

Fire Safety Policy

This policy was updated: **September 2025**

This policy will be reviewed: **September 2026**

Statutory policy? **Yes**

Introduction

Nulogic Training is committed to ensuring the health, safety, and welfare of all employees, learners, contractors, and visitors. We will take all reasonably practicable steps to reduce the risk of fire and ensure that staff and learners are prepared to respond effectively in the event of an emergency. This policy outlines Nulogic Training's arrangements for fire safety management in compliance with the Regulatory Reform (Fire Safety) Order 2005.

Responsibilities

The Director of Education has overall responsibility for ensuring effective fire safety management across all Nulogic Training sites. The Centre Manager (Ellie Jones) is responsible for implementing fire safety procedures at the centre level and ensuring that all staff understand their roles in the event of an emergency.

All staff are required to familiarise themselves with the fire safety procedures, attend regular fire drills, and follow the evacuation plan when required. Staff must also report any fire hazards or concerns immediately to the Centre Manager.

Fire Risk Assessment

A fire risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment identifies potential fire hazards, evaluates risks, and recommends control measures to prevent fires and ensure safe evacuation. Fire risk assessments are reviewed annually or sooner if there are significant changes to the premises or activities.

Fire Safety Checks and Testing

Nulogic Training ensures that regular fire safety checks are undertaken and records maintained as part of the organisation's health and safety management system.

Activity	Frequency	Responsible Person
Fire alarm testing	Weekly	Centre Manager / Designated Fire Warden
Fire drills	Three times per year	Centre Manager
Fire extinguishers inspection	Annually	Competent Contractor
Emergency lighting inspection	Annually	Competent Contractor
Fire risk assessment review	Annually or when changes occur	Director of Education

Training and Information

All staff receive fire safety training as part of their induction and periodic refresher training thereafter. Training includes identifying potential hazards, understanding alarm signals, and executing evacuation procedures. Fire safety signage is displayed throughout the premises to guide staff and learners to exits and assembly points.

Evacuation Procedures

In the event of a fire alarm, all individuals must evacuate the building immediately using the nearest safe exit. Staff must direct learners calmly to the designated assembly point and ensure that all individuals are accounted for. The Centre Manager will liaise with emergency services and ensure no one re-enters the building until it is declared safe.

Fire Safety Records

Fire safety records, including fire risk assessments, alarm test logs, fire drill records, and equipment maintenance certificates, are stored securely in the Health and Safety folder. All records are retained for seven years in accordance with the Record and Document Retention Policy.

Incident Reporting

All fire-related incidents, near misses, or safety concerns must be reported immediately to the Centre Manager. Serious incidents will be escalated to the Director of Education for investigation and follow-up. All incidents are recorded in accordance with Nulogic Training's Health and Safety and Safeguarding Policies.

Review and Approval

This policy will be reviewed annually or sooner if there are significant changes to legislation, premises, or organisational structure.

Fire Maintenance Contractor

Nulogic Training uses Firelec Ltd, a BAFE-accredited fire safety company, to service and maintain all fire safety equipment. Firelec carries out annual servicing of fire extinguishers, fire alarm systems, emergency lighting, and related equipment, and conducts six-monthly interim checks to maintain compliance with the Regulatory Reform (Fire Safety) Order 2005. All reports, test certificates, and remedial actions supplied by Firelec are kept in the Health and Safety folder and reviewed by the Centre Manager and Director of Education.

Approved by: Kelly Williams, Director of Education

Date Approved: September 2025

Next Review Date: September 2026