



Lumen Academy

Embrace

Educate

Empower

Fire Safety Management Plan

Plan Date: August 2024

Review Date: September 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Aug 24	M Sethi	
V2			Sep 25	M Sethi	Staff responsibilities changed

Statement of Intent

Lumen Academy believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the academy must play their part in the creation of a safe and healthy working environment for all.

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Lumen Academy Ltd as the employer, occupier / owner or '*responsible person*'.
- 1.3 This fire safety management and fire emergency plan applies to all in the premises of Lumen Academy Ltd. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged. Lumen Academy
 - provides and maintain passive and active fire prevention, protection and measures.
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - provide a programme of fire safety training;

- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
 - materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- A annual premises fire safety inspection will be carried.

2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy The main strands of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design and alterations

3 PLANNING

3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety)

Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan.

3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration.

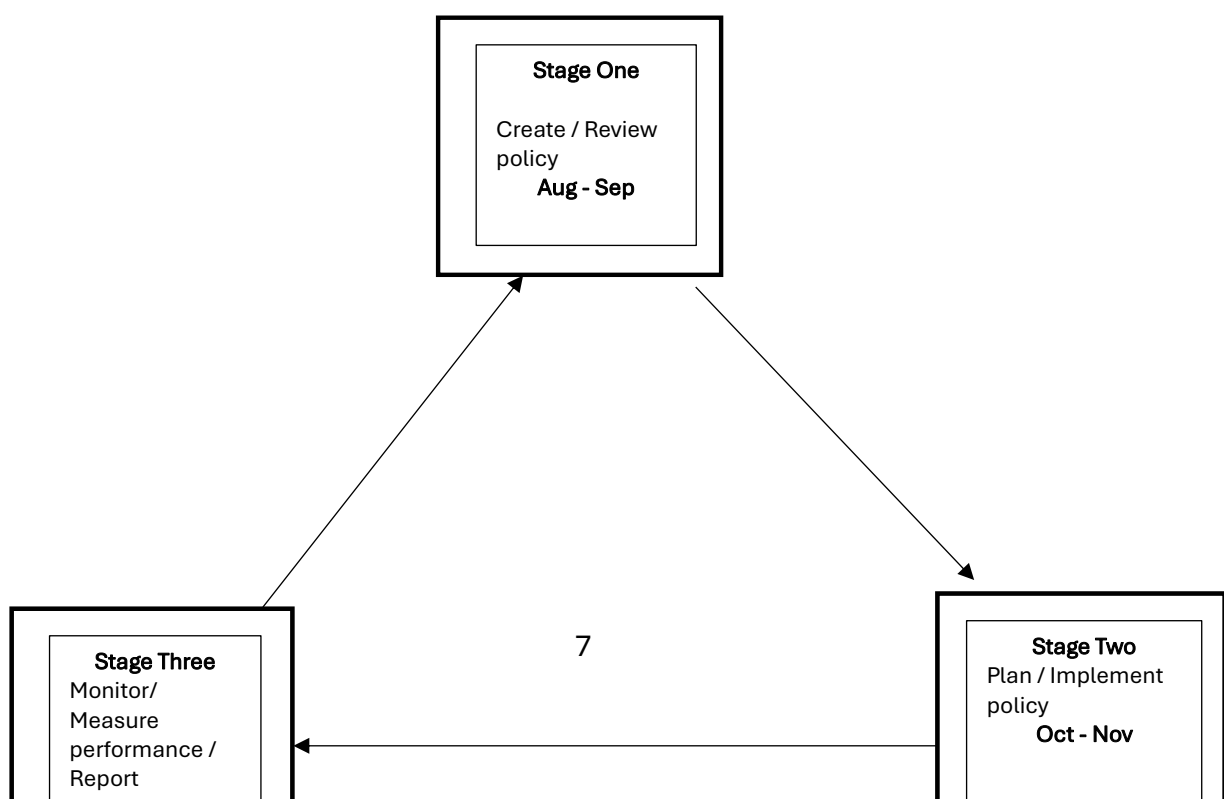
3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks
Medium Risk	=	Work to be completed within 6 months

Low Risk = Work to be completed within 1 year

- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) will be developed for staff, pupils who have known disabilities that will impact on their ability to evacuate the premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
 - Emergency lighting
 - Fire fighting facilities
 - Emergency routes and exits
 - Fire safety signs and notices
 - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance.
- 3.8 Fire Warden and staff training are provided online through **National College**. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available.
- 3.9 Fire evacuation exercises will be carried out each term. The purpose of these exercises is to educate staff and students in the correct manner of evacuating the building in the event of an emergency and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of the building will be in accordance with established procedures in the fire emergency plan).

- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by Director.
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by **Monika Sethi** at agreed appropriate times during normal hours and in line with current British or European test standards. All staff fire wardens will be trained in the use of the evacuation system.
- 3.14 Fire wardens will report any faults or problems to the Principal /Fire Safety Officer / Health and Safety Manager.
- 3.15 A fire safety logbook will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills in reception.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 ORGANISATION AND CONTROL

4.1 Monika Sethi is the named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training.

4.2 Principal/ Director will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that arrangements are in place for the completion of fire risk assessments.
- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than a term;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire logbook or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;

- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.3 All staff working at Lumen Academy will:

- ensure that fire risk assessments are carried out for all their subjects, and for specific activities such as bricklaying, tiling, art, nails & Beauty, cooking etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all staff and students and any visitors. This emergency plan must consider people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly.
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;

- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- I. Number of fires recorded annually / number of fire related incidents.
- II. Achieving set schedules and time frames (evacuation drills and building audits).
- III. Measuring the number of Fire Service call outs against cause.
- IV. Termly and annual premises inspection and meetings to ensure actions and progress are made.
- V. Annual audit of all fire systems by the director/ principal

6 REVIEW

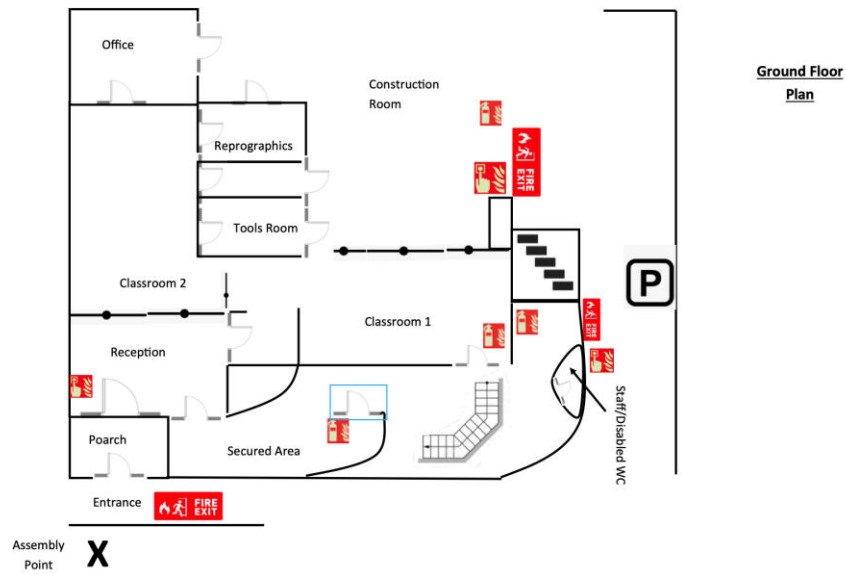
6.1 Annual audit of all fire systems by the director to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

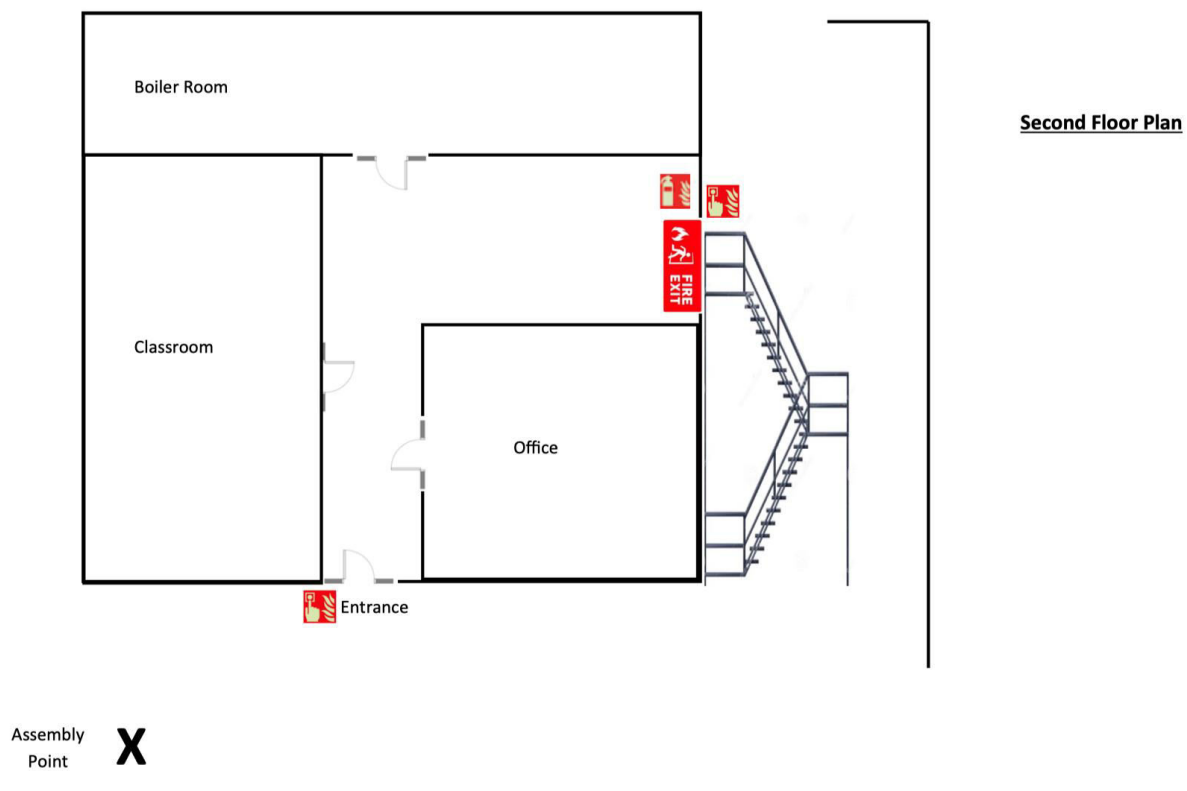
6.2 Active reviews will take place quarterly prior to any likely accident or event

6.3 Reactive reviews will take place following a fire safety event occurring

6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

7 Fire Emergency Plan





7.1 Training and Training Provision

All training will be provided online by the National College. We have:

- JM and MS are trained in the use of fire equipment.
- JM and MS are trained for Fire Marshal duties.
- MS will register visitors at the assembly point(s).
- JM will evacuate pupils, staff and visitors on the ground floor.
- MS will evacuate pupils and staff on first floor.
- BB will evacuate pupils and staff on second floor.
- Staff and students will be trained termly on how to evacuate the building from respective floors.
- Termly fire drills will be held for training everyone.
- Visitors / contractors will be told at the time of signing in the fire exists and will be pointed to the assembly point on the map.

7.2 Information Distribution

Detail the methods of informing personnel (incl. visitors / contractors) of escape routes will include the following: -

- Verbal Instructions while signing in
- Emergency exit / route signage
- The Emergency Plan

7.3 What Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- Where appropriate check toilets and close windows and doors on the way out.
- Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying their escape.
- They must remain at the assembly place.
- Return to the building only when authorised to do so.

7.4 What Staff Should Do If They Hear the Fire Alarm

Staff must:

- Leave the building by the nearest exit.
- Close any doors en-route without delaying their escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless they have been trained.
- Do pass any information to the building responsible person at the assembly point.
- They must remain at the assembly place.
- Return to the building only when authorised to do so.
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7.5 Contacting the Emergency Services

- The most senior member of the staff will ring the services
- Senior members may use mobile or landline (whatever is easy) to make the call

7.6 Emergency Services Liaison Procedures

- Most Senior member of the staff will liaise with the emergency services on arrival,
- They will inform about where the fire is and what the current situation is?
- The Senior member of staff will meet the emergency services in the car park.
- All fire wardens will be wearing Hi-Viz vest, so they are easily identified.
- All visitor/staff and students' attendance list will be given to the Senior most member so they can relay the information to the emergency services.

7.6.1 Specific Information for the Emergency Services

The emergency services be given specific information:

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable material stores
- Location of high-risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

7.6.2 Location of information

The senior most person on site will share the emergency plan on paper with the emergency services. This information is always kept on the reception.

7.6.3 Accounting for Personnel

- Everyone on site will be accounted for via paper register(s), after consulting the signing in and out book for staff, students and visitors
- MS will account for all visitors/contractors
- MS will account for all students
- JM will account for all staff present on site.
- All members of staff will give the final registers to MS or the most senior colleague.
- Anyone missing (student/visitor/staff/contractor) will be informed to MS/Senior member, who will further inform the emergency services

7.7 Escape Routes

A map for each floor has been included for ease of reference.

7.8 Assembly Points

- the point where visitors / contractors must assemble is the steps of the Town Hall.
- The Emergency plans have the assembly point marked.

7.9 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures will be put in place, which will take account of the various scenarios, once we have a disabled person on site. (Staff or student)

7.10 Visitors and / or Contractors

All visitors/ staff and students are logged in and out of a building, using a sign in and sign out book. The person hosting the visitor will ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors are also logged in and out of premises. Unless they are constantly supervised by staff or nominated personnel, they are also given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

7.11 Overall Control

- The overall control of the emergency is with the principal.

7.12 Fire Marshals and Fire Wardens

All staff below are Fire marshals / fire warden, and they have specific responsibilities for specific floor. These staff are also first aid trained.

MS and JM will sweep the ground floor
BB will sweep the first floor
BB will sweep the second floor.

Staff will:

- Proceed to the assembly point and close doors on route
- Help the Principal in overall control of the evacuation by confirming their area has been checked

7.13 Fire Fighting

- MS and JM are trained to use the fire extinguishers.
- All fire extinguishers are located at every floor and are marked on the emergency plan.

7.14 Fire Control Panel

- Fire Panel will be checked by JM or MS
- JM or MS will immediately ring the emergency services
- JM or MS are responsible for silencing and resetting the panel. In case of any doubt, they will ring the fire alarm engineers.

7.15 Re-Entering the Building

- All staff will supervise the students and visitors and ensure no one re-enters the building.

- Once the event has been cleared by the emergency services, the principal or the senior most member of staff will allow all to re-enter the building.

7.16 Contingencies If Not Re-Entering the Building

- If for any reason, the building is unsafe to be re-entered, then visitors will be asked to leave from the steps of the main Town Hall Building.
- In case of bad weather conditions, or if it is getting dark before we can re-enter the building, everyone will be escorted into the Ropewalk Shopping area (outside Costa Coffee) to be dry and safe.
- All staff will monitor / escort the pupils to the Ropewalk shopping area (outside Costa Coffee)
- Staff present to contact parents/carers and advise of the situation and request for the collection of their child ASAP.
- In the event that any parent/carer are unable to collect their child, seek permission to send them by taxi and if not possible, to ensure to keep the child safe with the allocated member of staff, until a suitable arrangement can be made.

Reviewed By:

Summer Clark

September 2026

Next Review Date:

September 2027

Approved by Director:

1st September 2026

Signed:



**Monika Sethi
Principal and Director**