

Remedicare Education Services

Fire Safety Policy

Effective Date: September 2026

Review Date: September 2027

Introduction

Remedicare Education Services is committed to ensuring the safety and wellbeing of all children, young people, staff, visitors and contractors who access our provision.

We recognise our responsibility to maintain a safe environment and have effective procedures in place to prevent fire, respond appropriately in the event of a fire, and ensure everyone can evacuate the building safely.

This policy outlines Remedicare Education Services' approach to fire prevention, fire safety management, emergency evacuation procedures and fire drills.

Fire Safety Responsibilities

Fire Safety Lead

Remedicare Education Services has designated staff responsible for supporting fire safety arrangements within each centre.

The Fire Safety Lead is responsible for:

- Ensuring fire safety procedures are communicated to staff.
- Ensuring staff understand evacuation procedures.
- Monitoring completion of fire drills.
- Maintaining fire safety records.
- Working alongside external fire safety specialists.
- Ensuring actions identified through fire risk assessments are addressed.

Fire Wardens

Fire Wardens play an essential role in supporting safe evacuation.

All Fire Wardens will:

- Wear their designated Fire Warden lanyard during their working hours.
- Support the safe evacuation of children, young people, staff and visitors.

- Check allocated areas where safe to do so.
- Report any concerns regarding fire safety.
- Support at the assembly point following evacuation.

Fire Wardens **must not place themselves at risk** and should never delay evacuation to search areas that are unsafe.

Fire Risk Assessments

Remedicare Education Services completes a Fire Risk Assessment completed by:

Safe I.S. Ltd – Fire Safety Specialists

The Fire Risk Assessment considers:

- Fire hazards and prevention measures.
- Emergency evacuation arrangements.
- Fire detection and warning systems.
- Fire extinguishers and equipment.
- Staff responsibilities.
- Accessibility needs of children and young people.
- Additional risks associated with SEND learners.
- Any actions required to improve fire safety.

Any recommendations identified through the assessment will be recorded, assigned to a responsible person and monitored until completed.

Fire Prevention

All staff have a responsibility to reduce fire risks.

Staff must:

- Keep fire exits clear at all times.
- Report damaged fire equipment immediately.
- Follow electrical safety procedures.
- Switch off equipment when appropriate.
- Store materials safely.
- Ensure corridors and evacuation routes remain accessible.

Smoking and vaping are not permitted within Remedicare Education Services buildings or areas that may impact fire safety.

Fire Evacuation Arrangements

If the fire alarm sounds:

1. Everyone must evacuate immediately.
2. Staff must support children and young people to leave calmly using the nearest safe exit.
3. No one should stop to collect personal belongings.
4. Doors should be closed where safe to do so.
5. Everyone must make their way to the designated fire assembly point.

The fire assembly point is located:



Across the road from the centre at the designated fire point.

Staff must remain with learners until they have been accounted for and further instructions are provided.

Supporting Learners with Additional Needs

Remedicare Education Services recognises that some children and young people may require additional support during evacuation due to:

- Mobility needs.
- Communication needs.
- Sensory differences.
- Anxiety or emotional regulation needs.
- Medical requirements.

Individual evacuation arrangements will be identified through:

- Individual Risk Assessments.
- EHCP outcomes.
- Behaviour Support Plans.
- Personal Emergency Evacuation Plans (PEEPs), where required.

Staff must be familiar with the evacuation needs of the learners they support.

Fire Drills

At Remedicare Education Services we are committed to ensuring children, young people and staff understand what to do during a fire emergency.

Fire drills allow everyone to practise evacuation procedures and ensure that:

- Staff understand their responsibilities.
- Learners become familiar with evacuation routines.
- Procedures remain effective.
- Any concerns or improvements can be identified.

Fire drills will be completed regularly throughout the academic year.

Fire Drill Schedule 2026–2027

Autumn Term 2026

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INSET Staff Drill: Tue 1 Sep 2026 (first INSET day)
Learner Drill 1: Wed 16 Sep 2026 (mid-Autumn term)
Learner Drill 2: Fri 11 Dec 2026 (late Autumn term, before holidays)

Spring Term 2027
INSET Staff Drill: Mon 4 Jan 2027 (first INSET day of term)
Learner Drill 1: Thu 28 Jan 2027 (mid-Spring term)
Learner Drill 2: Tue 23 Mar 2027 (late Spring term, before Easter break)

Summer Term 2027
INSET Staff Drill: Mon 19 Apr 2027 (first day of Summer term)
Learner Drill 1: Tue 18 May 2027 (mid-Summer term)
Learner Drill 2: Wed 14 Jul 2027 (late Summer term, before end-of-term holidays)

Recording Fire Drills

Following every fire drill, the following information will be recorded:

- Date and time of drill.
- Number of children, young people and staff present.

- Time taken to evacuate.
- Any difficulties identified.
- Actions required following the drill.
- Staff responsible for completing actions.

Records will be maintained for monitoring and compliance purposes.

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Emergency Closure

In exceptional circumstances, Remedicare Education Services may need to close temporarily to ensure the safety of children, young people and staff.

Reasons may include:

- Serious weather conditions.
- Fire or significant fire risk.
- Building damage.
- Heating or water system failure.
- Serious accidents or incidents.
- Advice from emergency services.

Parents/carers will be contacted as soon as possible with arrangements for collection or alternative provision.

Staff Training

All staff receive information regarding fire safety procedures during induction.

Training includes:

- Fire evacuation procedures.
- Assembly point arrangements.
- Fire Warden responsibilities where applicable.
- Supporting learners with additional needs.
- Reporting fire safety concerns.

Staff are expected to familiarise themselves with:

- Emergency exits.
- Fire alarm points.
- Fire extinguishers.
- Fire assembly arrangements.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- There are significant changes to the building.
- A fire incident occurs.
- Recommendations are made through a Fire Risk Assessment.

Policy Owner: Remedicare Education Services

Reviewed: September 2026

Next Review: September 2027