



SPaCE Fire Safety Policy

Date of Issue: 01/10/2024

Review Due: 01/10/2026

1. Policy Statement

SPaCE is committed to ensuring the safety and wellbeing of all young people, staff, volunteers, visitors, and contractors by maintaining effective fire safety arrangements across all residential, outreach, office, and community settings.

We recognise our responsibility to minimise the risk of fire, ensure safe evacuation procedures, and maintain environments that support the needs of children and young people with Special Educational Needs and Disabilities (SEND).

SPaCE will comply with all relevant fire safety legislation and best practice guidance to protect everyone using our services.

2. Scope

This policy applies to:

- All SPaCE employees and volunteers
- Residential and outreach settings
- Young people and families accessing services
- Contractors, visitors, and agency staff
- All premises and locations used by SPaCE

3. Legal Framework

This policy is informed by:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children's Homes (England) Regulations 2015
- Equality Act 2010
- SEND Code of Practice
- Relevant local fire authority guidance

4. Fire Safety Responsibilities

4.1 Designated Fire Safety Lead

The designated Fire Safety Lead for SPaCE is:

Dene Terry

Responsibilities include:

- Overseeing fire safety compliance across SPaCE.
- Ensuring fire risk assessments are completed and reviewed.
- Monitoring evacuation procedures and emergency planning.
- Coordinating fire drills and reviewing outcomes.
- Ensuring fire safety training is completed.
- Monitoring fire safety equipment testing and maintenance.
- Ensuring Personal Emergency Evacuation Plans (PEEPs) are in place where required.

4.2 Fire Warden

The designated Fire Warden for SPaCE is:

Siobhan Bunce

Responsibilities include:

- Supporting fire evacuations.
- Assisting during fire drills.
- Checking escape routes remain clear.
- Reporting hazards or concerns.
- Supporting routine fire safety inspections.
- Assisting with fire safety communication and awareness.

4.3 Staff Responsibilities

All staff and volunteers must:

- Follow fire safety procedures.
- Attend required fire safety training.
- Report hazards, defective equipment, or blocked exits immediately.
- Participate in fire drills.
- Familiarise themselves with evacuation routes and assembly points.

- Support young people during evacuations where required.

5. Fire Risk Assessments

SPaCE will ensure suitable and sufficient fire risk assessments are completed for all premises and activities.

Assessments will:

- Identify fire hazards.
- Assess who may be at risk.
- Evaluate existing control measures.
- Identify actions required to reduce risks.
- Be reviewed regularly or following significant changes or incidents.

Actions arising from assessments will be recorded and monitored.

6. Personal Emergency Evacuation Plans (PEEPs)

SPaCE recognises that some learners, staff, or visitors may require additional support during an evacuation.

Personal Emergency Evacuation Plans (PEEPs) will be developed for individuals with:

- Physical disabilities
- Sensory impairments
- Medical needs
- Communication needs
- Neurodiverse needs
- Anxiety or trauma-related needs affecting evacuation

PEEPs will:

- Identify individual support requirements.
- Outline evacuation arrangements.
- Be developed collaboratively where appropriate.
- Be reviewed regularly and after any significant change.
- Be shared with relevant staff while maintaining confidentiality.

7. Fire Drills



SPaCE will conduct regular fire drills to ensure all individuals understand evacuation procedures.

7.1 Frequency

- Fire drills will be conducted at least termly in residential and regularly occupied settings.
- Additional drills may be carried out following changes to buildings, staffing, occupancy, or identified concerns.

7.2 Recording and Monitoring

All fire drills will be recorded.

Records will include:

- Date and time of drill
- Location
- Number of participants
- Evacuation duration
- Any issues identified
- Actions required
- Completion of follow-up actions

Outcomes from drills will be reviewed by the Fire Safety Lead to improve emergency preparedness.

8. Fire Safety Equipment Testing and Maintenance

SPaCE will ensure all fire safety equipment is routinely inspected, tested, and maintained.

This includes:

- Fire alarm systems
- Smoke detectors
- Emergency lighting
- Fire extinguishers
- Fire blankets
- Fire doors
- Evacuation aids and equipment

8.1 Maintenance Logs



Testing and maintenance logs will be maintained for all fire safety equipment.

Records will include:

- Date of inspection or test
- Equipment checked
- Outcome of inspection
- Faults identified
- Repairs or actions completed
- Name of person completing the check

Any defects or faults will be addressed promptly.

9. Fire Safety Training

All staff and volunteers will receive:

- Fire safety induction training
- Information on evacuation procedures
- Fire extinguisher awareness where appropriate
- Refresher training at regular intervals
- Training relating to PEEPs where relevant

Training records will be maintained.

10. Emergency Evacuation Procedures

SPaCE will maintain clear evacuation procedures including:

- Emergency escape routes
- Assembly points
- Procedures for assisting individuals requiring support
- Procedures for contacting emergency services
- Headcount and accountability arrangements

Fire exits and evacuation routes must remain clear at all times.

11. Monitoring and Review

SPaCE will monitor fire safety arrangements through:

- Fire risk assessment reviews
- Fire drill evaluations
- Equipment testing audits
- Staff supervision and training monitoring
- Incident reviews

This policy will be reviewed annually or following:

- Significant incidents
- Legislative changes
- Changes to premises or services
- Feedback from staff or young people

12. Policy Approval and Sign-Off

Policy Owner: Dene Terry

Approved by: Dene Terry

Signature: DB Terry

Date: 01/10/2025

Review Due: 01/10/2026