

Safer Recruitment Policy and Procedure

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

Hair • Beauty • SEND Provision

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Fire Safety Policy

1. Policy

The Academy will prevent fire where reasonably practicable, maintain effective detection and warning systems, provide safe escape routes and ensure all persons can evacuate promptly.

2. Responsible person and competent support

The Director is the responsible person for Academy-controlled premises and will appoint competent assistance to support fire safety management. Landlord responsibilities, host-site responsibilities and shared-premises arrangements must be documented before provision starts and reviewed where premises, learners, staffing or activities change. Where learners have SEND or an EHCP, the Director or nominated competent person will ensure individual needs that may affect evacuation are considered, recorded and communicated to relevant staff.

3. Required arrangements

- A suitable and sufficient fire risk assessment reviewed at least annually and after significant change.
- A fire management plan and evacuation plan.
- Clear exits, signage, emergency lighting, alarm and firefighting equipment.
- Staff induction and periodic fire training.
- Fire drills at least termly or at a frequency justified by the fire risk assessment.
- Personal Emergency Evacuation Plans for anyone requiring assistance, including learners whose SEND, medical, mobility, sensory, communication, anxiety or behaviour needs may affect evacuation.
- Routine recorded checks and prompt defect correction.

4. On discovering fire

1. Raise the alarm.
2. Call 999 and provide the address.
3. Evacuate by the nearest safe route.
4. Do not fight fire unless trained, safe and necessary to aid escape.
5. Report to the assembly point and do not re-enter until authorised.

5. Learner accountability

Registers, visitor records and staff information will be used to account for everyone. Staff must never delay evacuation to collect property or complete registers inside the building. For learners receiving SEND or alternative provision, attendance, arrival, departure and handover arrangements must be clear so that the Academy can account for each learner promptly during an evacuation or emergency.

6. Legal framework and scope

This policy supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and applies to all staff, learners, visitors, contractors, volunteers and any other person using Academy-controlled premises or taking part in Academy activity. It also supports the Academy's duty to provide safe, suitable education for learners with special educational needs and disabilities, including learners with Education, Health and Care Plans, and to evidence appropriate health, safety, safeguarding and due diligence arrangements where provision is commissioned, delivered off-site or delivered in shared premises. All employees must take reasonable care for their own safety and the safety of others and must follow fire safety instructions, procedures and training.

7. Fire prevention and control measures

- Good housekeeping must be maintained to prevent the build-up of combustible waste, packaging, paper, displays or other materials that could increase fire risk.
- Electrical equipment must be used safely, kept in good condition and reported immediately if damaged, overheating or unsafe.
- Smoking and vaping are only permitted in designated external areas, where applicable, and smoking materials must be disposed of safely.
- Flammable substances, cleaning chemicals and hazardous materials must be stored securely and in accordance with manufacturer guidance and risk assessment controls.
- Heating, kitchen and portable electrical appliances must only be used where authorised and must not obstruct exits, escape routes or fire safety equipment.

8. Fire safety equipment, maintenance and checks

The Academy will ensure that fire alarms, emergency lighting, escape routes, fire doors, signs, notices and firefighting equipment are checked, tested and maintained at suitable intervals. Defects must be recorded, reported promptly and actioned without unnecessary delay. Escape routes, exits and fire doors must be kept clear, accessible and usable at all times.

9. Evacuation arrangements

Evacuation procedures must be displayed and communicated to staff, learners and visitors. The evacuation plan will identify alarm arrangements, available escape routes, assembly point arrangements, staff responsibilities, support for people requiring assistance and the method for accounting for learners, staff, visitors and contractors. If a normal escape route is unavailable, staff must direct people to the nearest safe alternative route.

10. Fire wardens, training and drills

Fire wardens or marshals will be appointed where required by the fire risk assessment. Staff will receive fire safety information at induction and refresher training at appropriate intervals. Training will cover fire prevention, raising the alarm, evacuation procedures, emergency roles, learner and visitor accountability, the location of fire safety arrangements and support for learners who may need additional assistance. Fire drills will be recorded, evaluated and used to improve procedures where necessary. Drills must take account of learners with SEND and any agreed PEEPs, while avoiding unnecessary distress where a planned or supported approach is required.

11. Shared premises and third-party sites

Where the Academy operates from shared premises, rented rooms, third-party sites or off-site SEND/alternative provision locations, the Director or nominated competent person will confirm local fire safety arrangements with the landlord, host organisation or premises controller before learners attend. This includes evacuation procedures, alarm systems, assembly points, visitor arrangements, access needs, fire safety responsibilities, staff supervision, emergency communication, learner accountability and how defects or concerns will be reported. The Academy will retain evidence of these checks as part of its safeguarding, health and safety and due diligence arrangements.

12. SEND, EHCP and vulnerable learner arrangements

Where the Academy supports learners with SEND, including learners with EHCPs, fire safety arrangements will be suitable for the learner's age, ability, aptitude, special educational needs, communication needs and any known health, mobility, sensory, behavioural or emotional needs. Fire risk assessments, evacuation plans and PEEPs will consider reasonable adjustments, supervision levels, familiarisation with escape routes, visual or accessible instructions, anxiety triggers, safe handover

arrangements and any information shared by parents, carers, commissioning bodies, schools, local authorities or relevant professionals.

Where provision is commissioned by, delivered for, or used as part of Hampshire County Council SEND or Alternative Provision arrangements, the Academy will maintain evidence that fire safety arrangements are suitable for learners with EHCPs and for any bespoke, off-site, shared-premises, online, tutoring, mentoring, therapy or inclusion-support provision. The Academy will make relevant fire safety records, premises confirmations, risk assessments, PEEPs, attendance and accountability arrangements, staff training records and corrective action evidence available for assurance, contract monitoring, placement review or safeguarding review where required and lawful to do so.

13. Hampshire SEND and Alternative Provision compliance checklist

Compliance area	Required evidence or control
Suitable education and SEND needs	Fire arrangements must be suitable for each learner's age, ability, aptitude, SEN, EHCP outcomes, communication needs and health or mobility needs.
Fire risk assessment	A suitable and sufficient fire risk assessment must be in place, reviewed annually and after changes to premises, learner needs, staffing, activities, provider arrangements or incidents.
PEEPs and reasonable adjustments	PEEPs must be completed where assistance may be needed and must include practical evacuation support, communication methods, supervision, triggers, familiarisation and review dates.
Safeguarding and due diligence	Fire safety checks for shared, rented, third-party or off-site provision must be retained with safeguarding, health and safety and placement due diligence evidence.
Learner accountability	Registers, attendance records, visitor records, handover arrangements and emergency contact procedures must allow staff to account for every learner promptly.
Training and drills	Staff induction, refresher training and drills must be recorded and must reflect SEND-specific support arrangements without causing avoidable distress.
Shared premises and host sites	Responsibilities for alarms, evacuation, assembly points, emergency lighting, fire doors, defects, supervision and communication must be confirmed before learners attend.
Monitoring and review	Records must be available for Hampshire County Council assurance, contract monitoring, placement review or safeguarding review where required and lawful.

14. Records

The Academy will keep suitable records of fire risk assessments, fire management plans, evacuation plans, fire drills, staff training, alarm tests, emergency lighting checks, extinguisher servicing, fire door and escape route checks, reported defects, corrective actions, PEEPs, learner-specific evacuation arrangements, shared-premises confirmations, third-party site checks, Hampshire SEND/AP assurance evidence and evidence of relevant safeguarding, health and safety and placement due diligence. Records will be retained securely, reviewed as part of monitoring arrangements and made available for review where required.

15. Monitoring and review

This policy and associated fire safety arrangements will be reviewed at least annually, following any significant change to premises, learners or activities, after a fire incident or near miss, following a drill

that identifies concerns, when a learner's needs or PEEP changes, where a commissioned placement changes, where Hampshire County Council requests assurance information, or where changes in legislation, statutory guidance, commissioning requirements or risk assessment findings require updates.