FIRE SAFETY (PREVENTION) POLICY

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OPC/4	*September 2024*	*September 2025*
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Associated Documents ▪ *Health & Safety Policy* ▪ *Health Safety Standards for School Campuses* ▪ *Safeguarding Policy*		

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1. Introduction/Policy Statement

1.1. The Campus has in place procedures for:

- carrying out fire risk assessment.
- preventing fires.
- evacuation in the event of a fire.
- maintaining and checking all fire detection, alarm and fighting systems.
- responsibilities of personnel.

1.2. All Campuses have the responsibility of ensuring that procedures for their buildings are implemented. This would include highlighting any high-risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:

- bringing fire evacuation procedures to the attention of all employees, contractors, and visitors, etc.
- providing at least one trained Fire warden. All Fire wardens are trained to provide safety assistance in fire prevention by ensuring that the fire risks are mitigated or minimised. Fire Wardens receive regular refresher training.

2. Purpose

2.1. The purpose of this policy is to ensure that risks from fire are identified and that arrangements are in place to control those risks. Additionally, to enable OSG UK Colchester Campus (hereafter 'the Campus') to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3. Scope

This policy is applicable to all buildings under the control of the Campus.

4. Definitions

Term	Definition
Fire Marshall	He/she will have a re-active fire safety role. In the event of a fire, they will take charge of alarms, evacuation, firefighting procedures and roll calls. All Fire Marshals receive online training in their role via Flick Learning
Fire Warden	He/she will have day to day fire management duties. Duties will include spot checks, risk assessment, reporting any immediate corrective actions on the Online Safety Portal (Donesafe), and monitoring of fire safety within the workplace. A pro-active fire safety role.

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5. Policy Statement

5.1. Policy Principles

5.1.1. This Fire Safety Policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students, volunteers, and visitors to ensure safe evacuation of the premises in the event of fire.

5.1.2. Provision is made for a fire risk assessment to be carried out by the OSGUK appointed competent person, each year. This process must be formally recorded in the Online Safety Portal (Donesafe) and reviewed on an annual basis or when significant changes have been made to the buildings.

5.1.3. Findings and Actions must be recorded as 'Corrective Actions' in the Online Safety Portal (Donesafe) and assigned to the responsible person at the campus for ensuring action is taking place within the established timeframes.

5.1.4. The Campus is not routinely visited by the Fire Service but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

5.2. Statement Of Intent

5.2.1. The importance of raising awareness of Fire Safety is recognised and the Campus seeks to ensure all possible fire risks are addressed. In line with this aim, the Campus will:

- will comply with all relevant fire safety legislation and regulations, including the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022.
- regular fire risk assessments will be conducted to identify and evaluate fire hazards and appropriate measures will be taken to eliminate or reduce those hazards.
- Fire extinguishers and other fire-fighting equipment will be provided and maintained in good working condition.
- All employees will be trained on fire prevention and evacuation procedures and will be informed of the location of fire exits, fire alarms, and fire-fighting equipment.
- Smoking is prohibited in all company-owned and leased premises.
- Campuses will ensure that flammable materials are stored and handled safely.
- Portable heaters, open flames, and other potential fire hazards will be used in accordance with manufacturer's instructions.

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- Electrical equipment will be maintained in good working condition and will be tested and inspected regularly.
- Emergency lighting will be tested and maintained in good working condition.
- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff.
- ensure the safety of staff and anyone else legally on the premises through effective fire prevention, evacuation procedure and maintenance of fire routes and equipment.
- ensure fire drills are carried out on a termly basis to raise awareness and confidence in fire procedure across the whole Campus.
- ensure the responsible staff are confident in contacting the Fire Services in the event of a fire.
- ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire.
- provide staff and those working on the site with a copy of this policy. It is a Campus requirement that all those working on Campus site are provided with information about fire safety at the Campus.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms, and extinguishers.
- completion of the Online Safety Portal (Donesafe) Checklists designed to enable compliance with statutory requirements outlined in the Fire Safety order and Codes of Practice.

5.2.2. All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require.

5.2.3. Staff must acknowledge the reading and understanding of the policy by completing the Circulation list at the end of this Policy.

5.2.4. Once completed the circulation list mut be uploaded to the Online Safety Portal (Donesafe) >> Document Library, alongside with a copy of this Policy, as evidence.

5.3. Fire Risk Assessment

5.3.1. All Campus premises will be subject to a fire risk assessment. This process must be conducted by the OSG UK appointed H&S consultants or other indicated competent person such as a professional risk assessor. The person undertaking the assessment should liaise closely with the Campus Principal and CA Team.

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5.3.2. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage, actions arising will be monitored until complete.

5.3.3. A copy of the fire risk assessment report will be available, and employees' attention brought to any hazards found in the assessment by fire officers.

5.3.4. Fire hazards will be eliminated where possible, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

5.3.5. Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5.3.6. Campus principals must ensure that the Online Safety Portal (Donesafe) Checklists are completed in order to comply with the statutory requirements outlined in the Fire Safety Order and Codes of Practice.

5.4. **Fire Risk Policy**

5.4.1. All records relating to Fire Safety are recorded in the Online Safety Portal (Donesafe) and maintained by the Premises Manager/Campus Admin/ H&S CA. Records are reviewed in consultation with the Campus Principal and the H&S Officer with actions and records of any matters arising. The following records are kept, maintained, and reviewed:

- the Fire Risk Assessment and its review
- associated 'Corrective Actions'
- the Fire Prevention and Evacuation Plan
- training records of Fire Wardens and another staff training
- the Fire Drill Observation Sheet (Download template)
- Certificates for the installation and maintenance of fire-fighting systems and equipment.
- Gas safety certificates
- PAT and fixed wiring testing certificates

5.4.2. The Site Team carries out regular checks, walking the site and weekly/ monthly checklists are completed and recorded in the Online Safety Portal (Donesafe). Regular checks by the Site Team include:

- fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition.
- fire exits and emergency routes are kept clear.
- checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. these doors will automatically close when the fire alarm activates.
- required exit bolts, panic bars and other fire door hardware should be functioning properly.

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- necessary exit signs, exit directional signs and lights should be functional and in good condition.
- all fire extinguishers are in their proper locations, available and in good condition.
- proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper, or other fire breeders.
- an approved contractor carries out annual maintenance of fire extinguishers each year.
- an approved contractor services and tests fire alarms and emergency lighting every six months.
- the Premises Manager/Campus Admin/ H&S CA tests the call points in each building weekly and records the results in the Online Safety Portal (Donesafe).
- local testing of alarms will occur monthly. This testing will identify and record any deficiencies, which must be logged as Corrective Actions on the Online Safety Portal (Donesafe) and rectified as soon as possible.
- an announcement will be made prior to the test that occupants of the building are not required to evacuate. if staff cannot hear the alarm clearly from any location, they should log the issue by reporting a Hazard/Risk on the Online Safety Portal (Donesafe); the Premises Manager/Campus Admin/ H&S CA will take the necessary actions to rectify the problem as soon as possible.
- the Premises Manager/Campus admin/H&S CA 'flick tests' the emergency lighting in every holiday period, such tests are recorded in the Online Safety Portal (Donesafe).

5.4.3. Higher Risk departments such as Design and Technology, Food Technology, Sports, and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire.

5.4.4. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the Premises Manager/Campus Admin/H&S CA and a copy is kept in the Campus Office and Safety Cloud. This is made available to the Fire Service on arrival.

5.4.5. All employees should:

- familiarise themselves with the fire procedures and escape routes.
- report to the Campus Principal/ Premises Manager/Campus Admin/H&S CA any concerns regarding fire safety.

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- ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked.
- in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- not attempt to extinguish a fire unless they have been specifically trained to do so.
- comply with the Campus no smoking rule.
- ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings.
- ensure clothing and costumes used for Campus events, which can be highly flammable, are never placed close to any heat source, e.g., footlights or other stage lighting.
- remove from Campus buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use, they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear.
- use recycling and rubbish bins; paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order.
- electrical points must never be overloaded, and wiring must be checked regularly. all portable mains-powered equipment that enters the Campus must be checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the relevant maintenance department for checking and labelling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical safety (PAT – Portable Appliance Testing); the Premises Manager/Campus Admin/ H&S CA will ensure the boiler and plant rooms must be kept clean, clear, and locked.

5.4.6. It is the responsibility of teaching staff to give the Premises Manager/ Campus Admin/H&S CA a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within their locations. In the event of a major fire the fire service will require this information.

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5.5. Risk Assessment on People with Disabilities

5.5.1. A risk assessment will be carried out on staff and students where there are known disabilities that could impact on their ability to exit the buildings quickly and safely. Staff will be made aware of the procedure to follow for these individuals.

5.5.2. Where it is deemed necessary a Personal Emergency Evacuation Plan (PEEP) will be provided for the safe evacuation in the event of an emergency. The CP and the H&S CA are responsible for developing this in conjunction with the Fire Warden and verified by the appointed H&S Consultants.

5.5.3. If an evacuation chair is deemed necessary, it will be the responsibility of the Fire Marshal to ensure that persons are trained in its use. The Evacuation chair is located at the top on the middle staircase in the senior Learning Centre.

5.6. Fire Warden Training

5.6.1. All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures to ensure a safe environment. Any employees with additional fire safety duties i.e., Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. New staff are provided a health and safety induction and asked to sign the induction upon completion. The staff trained as Fire Wardens are listed on Health and Safety notice boards.

5.7. Fire Drills

5.7.1. Fire drills are necessary to ensure a safe, orderly, efficient, and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

5.7.2. Fire drills will be both scheduled and unannounced. **There will be at least three per academic year**. All fire alarm activations should be treated with importance and the Premises Manager will keep a record of all drills on the Online Safety Portal (Donesafe) by recording the observations/process in the Fire Drill Observation Sheet (Download template).

5.7.3. Where required and in accordance with physical distancing requirements, class groups of students should be instructed to retain physical distancing at the assembly point during fire drills wherever possible. However, physical distancing must never take priority over the requirement to exit the building quickly and safely during a fire drill.

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6. Procedures

6.1. Fire Procedure

6.1.1. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS.
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

6.1.2. In the event of any member of the school community finding a fire they must:

- manually break the call point glass.
- contact the Fire Services directly by dialling 999.

6.1.3. The fire bell/sounders are a continuous sound and staff and students should follow the evacuation procedure:

- Close all windows.
- Switch off appliances such as D & T machinery; Bunsen burners etc. (do not wait to shut down your computer).
- Evacuate via the appropriate published route from the area of the school, closing the door behind them.
- All students and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.

Role	Name(s)	Responsible for: Area of the building
Fire Marshal	All staff	The area they are in
Fire Warden	Alexander Darren Nicole Andrews	

6.1.4. The Fire Marshal will provide instructions when it is safe to re-enter the building in conjunction with the Campus Principal and Fire Brigade (if in attendance)

6.2. Out Of School Hours

6.2.1. If the alarm sounds before 8.30am any students and staff on site will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Leadership Team, or a member of the Site Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

6.2.2. After 3.30pm all students must gather at the assembly point. The member of the school Office in charge will then register the students using the sign

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in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The member of the Site Team in charge will update the school Office either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the students allowed back into the building.

6.2.3. At all times there is a trained Fire Marshall on the Premises when the site is in use.

6.3. Visitors

6.3.1. All visitors sign in and out of the school Office. This book is used to register visitors at the assembly point. All visitors are given a badge and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school, which visitors should follow.

6.4. Contractors

6.4.1. Any contractors working on site must sign in at reception, complete the required Permit to Work, and wear a visitor's badge at all times. The contractor's host must ensure that they are briefed on the Campus fire procedures relating to fire prevention (including the no smoking policy) and evacuation in the event of a fire alarm.

6.4.2. Any 'hot works' must be authorised before work begins and will only be allowed on completion of a Hot Work Permit, receipt of a completed risk assessment and method statement.

7. Fire safety Guidance

- A simple guide to fire doors for Responsible Persons: how to conduct routine checks and provide information to residents.
- A guide for persons with duties under the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022
- Enforcement and sanctions for non-compliance.
- Check your fire safety responsibilities under the Fire Safety (England) Regulations 2022
- Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022
- Fire risk assessment - 5 step checklist

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8. References

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Risk Assessment - Educational Premises
- Fire Safety Risk Assessment - Means of Escape for Disabled People
- Fire Safety Risk Assessment - Open air events and venues

Version Control

Policy Code	Date	Version No.	Nature of Change
OPC/4	July 2020	3.0	Annual review, minor updates, and reference to maintaining physical distancing between class groups at the assembly point
OPC/4	June 2021	4.0	Annual review, minor updates to terminology
OPC/4	Aug 2022	5.0	Annual review, updates to terminology, such as: • Replacement of safety Cloud with the WHS Online Portal. • Replacement of Southall's with appointed H&S Consultants.
OPC/4	June 2023	6.0	Annual review, updates to terminology, such as: • Replacement of WHS Online Portal with the Online Safety Portal (Donesafe). • Point 5.1.2 – amendment from 'relevant body' to 'Competent person', and reference to the Online Safety Portal (Donesafe), as the location for the Fire Risk Assessment. • Point 5.1.3 – amendment of the process and reference to Corrective actions process. • Point 5.2.1 – added reference to completion of checklist to enable compliance with statutory requirements. • Added 5.3.6 – CPs must ensure that Checklists are completed to ensure compliance with the statutory requirements. • 5.4.1 – ref. to Online Safety Portal (Donesafe) as location for records and referred responsible individuals - Premises Manager/Campus Admin/ H&S CA. • 5.4.2. – ref to Online Safety Portal (Donesafe). • Reference to - Premises Manager/Campus Admin/ H&S CA to ensure policy meets all local arrangements. • 5.5.2 – included CP
OPC/4	Aug 2024	7.0	Annual review, updates to terminology, such as: • Point 5.2.1 – added information regarding compliance aspects and references made to fire legislation. • Point 5.2.1 – added reference to the requirements for regular Fire Risk assessments. • Point 5.2.1 – added/inserted compliance aspects related to Fire extinguishers, training objectives, prohibit smoking on OSGUK campuses grounds and buildings; Requirements for handling and storing flammable materials in a safe manner; Information related to the use of portable heaters and Equipment electrical testing; emergency lighting. • Points 5.2.3 and 5.2.4 – refer to the recording and acknowledgement process of evidence and storage of records in addition a 'Circulation List' was created and

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			included in the Policy to record evidence of Policy Dissemination (ISI Requirement). • Point 5.4.1 – Amended reference to 'Fire Drill Log' with 'Fire Observation link and included the link to download observation sheets from Online Safety Portal (Donesafe). • Point 7 – added Fire Safety guidance with Links to relevant guidance for campus teams. • Point 8 – amended - deleted 'Guidelines' and replaced with term 'References'.

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Circulation List

Please complete in (CAPITAL TEXT)

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