

Fire Safety Policy

Brighton Evolving Education Hub Ltd ("Beehub") | Version: September 2026
To be read alongside the Beehub Health and Safety Policy



1. Purpose

- 1.1 Beehub understands the importance of fire safety. This policy sets out our fire safety arrangements and the procedure to be followed in the event of a fire.
- 1.2 This policy sits alongside our fire risk assessment, which is a separate document held by the Fire Safety Officer and reviewed at least annually, as required by the Regulatory Reform (Fire Safety) Order 2005.

2. Fire safety arrangements

- 2.1 Beehub operates from shared premises at One Church, Florence Road. Responsibility for the testing and maintenance of fire alarms, smoke alarms, fire extinguishers, emergency lighting and fire doors sits with the venue. The Fire Safety Officer satisfies himself that this testing is carried out, and keeps a record of the assurances given.
- 2.2 Beehub is responsible for ensuring that:
 - staff are aware of the location of all fire exits, the fire assembly point, and where fire safety equipment is stored
 - children are introduced to fire safety procedures when they join us, and through regular fire drills
 - fire drills are carried out at least once a term, and whenever new staff or children join Beehub
 - all children are shown the location of fire exits and the fire assembly point
 - fire doors and fire exits are not obstructed at any time
 - fire doors are kept closed but never locked while children are present
 - all fire drills are recorded in the Fire Drill Log
 - notices explaining the fire procedure are displayed next to every fire exit

3. Fire prevention

- 3.1 Beehub takes all reasonable steps to prevent fires occurring, by ensuring that power points are not overloaded with adaptors; checking for frayed or trailing wires; checking that fuses are replaced safely; unplugging equipment before leaving the premises; storing potentially flammable materials safely; and ensuring that smoking is not permitted anywhere on the premises.

4. In the event of a fire

- 4.1 A member of staff will raise the alarm and call the emergency services.
- 4.2 Children 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.
- 4.3 Providing it is safe to do so, the Fire Safety Officer will check the premises, collect the register, and close doors and windows on leaving the building to slow the spread of fire.
- 4.4 The register will be taken at the assembly point and all children and staff accounted for. If anyone is missing, the emergency services will be informed immediately.
- 4.5 If the register is not available, the General Manager will use the emergency contacts list, a copy of which is kept off the premises, to contact parents and carers.
- 4.6 If the Fire Safety Officer is not present, the General Manager will assume responsibility or nominate a replacement member of staff.
- 4.7 Where it is not possible to return to the building, children will be accompanied by staff to Downs Infant School, where they will remain until collected by their parents. Parents will be contacted as soon as the children are safe.

5. The Fire Safety Officer

- 5.1 Beehub's designated Fire Safety Officer is Tom Smith (Director). The Fire Safety Officer is responsible for carrying out and reviewing the fire risk assessment, and for ensuring that all staff are made aware of fire safety procedures during their induction.

5.2 The Fire Safety Officer liaises with the local Fire and Rescue Service for further advice, and ensures that emergency contact details are recorded at the front of the register with a copy stored off the premises.

6. The fire risk assessment

6.1 The Regulatory Reform (Fire Safety) Order 2005 requires a fire safety risk assessment to be carried out and recorded. Our assessment identifies potential fire risks; identifies the people at risk; evaluates the risks arising from the hazards identified and the means of minimising them; records the hazards and sets out a fire prevention plan, which is shared with all staff; and is reviewed on a regular basis and after any incident.

6.2 The current assessment is held by the Fire Safety Officer and is available on request.

7. Related policies

7.1 This policy should be read alongside our Health and Safety Policy and Missing Child Procedure, both of which are published at beehub.uk.

Reviewed and updated by Tom Smith (Director) and Ruth Lovegrove (General Manager and Designated Safeguarding Lead). Version: September 2026. Next review: September 2027.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton.