



The Prospect Trust 2025 – Fire Safety Policy

Policy Category	General
Approving Authority	The Prospect Trust Board
Fire Safety Advisor (Health & Safety Manager)	Ty Hardy – CMIOSH
Fire Safety Lead (Chief Operating Officer)	Paul Edwards
Date of Last Review	July 2025
Date of Next Review	July 2026

References:

- a. [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- b. [Fire Safety \(England\) Regulations 2022 - GOV.UK](#)
- c. [Fire safety in new and existing school buildings - GOV.UK](#)

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1. Policy Statement:

The purpose of this Fire Safety Policy is to ensure the safety of all people in The Prospect Trust and The Academies, or in the vicinity of, the premises in case of Fire. The Prospect Trust is committed to taking all reasonably practicable measures to prevent or minimise the Risk of Fire and has undertaken a Fire Safety Risk Assessment to identify Hazards and ensure appropriate Control Measures are in place, in line with the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022. Whilst Fire can never be prevented completely, The Prospect Trust has put in place suitable systems to alert people to fire, raise the alarm and escape safely. These systems will be regularly monitored and reviewed through Fire Drills. All members of staff will also be given training and instruction on fire evacuation measures.

2. Fire Safety – Emergency Action Plans:

Each Academy should have their own Individual Fire Emergency Action Plan. This should be made available to all Members of Staff. Fire Emergency Action Plans should be reviewed annually as a minimum and/or when there are any significant changes. All Fire Emergency Action Plans should be drilled/practiced termly as a minimum and/or following an incident and/or changes to the Fire Emergency Action Plan.

The overarching responsibility for Fire Emergency Action Plans lies with the Principals/Headteacher and is supported by the Health & Safety Manager and the College/Schools Site Managers/Caretakers.

3. Fire Evacuation Plans and Fire Drills:

Fire Drills are to be conducted once every School Term as a minimum (these Drills are to be recorded). After each Fire Evacuation and/or Fire Drill, the Fire Evacuation and/or Fire Drill must be discussed by SLTs and others with Areas of Responsibility to identify how the outcomes of the Fire Emergency Action Plan and also to identify how they can be improved. Fire Emergency Action Plans must be reviewed and updated annually as a minimum.

4. Fire Safety Hazards:

The Prospect Trust and the Academies will put in place systems to identify all of the potential Fire Safety Hazards around the premises by carrying out Annual Fire Safety Risk Assessments and noting everything that has the potential to start a Fire or hinder a person's escape during a Fire.

These may include (but are not limited to):

- Inadequate maintenance of Fire Safety Equipment
- Irregular Fire Alarm Testing
- Improper storage of Flammable Materials
- Faulty Electrical Wiring
- Outdated Heating Systems

5. Fire Safety Precautions:

Each Academy should ensure that there are Suitable and Sufficient Fire Safety Precautions and Procedures in place within each building.

These may include (but are not limited to):

Who is responsible for the Fire Safety Equipment in each area

Fire Alarm Systems in place and regularly checked

Suitable and Sufficient Fire Safety Signage

Suitable and Sufficient Fire Fighting Equipment and regularly checked

Fire Emergency Action Plans available to all and reviewed/updated regularly

Personal Emergency Evacuation Plans (PEEPs) for Staff and Students with Additional Needs

Training and Instruction given to Staff and Students

Information given to Contractors and Visitors

6. Reporting:

If any member of Staff or Student identifies a problem with the Fire Safety Policies, Action Plans or Procedures of The Trust or any of The Academies, they should report their concerns to a member of the SLT, a member of the Fire Safety Team and the Fire Safety Advisor/Lead.

7. Review:

Reviews are conducted annually (as a minimum) by the Health & Safety Manager. However, the overarching responsibility for Fire Safety and the Fire Emergency Action Plans lies with the Principals/Headteacher and is supported by the Health & Safety Manager and the College/Schools Site Managers/Caretakers.

Changes to the Fire Safety Policy must be discussed and communicated between the Principals/Headteacher, the Health & Safety Manager and the College/Schools Site Managers/Caretakers. Changes should then be finalised and approved by the Approving Authority. Once complete, the updated Policies and Processes should be communicated with all Members of Staff and those outside the organisation who may be affected by the Fire Emergency Action Plans.

End.