Rye College Policy

Policy Title:	Fire Safety
Leadership Responsibility	Academies Business Manager
Review Body:	Head Teacher
Date:	October 2025
Review:	October 2026

Statement of intent

Rye College (the Academy) is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the Academy's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, Rye College has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The Academy's designated Fire Safety Officer and the Head Teacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g., risk assessments and evacuation procedures.

Legal framework

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005.
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'.
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended).
- DfE (2024) 'Good estate management for schools'

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Procedures.
- Fire Safety Training Policy.
- Fire Safety Risk Assessment.
- Fire Evacuation Record.
- Fire Evacuation Plan (FEP).
- Critical Incident and Business Continuity Advice and Recovery Plan.

- Personal Emergency Evacuation Plan (PEEP)

Roles and responsibilities

The Trustees endeavour to provide:

- A management structure responsible for health and safety in the school, including, but not limited to, health and safety.
- A safe place for all users of the site, including pupils, staff and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the Fire Safety Officer and all other staff.

In discharging its duty of care, the Trustees delegate the following responsibilities to the Head Teacher.

The Head Teacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Designate a Fire Safety Officer to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the Local Authority and Health and Safety Executive where necessary.
- Take steps to ensure all staff, pupils and visitors are familiar with the Fire Safety Policy.
- Ensure whole-school fire evacuation drills are carried out on a regular basis, and at least once per half-term, to ensure all staff, pupils and visitors know what to do in the event of a real fire.
- Work with the Fire Safety Officer to review and update this policy annually.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them reoccurring.
- Responsibility for all contractors on the school site understanding and implementing this fire safety policy.

On a day-to-day basis, the Premises Manager has responsibility to the Head Teacher to act as the designated Fire Safety Officer.

The Fire Safety Officer will:

- Take responsibility for fire safety matters within the Academy, in collaboration with the Head Teacher.
- Coordinate the implementation of all fire safety measures, ensure pupil and staff training takes place, and via the premises team monitor the standard of the school's fire detection and protection equipment.
- Review relevant and updated legislation to ensure the Academy is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff undertake training sessions, at least once per year, in accordance with the Academy's Fire Safety Policy.
- Communicate relevant correspondence regarding fire safety to all members of staff.
- Review and, if necessary, update the Academy's Fire Safety Policy and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires, via the premises team.
- Ensure there is plan of the school, including the location of all fire extinguishers, hosepipes and fire exits.
- Through the Assistant Inclusion Manager and HR Officer, ensure personal emergency evacuation plans (PEEPS) for people who will require assistance during fire drills/evacuation.
- Use fire extinguishers where necessary.
- Work with the Head Teacher to nominate a Temporary Fire Safety Officer in their absence.
- Ensure that every occupied room has a fire action notice.
- Ensure that notices are displayed in the staff room, detailing for staff their actions in an emergency.
- Produce a fire safety strategy in the case of a major outbreak of fire to include:
    - Means of detection and giving warning of fire.
    - Provision of means of escape.
    - Means of fighting fire.
    - Supervise fire drills.
- Be responsible for ensuring that all the fire-fighting equipment, fire detection systems and emergency escapes are adequate and checked at least termly, usually with the assistance of a firefighting professional, the school's insurers or the employer.
- Implement any recommendations of those professionals.
- Ensure that a fire safety report is included in any health and safety report to the Trustees.
- Keep a logbook containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill), tests on fire-fighting equipment, and results of fire drills.

- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.

- Review activities to ensure specific restrictions on events, such as vetting capacities and limiting the types of activity.
- Train staff or delegate this responsibility to a professional where appropriate.

All staff will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the Fire Safety Officer and Head Teacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the Fire Safety Officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other colleagues, pupils, and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain any improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Fire Safety Officer and/or the designated Health and Safety Officer.
- Take an interest in fire safety matters and suggest any changes they think are appropriate.
- Make suggestions as to how the Academy can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

All pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g., evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the Academy's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the Academy is used for purposes not under the direction of the Head Teacher, e.g., building works.
- Inform the Head Teacher of all potential risks to staff, pupils and visitors.
- Assist the Head Teacher and Fire Safety Officer in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the Fire Safety Officer and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the Head Teacher or Fire Safety Officer.

Training

Staff will undergo mandatory fire safety training after joining the school. This will be provided via a specialist online training module and include details about the fire safety precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

Refresher training will be undertaken at least annually and in accordance with the Academy's Fire Safety Training Policy, to ensure staff members are reminded of the procedures in place and know what to do in the event of a fire.

All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency.

It is the duty of every member of staff to complete the mandatory specified fire training module on the online training portal.

All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

To help ensure staff are knowledgeable about fire safety, the Fire Safety Officer will communicate regular updates and correspondence.

Educating pupils

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g., cooking lessons and science experiments.

The Academy's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during Mentor time.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents/carers and pupils.

Measures for people with disabilities

The Fire Safety Officer and Head Teacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the Assistant Inclusion Manager and HR Officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions e.g., lifts are in place.

Staff are taught to modify evacuation routes for people with disabilities as part of their annual training.

Refuge areas are located around the school; in the event of a fire, and if there is no alternative escape route, people with physical disabilities should go to the nearest refuge area with a member of staff and wait for assistance to evacuate.

Visitors, pupils and staff with disabilities will be informed of the school's refuge areas on their arrival at the school.

Notices

Each fire alarm point is clearly indicated 'Fire alarm' in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341) followed by the appropriate operating instructions. A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the fire brigade in case of fire. Every room has a fire notice.

Purpose of fire drills

The Fire Safety Officer will carry out random fire drills at least once per term. All staff, pupils, visitors and contractors will be expected to take part in the drill

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the Fire Safety Officer has given permission to do so.

The Fire Safety Officer and Deputy Headteacher will make notes based on the evacuation, e.g., speed and organisation. Depending on the success of the fire drill, e.g., how long the evacuation took, the Deputy Headteacher and Fire Safety Officer may make suggestions on how the school can ensure the safe and quick evacuation of the school.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire. Our fire routine is based on a critical sequence of events outlined in appendix A, these being:

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the fire brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire brigade by the quickest means available. The Premises Manager and Head Teacher must also be informed immediately.

Evacuation

All fire alarms should be treated as the real thing.
On hearing the fire alarm:

- Pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- Classroom doors and windows must be closed.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements are established for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- Pupils should not bring their bags to avoid additional complications.
- No running is permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

Everyone must make their way to the assembly points which are areas outside the school premises clearly designated as assembly points, easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.

- Rye College is served by the netball courts.

During Pre-Public Examinations (PPE) and Live Exams in the GYM, Main Hall & Room 37 will be served by the MUGA.

Responsibilities

The Attendance Officer will:

- Run registers 20 minutes into each lesson and hold in the background of the computer until needed, print mentor group registers (updated termly or when students are admitted in-year).
- Liaise with the Student Hub team in checking registers.

- Collect the fire evacuation bag from the Deputy Headteacher's office on the way to the evacuation point.

Mentors

- Are in charge of their allocated class or group during the evacuation.
- Have overall responsibility to ensure that a roll call is conducted in the event of the evacuation of the premises.
- Ensure pupils line up in silence.
- Take register to identify pupils present or missing using / or 0 only.
- Return completed registers to the Attendance Officer and identify any 'missing' persons.

Student Hub Team

- Check Sports Hall/PE field (via radio) and ensure that any staff are aware of the need to evacuate.
- Collect completed registers from mentors.
- Alongside the Attendance Officer, ascertain all pupils are present and correct.
- Use unassigned associate staff if required to aid prompt completion of registers.
- Report back to SLT on control point.

Personal Assistant to Head Teacher

- Collect electronic signing in device and bring to control point.
- Check that staff and visitors who are signed in are accounted for and confirm this on the electronic device.
- Report any staff/visitors unaccounted for to SLT on control point.

Main Reception

- Exit front entrance and manage the College entrance, stopping cars/pedestrians entering during evacuation.
- Liaise with emergency services as appropriate – direct Emergency services to Gerda box for site specific details.

Premises Manager

- Once accounted for at the fire assembly point, the Premises Manager (or deputy), plus one other, will go to the fire alarm panel and check the cause and location of the activation.
- They will, if safe to do so, proceed to the area of the activation and check for the cause.
- Once investigated, the Premises Manager (or deputy) will advise the designated SLT member whether buildings are safe to return to.

Deputy Head Teacher (DHT) (or Designated Assistant Head Teacher DAHT)

- Go straight to the control point on the tennis courts.
- The Attendance Officer will bring the registers to you and fire marshal vest.
- Immediately put on the high visibility fire marshal vest.
- The Premises Manager will contact you to advise on the status of the alarm. Do not take instructions from any other person.

- The Attendance Officer and Student Hub will manage the distribution, collation and checking of registers.
- If any key personnel are missing, allocate jobs and responsibilities accordingly.
- The Premises Manager will advise if the alarm is a false alarm or a real fire, once established.
- Ensure that you keep responsible Senior Leadership Team on the tennis court informed of progress and situation.
- It is the responsibility of the Deputy Headteacher or Designated Assistant Headteacher to direct when pupils can re-enter the buildings, once the all clear is given by the Premises Manager.

ONLY THE DESIGNATED SLT MEMBER CAN GIVE THE ALL-CLEAR.

Meeting the fire brigade

The leadership team member in charge of the roll call will identify themselves to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade.

The fire brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (For example, chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc.) This information is located in the Gerda box located in reception.

Fire fighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire-fighting equipment employed in the premises.

Exams Procedures

The Examinations Officer is responsible for ensuring that the exam invigilators are aware of their responsibilities. The evacuation process is addressed within the pre-exam address at the beginning of all Pre-Public Examinations (PPE) and Live Exams. Both Year 10 and Year 11 will have completed a dry walk-through evacuation before an unannounced evacuation in Term 3 Year 11 PPE 2.

In the event of an evacuation, the Head of Centre is to go straight to the MUGA ready to receive the candidates. The Exams Officer and SLT Member responsible for exams will head to the GYM and/or the Main Hall to support and oversee the evacuation to the MUGA. The Lead Invigilator in Room 37 will instigate and oversee the evacuation to the MUGA.

Invigilators are trained to take the following action in an emergency such as a fire alarm:

- The Lead Invigilator will ask the candidates to stop working and put their pens down and close their papers. The Lead Invigilator will collect the attendance register and seating plan

making a note of the time. The rooms will be evacuated as set out in the Rye College Emergency Evacuation Policy - Exams. Room assigned Invigilators will follow the instructions given by the Lead Invigilator. A designated Invigilator will take the Evacuation Pack containing Row Letters to create the assembly points on the MUGA.

- Invigilators will escort the candidates to the MUGA.
- The Lead Invigilator will do the final room check before heading to the MUGA.
- The Exams Officer will complete a roll call from the room register. The Invigilators with the support of the year group mentors are to make sure that the candidates are supervised as closely as possible while they are out of the examination room remaining under exam conditions until told otherwise and ensure there is no discussion about the examination.
- Candidates must be always supervised.

When/If allowed to return to the examination rooms Invigilators must:

- Remind the candidates that they are under exam conditions and must not open their paper until instructed to do so. The Lead Invigilator will announce clearly to the candidates when they restart and the time that is remaining. Allow the candidates the full working time set for the examination.
- The Lead Invigilator will amend the displayed times in the room.
- The Lead Invigilator will update the Room Log to note the disruption with the start time, the reason for the interruption and the time the exam resumed. Followed by the actions taken recording as much detail as possible. To enable a full report to be made by the Exams Officer to the relevant board.

Where not allowed to return to the examination rooms, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the Centre's Examination Contingency Plan will be invoked and invigilators, candidates and families briefed accordingly.

Risk Assessments and Checklists

The Fire Safety Officer, in cooperation with the Head Teacher, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government 'fire safety risk assessment – education premises' guidance.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is a reason to suspect it is no longer valid or where significant changes to the premises take place.

Termly assessments of high-risk areas, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other, lower risk, areas of the school.

The fire risk assessments will be reviewed by the Fire Safety Officer and, where necessary, amended after:

- Any structural changes, e.g., alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The Fire Safety Officer will use checklists to ensure all fire detection and protection equipment, e.g., smoke alarms and fire extinguishers, are in working order.

Checklists of all kitchen and electrical equipment, e.g., cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

Preventative measures

The Fire Safety Officer will inspect the school's fire prevention measures to ensure the school is achieving maximum fire safety.

The Fire Safety Officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Facilities for the fire service, including;
    - Access for emergency vehicles
    - Emergency switches for installations
    - Information in respect of the premises and its contents
    - Emergency lighting
    - Signage and exit routes
    - Lightning protection

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the Fire Safety Officer and measures are put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, are kept uncovered and clear at all times.

Pupils will be supervised at all times whilst undertaking activities involving heat, such as welding and using Bunsen burners.

All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.

Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.

Relevant risk assessments are undertaken before using certain equipment, e.g., DT Room Risk Assessment.

Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from pupils.

Flammable liquids, materials and gases are kept separate from each other in storage.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Detection equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector.

Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Detection equipment will be tested each week. A competent person will test the smoke and fire detectors every quarter; any required maintenance will also be carried out by an engineer.

Zone diagrams will be available at the main control panels to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

A qualified fire alarm engineer will test the smoke and fire detectors annually (4 visits, checking 25% of the system each time); any required maintenance will also be carried out by the engineer.

The Academy's budget is adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

Fire protection equipment is available and easily accessible all around the Academy site.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g., wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g., petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g., deep fat fryers

The Academy will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

Fire extinguishers are prominently placed near fire hazards; the type of fire extinguisher is relevant to the need of the room or area, e.g., water extinguishers in textile and technology workshops.

Fire blankets are available in all laboratories.

All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by a competent person annually.

The school's budget is adjusted to ensure the upkeep of fire protection equipment.

The Fire Safety Officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.

Emergency lighting will be tested annually by an approved contractor to ensure it remains in full working order. All tests will be recorded, together with any remedial action taken or any changes made to the system.

Cooking Facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff, pupils, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day, to ensure potential fire hazards, such as excess grease, are mitigated.

The Academy's additional cooking rooms, e.g., for food technology lessons, will be cleaned at the end of each lesson by the teacher, cleaners will undertake a thorough clean at the end of a day of teaching use.

The Premises Manager will check a varied selection of electrical equipment in the school canteen and classrooms termly, to ensure their usability and safety.

An approved contractor will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Staff will report any defective equipment to the Premises Team, or Head Teacher as soon as possible.

Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks.

Lighters, matches and other sources of ignition are kept in locked store cupboards, away from pupils.

Electrical equipment is reviewed in accordance with relevant school policy, and steps are taken, e.g., regular checks by the Fire Safety Officer, to ensure equipment is maintained to a high standard.

Monitoring and review

This policy will be reviewed annually by the Fire Safety Officer and the Head Teacher, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all staff.

Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents/carers and pupils.

DATA PROTECTION

Rye College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.