

May Blossom Farm CIC

Alternative Provision

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Fire Safety Policy

Approved by:	May Blossom Farm CIC Board
Last reviewed on:	23/09/2025
Next review due by:	31/08/2026
Head of Alternative Provision	Gill Press
Deputy Head of Alternative Provision	Hannah Priest
Designated Safeguarding Lead (DSL)	Gill Press
Deputy DSL (DDSL)	Hannah Priest
Designated Safeguarding Trustee	Russel Breyer

This policy was ratified in September 2025 and will be reviewed in August 2026

Policy Statement

May Blossom Farm CIC (MBF CIC) is committed to maintaining the highest standards of fire safety across all its premises. The health, safety and welfare of students, staff, volunteers and visitors remain paramount. Through proactive risk management, staff training, and regular inspections, MBF CIC aims to reduce the risk of fire and ensure that, in the event of an emergency, effective measures are in place to safeguard life.

This Fire Safety Policy sits alongside MBF's Safeguarding and Child Protection Policy, Health and Safety Policy, and Fire Evacuation Policy, recognising that preventing and managing fire risks is central to safeguarding children and young people.

Purpose

The purpose of this policy is to:

- Establish clear procedures for fire prevention and fire safety management.
- Ensure compliance with fire safety legislation and regulations.
- Protect life, property and the environment through effective planning and control measures.
- Provide staff and students with the knowledge and skills required to maintain a fire-safe environment.

Scope

This policy applies to:

- All MBF CIC staff, trustees, volunteers and contractors.
- All learners and parents/carers while on site.
- All visitors to MBF CIC premises.

It covers all buildings, classrooms, workspaces, social areas and outdoor grounds.

Principles

- Fire prevention is the responsibility of all staff, students and visitors.
- All fire safety measures will be based on current legislation, guidance and best practice.
- Staff will be trained and equipped to identify, manage and report fire risks.
- Fire safety checks and maintenance will be carried out regularly to ensure compliance and safety.

Responsibilities

Board of Directors

- Ensure compliance with statutory fire safety requirements.
- Approve and monitor the Fire Safety Policy and related procedures.
- Review fire safety arrangements annually.

Leadership Team

- Oversee the implementation of fire safety procedures.
- Ensure risk assessments are carried out and updated as required.
- Provide fire safety training for staff and induction for students.
- Ensure fire-fighting equipment is installed, maintained and tested regularly.

Staff

- Follow fire safety procedures and report any hazards immediately.
- Keep fire exits, corridors and assembly points clear at all times.
- Ensure students are aware of fire safety rules and expectations.

Students

- Follow instructions from staff regarding fire safety.
- Avoid actions that could create fire hazards.
- Report concerns about fire safety to staff.

Fire Wardens

- Conduct regular checks of designated areas.
- Monitor the condition of fire-fighting equipment and exits.
- Support training, drills and awareness activities.

Fire Safety Measures

- **Risk Assessments** – Fire risk assessments will be completed and reviewed regularly.
- **Fire Detection and Alarm Systems** – Maintained in line with statutory requirements and tested weekly.
- **Fire-Fighting Equipment** – Extinguishers and other equipment will be serviced annually and checked monthly.
- **Escape Routes** – Clearly signed, unobstructed and regularly inspected.
- **Housekeeping** – Combustible materials minimised and stored safely; waste disposed of promptly.

- **Electrical Safety** – Portable appliances and fixed installations will be tested in line with regulations.

Training and Awareness

- All new staff, volunteers and students will receive fire safety induction.
- Staff will undertake fire safety training at least annually.
- Fire Wardens will receive enhanced training relevant to their responsibilities.
- Awareness campaigns and reminders will be provided to encourage vigilance.

Monitoring and Review

- Fire safety records (tests, maintenance, training, drills) will be kept and reviewed regularly.
- The Leadership Team will ensure compliance with fire safety law and best practice.
- Lessons from fire drills, inspections and incidents will be used to improve practice.
- This policy will be reviewed annually or sooner if required by changes to legislation or premises.

Related Policies

This policy should be read alongside:

- Fire Evacuation Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy for Pupil/Student Welfare
- First Aid Policy

Publication

This policy is:

- Published on the MBF CIC website.
- Available in hard copy and alternative formats on request.
- Shared with all staff, trustees, volunteers, students, parents/carers and referring schools as part of induction and ongoing communication.

Appendix A: Weekly Fire Alarm Test Record

Date	Location of Test Point	Tested By	Alarm Sounded (Y/N)	Any Issues Identified	Action Taken	Signature
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Appendix B: Termly Fire Drill Record

Date	Drill Conducted By	Number of Participants	Time to Evacuate	Issues Identified	Action Taken / Improvements Required
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