



FIRE SAFETY AND RISK ASSESSMENT

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Fire Safety and Risk Assessment

LEAPS Suffolk understand the importance of vigilance to fire safety hazards. Staff and volunteers are made aware and should familiarise themselves with the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Attendees will be introduced to the fire safety procedures during their settling in period and through regular fire drills. Fire drills are conducted termly.

All attendees will be made aware of the location of fire exits and the fire assembly point. Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside. Fire doors are kept closed at all times but never locked. Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance, by the site manager of Stone Lodge Academy.

All fire drills are recorded in the Fire Drill Log. The premises has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- The Session Lead or Deputy carrying out a written risk assessment on arrival
- All staff are observant to any hazards during the session and reporting this immediately
- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- The manager will report any concerns to the Site Manager at Stone Lodge Academy

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- Attendees will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Wardens and the register will be collected, providing that it is safe to do so.
- The Fire Safety Wardens will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all attendees, volunteers and staff accounted for.

- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the manager will use the emergency contacts list to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the deputy manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is Karen Double. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period. The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Governments 5 Step Guide

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.
- The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.