Cardiff Academy

POLICY /// HEALTH, SAFETY AND PREMISES

Fire Safety and Emergency Evacuation Policy

How fire risks at 8 Drake Walk are assessed and controlled, the responsibilities of the Responsible Person and fire wardens, the evacuation procedure, drills, Personal Emergency Evacuation Plans for disabled people, and testing and record keeping.

REFERENCE	**CA-HSE-02**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Operations**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual (and after any fire, near miss or change to the premises)**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, students, contractors and visitors**	PUBLISHED	**Staff portal; evacuation notices in every room; summary in Student Handbook**

RELATED POLICIES CA-HSE-01 Health and Safety; CA-HSE-04 Site Security, Visitors and Lockdown; CA-GOV-04 Business Continuity and Critical Incident; CA-WEL-06 Equality, Diversity and Inclusion

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005, Cardiff Education Group Ltd is the **Responsible Person** for the areas it controls. The **Head of Operations** manages fire safety on the company's behalf and coordinates with the landlord, who is responsible for common parts and building-wide systems as set out in the lease.

2 Fire risk assessment

- A suitable and sufficient **fire risk assessment (FRA)** is carried out by a competent fire risk assessor, reviewed at least annually, and reviewed after any significant change in layout, use, occupancy or after a fire or near miss.
- Actions from the FRA are recorded with deadlines and tracked to completion. The current FRA for 8 Drake Walk is dated 1 September 2026 and is reviewed annually (next review due 1 September 2027).

3 Fire prevention

- Escape routes and fire exits are kept clear and unlocked while the building is occupied.
- Fire doors are kept closed (unless on approved automatic hold-open devices) and checked weekly.
- Combustible waste is removed daily.
- Electrical equipment is tested (CA-HSE-01). Personal heaters and multi-way adaptors are not permitted without approval.
- Smoking and vaping are prohibited.
- Contractors carrying out hot work require a permit.

4 Fire wardens

At least one trained **fire warden** is on duty on each floor whenever the building is occupied, including evenings and weekends when classes run. Names are displayed on the fire notices. Fire wardens receive training every **two** years and refresher briefings annually.

5 Evacuation procedure

If you discover a fire: raise the alarm by operating the nearest call point; call 999 if safe to do so; do not try to fight the fire unless trained and it is safe.

When the alarm sounds:

1. Stop work immediately and leave by the nearest safe exit. Do not use lifts (unless designated evacuation lifts).
2. Teachers lead their class out, taking the class register (or electronic register on a device).
3. Fire wardens sweep their area, close doors and report to the Fire Marshal.
4. Go to the assembly point: the recreational area in the middle of Drake Walk.
5. Teachers check registers and report any missing person to the Fire Marshal. Reception brings the visitor and contractor sign-in records.
6. Do not re-enter the building until told it is safe by the Fire and Rescue Service or the Fire Marshal.

Fire Marshal: Razwan Nazir (deputy: **Razwan Nazir**) takes overall control, liaises with the Fire and Rescue Service, and reports that everyone is accounted for.

6 Disabled people and Personal Emergency Evacuation Plans (PEEPs)

- Every student, member of staff or regular visitor who may need assistance to evacuate (for example because of mobility, sensory, cognitive or temporary impairments, or pregnancy) has a **PEEP**, agreed with them, setting out the assistance needed, the assigned helpers and the escape route.
- Visitors who may need assistance complete a General Emergency Evacuation Plan at Reception.
- Refuge areas and communication systems are tested regularly. Staff assigned to assist are trained.

7 Drills and testing

Item	Frequency
Fire evacuation drill	At least once a term, and in the first week of each new intake (including Summer School)
Fire alarm call point test	Weekly, rotating call points
Emergency lighting	Monthly function test; annual full-duration test
Fire extinguishers	Monthly visual check; annual service
Fire doors	Weekly visual check
Fire alarm system	Six-monthly service

All drills and tests are recorded in the **Fire Log Book**, including evacuation time and any problems. Problems are corrected promptly.

8 Information and training

- Fire procedures are explained at induction for all staff and students and displayed in every room.
- Staff receive fire awareness training at induction and annually.
- Information is made available in simplified English and, where useful, other languages.

9 Records

The Fire Log Book, FRA, servicing certificates, training records and PEEPs are kept by the Head of Operations and are available to inspectors and the Fire and Rescue Service.

10 Review

This policy is reviewed annually and after any fire, false alarm pattern or significant change.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 21 (fire safety meets legal requirements); Standard 26 (all students, including disabled students, can enter, leave and evacuate safely)
British Council Accreditation UK criteria	P1 (safety and security of students); W1 (emergency plan)
University partner due diligence	Partner due diligence – fire risk assessment and evacuation procedures for teaching premises
Legislation and statutory guidance	Regulatory Reform (Fire Safety) Order 2005 (applies in Wales); Fire Safety Act 2021; Equality Act 2010 (evacuation of disabled people)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	FIRE RISK POLICY (2025); Evacuation Procedure for Disabled Persons; PEEP form; Fire Risk Assessment (FRA)
1.0	October 2026	Head of Operations	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		