

Fire Safety Policy

1. Policy Statement

The Inspire and Achieve Foundation is committed to ensuring the health, safety and wellbeing of all young people, staff, volunteers, visitors and contractors who use our premises. We recognise our legal responsibilities under the **Regulatory Reform (Fire Safety) Order 2005** and will take all reasonably practicable steps to prevent fire, protect life, and minimise damage to property.

Fire safety is treated as a priority.

2. Scope

This policy applies to:

- All staff, volunteers and trustees
 - All young people and service users
 - All visitors and contractors
 - All activities taking place within The Inspire and Achieve Foundation premises
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3. Responsibilities

Trustees

The Trustees have overall responsibility for ensuring that effective fire safety arrangements are in place and that this policy is reviewed regularly.

Management

Management is responsible for:

- Implementing this policy
- Ensuring fire risk assessments are carried out and reviewed
- Ensuring staff and volunteers receive appropriate fire safety information and training

Fire Wardens

The Inspire and Achieve Foundation has trained Fire Wardens who are responsible for:

- Assisting with fire evacuations
- Checking designated areas where safe to do so
- Supporting staff and young people to reach the assembly point
- Reporting any concerns relating to fire safety

Staff and Volunteers

All staff and volunteers must:

- Familiarise themselves with fire procedures
- Know the location of fire exits and the fire assembly point
- Follow instructions from Fire Wardens
- Report any fire hazards immediately

Young People and Visitors

Young people and visitors are expected to follow instructions given by staff or Fire Wardens during an evacuation.

4. Fire Prevention

To reduce the risk of fire:

- Fire exits and escape routes will be kept clear at all times
 - Electrical equipment will be used safely and checked as required
 - Combustible materials will be stored safely
 - Smoking and naked flames are prohibited inside the building
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5. Fire Detection and Warning Systems

- The premises are fitted with a fire alarm system
 - **Fire alarms are tested weekly** and records are maintained
 - Any faults or activations will be reported immediately and addressed without delay
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6. Fire Evacuation Procedure

In the event of a fire or activation of the fire alarm:

1. **Leave the building immediately** using the nearest safe exit
2. Do not stop to collect personal belongings
3. Do not re-enter the building under any circumstances
4. Fire Wardens will assist with evacuation where safe to do so
5. All persons must proceed calmly to the designated assembly point

Fire Assembly Point

The fire assembly point is located **at the rear of the building near the garages**.

6. Staff will support Fire Wardens in accounting for all young people, staff and visitors
 7. The emergency services will be contacted where required
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7. Supporting Young People

Recognising that some young people may feel anxious or unsure during an evacuation:

- Staff and volunteers will provide clear, calm instructions
 - Additional support will be given to any young person who needs assistance
 - Fire safety expectations will be explained to young people during induction or sessions
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8. Training and Drills

- Fire Wardens receive appropriate training
 - Staff and volunteers receive fire safety information as part of induction
 - Fire evacuation drills will be carried out periodically and reviewed
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9. Fire Risk Assessment

- A fire risk assessment will be in place for the premises
 - It will be reviewed regularly and whenever there are significant changes to the building or activities
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10. Monitoring and Review

This policy will be:

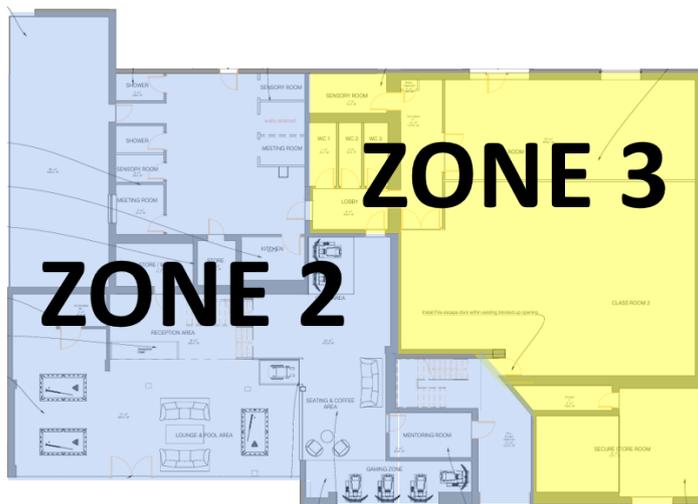
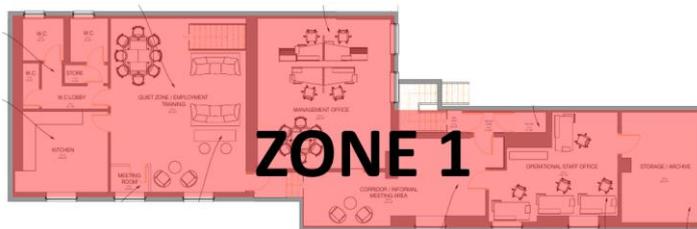
- Reviewed **annually**
- Updated following any significant incident, change in legislation, or operational change

11. Fire-Fighting Equipment

- The premises are equipped with appropriate fire-fighting equipment, including:
 - Fire extinguishers suitable for different types of fire (e.g., water, foam, CO₂)
 - Fire blankets where appropriate

- Fire-fighting equipment will be:
 - Checked and maintained regularly by a competent person
 - Inspected visually by staff as part of routine safety checks
- Staff and Fire Wardens are **trained in the safe use of fire-fighting equipment**, but the **primary responsibility is safe evacuation**, not attempting to fight a fire that poses risk.
- Any use or discharge of equipment will be recorded and reported.

Floorplan and Zones



Fire Assembly Point

