

Fire Safety Policy

Femtinis Learning Hub

Related Documents:

- Fire Evacuation Plan
- Fire Action Notice
- Internal Fire Risk Assessments

1. Purpose of this Policy

Femtinis Learning Hub is committed to maintaining a safe environment for all children, young people, adults, staff, visitors, and contractors attending the hub.

This Fire Safety Policy outlines the measures, procedures, responsibilities, and preventative steps in place to minimise fire risk and ensure safe evacuation in the event of an emergency.

This policy applies to all activities delivered by Femtinis Learning Hub, including workshops, clubs, courses, events, and community sessions delivered onsite or within associated learning spaces.

2. Commitment to Fire Safety

Femtinis Learning Hub recognises its responsibilities under fire safety legislation and takes a proactive approach to reducing fire risks and maintaining safe premises.

We are committed to:

- Maintaining appropriate fire detection and warning systems
- Ensuring safe evacuation procedures are in place
- Supporting the needs of children and young people, including those with SEND/SEN
- Providing staff training and clear emergency procedures
- Conducting regular fire drills and risk assessments
- Maintaining all required fire safety equipment through external contractors
- Creating a culture of fire awareness and prevention

3. Fire Risk Assessments

The Hub maintains formal fire risk assessments which are reviewed regularly and updated where necessary.

Our fire risk assessments are carried out by Croner and include:

- Identification of fire hazards
- Identification of people at risk
- Evaluation of risks and existing control measures
- Recommendations for improvements where required
- Review procedures and ongoing monitoring

Additional operational fire safety documentation is held internally.

4. Fire Safety Systems & Equipment

The Hub maintains formal fire risk assessments which are reviewed regularly and updated where necessary.

Our fire risk assessments are carried out by Croner and include:

- Identification of fire hazards
- Identification of people at risk
- Evaluation of risks and existing control measures
- Recommendations for improvements where required
- Review procedures and ongoing monitoring

Additional operational fire safety documentation is held internally.

4. Fire Safety Systems & Equipment

The Hub maintains appropriate fire safety systems and equipment, including:

- Fire alarm systems
- Smoke detection systems
- Emergency lighting
- Fire extinguishers
- Fire blankets
- Clearly marked fire exits and escape routes
- Fire action notices displayed onsite

The Hub has maintenance and servicing contracts in place for:

- Fire alarms
- Emergency lighting

- Fire extinguishers

All servicing, testing, and maintenance are carried out by appropriately qualified contractors in accordance with legal requirements and manufacturer guidance.

The Fire Evacuation Plan identifies the location of key safety equipment including the mains fuse box, fire blanket, and fire safety documents.

5. Staff Training & Responsibilities

All staff receive annual fire safety training appropriate to their role.

Workshop Leaders are additionally trained to act as Fire Wardens and are responsible for supporting evacuation procedures, assisting participants, and helping ensure the building is cleared safely where appropriate.

The Managing Director and designated staff members are responsible for:

- Maintaining fire safety procedures
- Ensuring adequate staffing levels
- Coordinating evacuations
- Liaising with emergency services
- Ensuring staff training is completed
- Reviewing fire safety arrangements regularly

The Fire Evacuation Plan states that trained Fire Wardens may sweep the building to ensure all areas are clear if safe to do so.

6. Fire Prevention Measures

Feminos Learning Hub takes a range of preventative measures to minimise fire risk.

These include:

- Keeping fire exits and escape routes clear at all times
- Maintaining electrical systems and equipment safely
- Avoiding overloaded sockets and unsafe adaptors
- Safe storage of potentially flammable materials
- Routine inspection of equipment and cables
- Ensuring electrical equipment is switched off where appropriate
- Maintaining good housekeeping standards throughout the premises

- Following all recommendations identified within fire risk assessments

Detailed operational controls are documented within internal fire risk assessment records.

7. No Smoking & No Vaping Policy

Femtinis Learning Hub operates a strict no smoking and no vaping policy.

Smoking and vaping are prohibited:

- Inside the building
- In the garden areas
- At the front of the building
- Within the immediate surrounding premises

This policy applies to:

- Staff
- Workshop leaders
- Visitors
- Contractors
- Parents/carers
- Participants

All individuals attending the site are expected to follow this requirement.

8. Escape Routes & Evacuation Arrangements

The Hub maintains clearly identified escape routes and evacuation procedures.

The Fire Evacuation Plan identifies:

- One exit to the front of the building
- Two exits to the rear of the building

The primary assembly point is:

Northfield Quaker Pre School playground, accessed via the rear emergency exits.

This location has been specifically selected to support the safe evacuation of children and young people, including those with SEN/additional needs, due to its enclosed and secure outdoor environment.

Where possible, evacuation routes avoiding the main road will always be prioritised. Use of routes involving the main road would only occur if absolutely necessary for safety reasons.

The Fire Action Notice displayed onsite instructs occupants to:

- Raise the alarm
- Dial 999
- Leave by the nearest safe exit
- Proceed to the assembly point
- Not re-enter the building until authorised

9. Personal Emergency Evacuation Arrangements

Where appropriate, Personal Emergency Evacuation Plans (PEEPs) and General Emergency Evacuation Plans (GEEPs) may be implemented for individuals requiring additional support during evacuation.

The Fire Evacuation Plan confirms that arrangements are in place for staff, regular visitors, and members of the public who may require additional assistance.

Staff will provide reasonable support during evacuations while prioritising overall safety.

10. Fire Drills

Fire drills may take place during workshops, clubs, courses, or live sessions.

While we aim to minimise disruption to activities, regular drills are considered an important part of maintaining a safe environment.

Drills also help:

- Familiarise students with evacuation procedures
- Reduce anxiety during real emergencies
- Support SEN students through routine and familiarity
- Ensure staff remain confident in emergency procedures

Records of drills and any identified actions will be maintained internally.

11. Procedure in the Event of a Fire

In the event of a fire or suspected fire:

1. The alarm will be raised immediately.
2. Emergency services will be contacted by dialling 999.
3. Staff will begin evacuation procedures calmly and promptly.

4. Participants will leave via the nearest safe exit.
5. Staff and Fire Wardens will assist individuals requiring additional support where appropriate.
6. No attempt should be made to collect personal belongings.
7. No person may re-enter the building until authorised by the Fire Service or responsible person.
8. Registers/sign-in information will be used where possible to account for all persons.

The Fire Evacuation Plan confirms that personal safety always takes priority and staff should not attempt to fight fires unless trained and safe to do so.

12. Monitoring & Review

This policy will be reviewed:

- Annually
- Following any fire incident
- Following significant building changes
- Following updates to legislation or fire safety guidance
- Where fire risk assessments identify changes are required

Fire safety procedures may also be updated periodically to reflect operational changes and evolving best practice.
