

Fire safety

1. Introduction

Turning Point Leeds (TPL) is committed to providing a safe environment for all pupils, staff, visitors, and contractors. This Fire Safety Policy sets out responsibilities and procedures for fire prevention, detection, evacuation, and emergency response. It complies with the Regulatory Reform (Fire Safety) Order 2005, Leeds City Council guidance, and best practice.

2. Responsibilities

Directors (Responsible Persons)

- Hold ultimate accountability for fire safety at TPL.
- Ensure suitable fire safety arrangements and resources are in place.
- Appoint a competent Fire Safety Officer to oversee daily management.

Fire Safety Officer (Kentmere CC)

- Carry out and regularly review the Fire Risk Assessment.
- Ensure fire detection and alarm systems are tested weekly.
- Maintain records of checks, drills, and servicing.
- Oversee fire safety training and ensure evacuation routes are kept clear.
- Liaise with emergency services and regulatory bodies.

All Staff

- Familiarise themselves with evacuation routes and fire procedures.
- Respond immediately to alarm signals and guide pupils to assembly points.
- Report fire hazards or faults to the Fire Safety Officer.
- Take part in fire drills and follow training on extinguisher use.

Pupils

- Follow instructions during evacuations and drills.
- Move calmly and quickly to assembly points.
- Not re-enter buildings until authorised.

3. Fire Prevention

TPL will minimise fire risks by:

- Regular inspection of electrical systems, appliances, and heating.
- Safe storage of flammable materials and prompt disposal of waste.
- Maintaining a no-smoking policy on all premises.

4. Fire Detection and Alarm Systems

- Reliable fire detection and alarm systems maintained and tested weekly.

- Call points clearly marked, accessible, and explained to staff.
- Faults reported and remedied immediately.

5. Emergency Evacuation Procedures

- Clear evacuation procedures communicated to staff and pupils.
- Fire drills carried out at least once per term, with outcomes recorded.
- Evacuation routes signposted and kept free from obstruction.
- Personal Emergency Evacuation Plans (PEEPs) in place for individuals requiring assistance.

6. Firefighting Equipment

- Extinguishers, blankets, and other equipment positioned appropriately and serviced annually.
- Staff trained to use extinguishers safely but reminded that evacuation is the priority.

7. Emergency Contacts

- Emergency contact information (fire service, directors, Fire Safety Officer) displayed prominently.
- Staff know who to contact in the event of a fire.

8. Training and Awareness

- All staff trained in fire safety and evacuation procedures as part of induction and refreshed annually.
- Pupils given age-appropriate fire safety awareness through induction and drills.

9. Record Keeping

TPL maintains written records of:

- Fire risk assessments.
- Fire alarm and equipment checks.
- Fire drills (including timings and improvements identified).

10. Review and Evaluation

- The Fire Risk Assessment is reviewed annually or after significant change.
- Policy effectiveness is evaluated after drills or incidents.
- Feedback from staff, pupils, and inspectors informs improvements.

11. Communication and Consultation

TPL promotes open discussion about fire safety. Concerns or suggestions can be raised with the Fire Safety Officer or directors.

12. Compliance

TPL complies with:

- Regulatory Reform (Fire Safety) Order 2005
- Relevant British Standards and Leeds City Council guidance
- Wider TPL Health & Safety Policy

13. Further Information

For further advice or to raise concerns about fire safety, contact the Fire Safety Officer or a director.

Written: August 2025

Next Review: August 2026