kept free from obstruction
 - Fire doors:
 - Must not be wedged open
 - Must function correctly
 - Emergency exits will:
 - Open in the direction of escape where required
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Record Keeping

The Centre will maintain:

- Fire risk assessments
 - Fire drill records and evaluations
 - Training records
 - Equipment maintenance logs
 - Weekly alarm test records
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Monitoring and Review

- This policy will be reviewed annually
 - Reviewed sooner if:
 - Legislation changes
 - Significant incident occurs
 - Structural or cohort changes arise
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Associated Policies

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Policy
- Premises Management