

 Integra Education North LTD trading as Let's Educate	Fire Safety and Emergency Procedures Policy	Ref:	EDPOL/22/1
		Issue Date:	May 2026
		Issue:	1
		Revised:	N/A
		Next Review:	May 2027
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Fire Safety and Emergency Procedures Policy

1. Introduction

Let's Educate is committed to ensuring the safety and wellbeing of all children, young people, staff and agency workers.

This policy sets out the expectations for fire safety and emergency procedures across all environments where Let's Educate operates, including schools, alternative provision, EOTAS (Education Other Than At School), home settings and community environments.

2. Scope

This policy applies to:

- All Let's Educate staff
- Agency workers and tutors
- Any individual delivering services on behalf of Let's Educate

Across:

- Schools
- Alternative provision
- EOTAS placements
- Pupil homes
- Community settings

3. General Fire Safety Responsibilities

All staff and tutors must:

- Take reasonable care for their own safety and that of others
- Be aware of fire safety procedures in their working environment
- Identify fire exits and evacuation routes at the start of each session
- Ensure access to exits is always clear
- Not block fire exits or use unsafe equipment
- Report fire hazards immediately.

4. Fire Safety in Schools and Settings

When working in schools or formal settings, staff must:

- Follow the setting's fire safety procedures
- Familiarise themselves with evacuation routes and assembly points
- Participate in fire drills where required
- Follow instructions from designated fire wardens or staff

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5. Fire Safety in EOTAS and Home Settings

Let's Educate recognises that fire safety risks may differ in home and off-site environments.

In these settings, tutors must:

- Identify exit routes upon arrival
- Ensure there is a clear path to exit
- Confirm presence of a responsible adult (18+)
- Avoid working in locked or isolated rooms
- Always ensure visibility and safe access

Sessions must not proceed if:

- There is no safe exit route
- The environment presents a fire or safety risk
- The tutor feels the environment is unsafe

6. Emergency Procedures

In the event of a fire or emergency:

- Evacuate immediately
- Do not collect belongings
- Ensure pupils leave safely
- Call emergency services (999) if required
- Move to a safe location

In schools:

- Follow site evacuation procedures

In home / EOTAS settings:

- Leave the property immediately
- Ensure pupil safety
- Contact emergency services

7. Role of Tutors and Agency Staff

All tutors must:

- Prioritise safety over continuation of the session
- Supervise pupils during evacuation
- Not attempt to tackle fires
- Always follow emergency procedures
- Report all incidents immediately

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8. Incident Reporting

All fire-related incidents, hazards or near misses must be:

- Reported immediately to Let's Educate
- Reported to the setting (if applicable)
- Recorded in line with company procedures

All processing activities must be documented, appropriate and justifiable.

9. Risk Assessment

Fire safety must be considered as part of:

- Pre-placement risk assessments
- Dynamic risk assessments (on arrival)

Where risks are identified:

- Additional control measures must be implemented
- Or the placement must not proceed

10. Training

All staff and tutors are expected to:

- Complete relevant health and safety training
- Understand basic fire safety principles
- Be aware of emergency procedures

11. Policy Review

This policy will be reviewed annually or following any significant incident or change in legislation.

12. Legislation

This policy is based on:

- [Health and Safety at Work Act 1974](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)

13. Version Control

- Version 1.0 - May 2026 - Initial policy created for EOTAS and external delivery