OneSchool Global

Fire Safety Policy

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Fire Safety Policy

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1. Introduction and Policy Statement

1.1 Fire Safety Procedures

The Campus has established comprehensive procedures to ensure fire safety and compliance with legal and regulatory requirements. These procedures include:

- Conducting fire risk assessments.
- Implementing measures for fire prevention.
- Ensuring safe evacuation in the event of a fire.
- Maintaining and regularly checking all fire detection, alarm, and firefighting systems.
- Clearly defining the responsibilities of personnel with respect to fire safety.

1.2 Responsibilities of Each Campus

All Campuses are responsible for ensuring that the fire safety procedures for their respective buildings are fully implemented. This includes:

- Identifying and communicating any high-risk areas or activities that may increase fire hazards.
- Informing all employees, contractors, and visitors of fire evacuation procedures and emergency arrangements.
- Appointing at least one trained Fire Warden per Campus to provide assistance in fire prevention and evacuation.
- Fire Wardens are trained to help identify, mitigate, and minimize fire risks within the workplace. They are required to complete regular refresher training to maintain their competency and readiness.

2. Purpose

The purpose of this policy is to ensure that all risks arising from fire are identified, assessed, and effectively controlled. It also aims to ensure that appropriate arrangements and procedures are in place to safeguard life, property, and the continuity of operations.

This policy enables OSG UK Salisbury Campus (hereafter referred to as “the Campus”) to comply with its legal duties under the Regulatory Reform (Fire Safety) Order 2005, as well as other relevant education-specific fire safety guidance and best practice standards.

3. Scope

This policy applies to all buildings, facilities, and areas under the control of the Campus, including teaching spaces, offices, laboratories, workshops, accommodation, and any other associated premises.

It is applicable to all staff, students, contractors, visitors, and any other persons who may be present on Campus premises.

4. Definitions

For the purposes of this Policy, the following definitions apply.

Term	Definition
Fire Marshall	A Fire Marshal has a reactive fire safety role. In the event of a fire, they are responsible for managing alarms, coordinating evacuation, assisting with firefighting where safe, and conducting roll calls. All Fire Marshals receive online training via Flick Learning to perform their duties effectively.
Fire Warden	A Fire Warden has a proactive fire safety role with day-to-day fire management duties. Responsibilities include conducting spot checks, assisting with risk assessments, reporting

	corrective actions through the Online Safety Portal (Donesafe), and monitoring fire safety within the workplace.

5. Policy Statement

The Campus is committed to maintaining a safe environment through effective fire safety management.

Key principles include:

5.1 Compliance

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 a fire.

5.2 Fire Risk Assessment

A competent person appointed by OSG UK/RSO will carry out a fire risk assessment annually. All assessments must be formally recorded in the Online Safety Portal (Donesafe) and reviewed annually or whenever significant changes occur in the buildings.

5.3 Recording Findings and Actions

All findings and required actions must be logged as 'Corrective Actions' in Donesafe and assigned to the responsible Campus personnel, who ensure actions are completed within established timeframes.

5.4 Engagement with the Fire Service

While the Campus is not routinely inspected by the Fire Service, it will comply with any recommendations received. The Campus will also regularly conduct and record risk assessments, fire drills, and routine system tests in line with Fire Service guidance.

6. Statement of Intent:

The Campus recognises the importance of raising awareness of fire safety and is committed to ensuring that all possible fire risks are addressed. To achieve this, the Campus will:

- Comply with all relevant fire safety legislation and regulations, including the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022.
- Conduct regular fire risk assessments to identify hazards and implement measures to eliminate or reduce them.
- Provide and maintain fire extinguishers and other firefighting equipment in good working condition.
- Train all employees on fire prevention, evacuation procedures, and the location of fire exits, alarms, and firefighting equipment.
- Prohibit smoking in all company-owned and leased premises.
- Ensure safe storage and handling of flammable materials.
- Use portable heaters, open flames, and other potential fire hazards in accordance with manufacturer's instructions.
- Maintain electrical equipment in good working order and conduct regular inspections and testing.
- Test and maintain emergency lighting to ensure it is operational.
- Share information about risks from dangerous substances with relevant staff and departments.
- Ensure the safety of staff and anyone legally on the premises through effective fire prevention, evacuation procedures, and maintenance of fire routes and equipment.
- Conduct termly fire drills to build awareness and confidence in fire procedures.
- Ensure staff responsible for contacting the Fire Services are confident in doing so.
- Appoint and train staff as Fire Wardens to implement preventative and protective measures and assist with evacuation.
- Provide staff and others working on site with a copy of this Policy and information on Campus fire safety requirements.
- Maintain fire routes, exits, signage, emergency lighting, detectors, alarms, and extinguishers.
- Complete Online Safety Portal (Donesafe) checklists to ensure compliance with statutory requirements and Codes of Practice.

All staff must read and understand this policy. It will be reviewed annually or as required by changes in legislation.

Staff must acknowledge their understanding of the policy by completing the circulation list at the end of this document.

The completed circulation list must be uploaded to the Online Safety Portal (Donesafe) Document Library, alongside a copy of this Policy, as evidence of compliance.

7. Fire Risk Assessment

All Campus premises will be subject to a fire risk assessment.

The fire risk assessment must be carried out by the OSG UK appointed Health & Safety (H&S) consultants. The assessor should liaise closely with the Campus Principal (CP) and the Campus Premises Manager (CPM) to arrange a suitable date for the visit.

Fire risk assessments will be reviewed and/or updated annually, or whenever there are significant changes to the buildings or their usage. The Campus Principal (CP) is ultimately responsible for ensuring that the fire risk assessment is reviewed whenever such changes occur.

Actions arising from assessments must be raised as Corrective Actions in Donesafe, assigned to the CP and/or CPM, and closely monitored until completion. Assigned dates and timeframes must be adhered to.

A copy of the fire risk assessment report will be made available, and employees will be informed of any hazards identified by the Fire Assessor.

Fire hazards will be eliminated where possible or reduced to the lowest practicable level through effective control measures and safe systems of work. Any identified hazards must be promptly reported via Donesafe Hazard Reporting.

Staff including Fire Wardens must carry out regular checks to ensure walkways remain clear of obstructions and tripping hazards.

CPs and CPMs are responsible for ensuring that the Online Safety Portal (Donesafe) checklists are completed to maintain compliance with statutory requirements under the Fire Safety Order and relevant Codes of Practice.

8. Fire Risk Policy

8.1 Fire Safety Records and Procedures

8.1.1 Record Keeping

All fire safety records are maintained in the Online Safety Portal (Donesafe) by the Premises Manager, Campus Admin, or H&S CA, in consultation with the Campus Principal and H&S Officer. Records include:

- Fire risk assessments and annual reviews
- Associated Corrective Actions
- Fire prevention and evacuation plans
- Training records for Fire Wardens and other staff
- Fire drill observation sheets
- Certificates for installation and maintenance of fire-fighting systems and equipment
- Gas safety certificates
- PAT and fixed wiring testing certificates

8.1.2 Site Inspections and Checks

The Campus Premises Manager must conduct regular inspections using weekly and monthly checklists in Donesafe, including:

- Fire extinguishers are in place, accessible, and not used to prop doors
- Fire exits and routes remain clear
- Fire doors function correctly and close automatically when alarm activates
- Exit bolts, panic bars, and fire door hardware function properly
- Exit signage and emergency lighting are operational
- Housekeeping prevents accumulation of combustible materials
- Annual maintenance of fire extinguishers by approved contractors
- Six-monthly servicing and testing of fire alarms and emergency lighting by approved contractors
- Weekly call point testing by Premises Manager/Campus Admin/H&S CA, with results recorded in Donesafe
- Monthly local alarm testing, with deficiencies logged as Corrective Actions in Donesafe
- Emergency lighting "flick tests" carried out during holiday periods and recorded in Donesafe

Refer to Appendix 2 - *Donesafe - Minimum Requirements*

8.1.3 Higher-Risk Areas

Departments such as Design & Technology, Food Technology, Sports, and Science maintain department-specific policies covering fire precautions and handling of dangerous substances.

8.1.4 Hazardous Substances

Hazardous substances are stored in lockable cabinets/containers, with COSHH sheets maintained. A register of dangerous substances is kept by Premises Manager/Campus Admin/H&S CA, with copies in the Campus Office and Donesafe, available to the Fire Service if required.

8.1.5 Employee Responsibilities

Employees must:

- Familiarise themselves with fire procedures and escape routes
- Report fire safety concerns to the Campus Principal or Premises Manager/Campus Admin/H&S CA
- Ensure doors are not held open with wedges or extinguishers, and exits remain unblocked
- Evacuate safely according to procedures without risking themselves or others
- Not attempt to extinguish a fire unless trained to do so
- Comply with the Campus no-smoking policy
- Ensure classroom displays, decorations, and event materials are safely positioned away from heat sources
- Remove or safely store combustible materials such as cardboard or packaging
- Maintain general cleanliness and tidiness, particularly around electrical equipment
- Ensure electrical equipment is used safely, regularly checked, and PAT-tested; equipment brought from home must be checked and approved before use
- Ensure boiler and plant rooms are kept clean, clear, and locked

8.1.6 Reporting Flammable or Hazardous Materials

Teaching staff must provide the Premises Manager/Campus Admin/H&S CA with a list of any significant quantities of flammable, toxic, chemical, gas, or radioactive substances in their areas, as this information is required by the Fire Service in the event of a major fire.

9. Risk Assessment on People with Disabilities

9.1 Assistance for Staff and Students with Disabilities

A risk assessment will be conducted for staff and students with known disabilities that may affect their ability to evacuate the building safely and quickly. Staff will be informed of the procedures to follow for these individuals.

Where necessary, a Personal Emergency Evacuation Plan (PEEP) will be developed to ensure safe evacuation during an emergency. The Campus Principal (CP) and the Campus Premises Manager H&S CA

are responsible for creating the PEEP in consultation with the Fire Warden and verification by the appointed H&S Consultants.

If an evacuation chair is required, the Fire Marshal will ensure that relevant staff are trained in its use. The location of the evacuation chair will be clearly indicated and located on the landing of the stairs to learning centre two and learning centre three.

10. Fire Warden / Marshal Training

All employees receive annual training and instruction on fire and emergency procedures. Training records are and uploaded in Donesafe.

Employees are advised on preventative measures to maintain a safe environment.

Staff with additional fire safety responsibilities, such as Fire Marshals, receive role-specific training upon appointment and annual refresher training.

New staff complete a Health and Safety induction, which they acknowledge by signing upon completion.

Staff Trained Fire Wardens are clearly listed on Health and Safety notice boards and signage across the campus premises.

11. Fire Drills and Evacuation Procedures

11.1 Fire Drills

Termly fire drills will be conducted across all Campus buildings to raise awareness and ensure confidence in fire procedures.
Fire drills will test the effectiveness of evacuation procedures, alarm systems, and staff readiness.
Observations and outcomes from fire drills will be recorded on the Fire Drill Observation Sheet in the Online Safety Portal (Donesafe).
Any deficiencies identified during drills must be logged as Corrective Actions and addressed promptly.

11.2 Evacuation Procedures

All occupants must evacuate the building immediately when the fire alarm sounds, following designated escape routes to the assembly point - All occupants must evacuate the building immediately when the fire alarm sounds, following designated escape routes to the assembly point - The bottom tennis court is designated as the assembly point for all evacuating occupants. Where the court is being used for car parking for an event the assembly point is relocated to the top tennis court. In the unlikely event that either of these assembly points is unavailable, occupants will be directed to assemble on the main secondary playing field.
If the exam rooms are in the students are to be escorted to assemble on the grass area below KS2 ball courts where the students will be kept under exam conditions during the evacuation by exam invigilators and a member of CLT.
Fire Wardens and Fire Marshals will assist with the safe evacuation of staff, students, visitors, and anyone with additional needs, including those with Personal Emergency Evacuation Plans (PEEPs).
Doors should be closed behind evacuating occupants where safe but not propped open.
Staff must not attempt to fight a fire unless trained and it is safe to do so.
After evacuation, a roll call will be conducted to ensure all individuals are accounted for. Any missing persons must be reported immediately to the Fire Service.

Any incidents must be promptly logged in Donesafe >> Incidents, Injuries and Near misses and escalated to the attention of Operations Team at RSO.

11.3 Communication and Review

- Staff and students will be informed of any changes to evacuation procedures or assembly points.
- Lessons learned from drills and real incidents will be reviewed by the Campus Principal, Campus Premises Manager, CA Team, and Fire Wardens to improve fire safety procedures.

12. Fire Procedure

12.1 General Responsibilities

All employees have a duty to take reasonable steps to ensure they do not place themselves or others at risk.

Staff must familiarise themselves with the layout of the building, fire exit routes, and assembly points.

- All emergency routes are clearly marked with Fire Exit signs.
- Emergency evacuation maps are displayed at evacuation points in each room and on Health & Safety notice boards.

12.2 Discovering a Fire

If any member of the Campus discovers a fire, they must:

- Manually activate the fire alarm by breaking the call point glass.
- Contact the Fire Service immediately by dialing 999.

12.3 Upon Hearing the Fire Alarm

The fire alarm is a continuous sound indicating the need to evacuate immediately.

Staff and students must follow the evacuation procedure:

- Close all windows.
- Switch off appliances such as D&T machinery, Bunsen burners, etc. (do not wait to shut down computers).
- Evacuate via the designated route, closing doors behind.
- Proceed quietly and calmly to the assembly point.
- Do not return to the building until instructed it is safe to do so.
- Staff will take registers and account for all students and colleagues.

12.4 Fire Marshals and Wardens

Fire Marshals and Fire Wardens have specific roles during a fire evacuation:

Role	Name(s)	Role	**Responsible for:** Area(s) of the building
Fire Warden	Matthew Dowdall – H&S Lead	Coordination of evacuation and liaison with Fire Service.	Checks Fire panel and liaison with emergency services/ does final count and gives the approval for people to enter the building again if deemed a drill/false alarm/everyone accounted for
Fire Marshall(s)	Gilla Shaw Steve Amos Lara Austin Ade Samuel – Deputy Caroline Hunjan - Deputy	Assisting with evacuation and checking designated areas.	KS2 Tower Creative Subjects areas: Food/DT/Art Science block and main field LC1 and main corridor

12.5 Re-Entry to the Building

Re-entry to the building will only be permitted when the Fire Warden, in consultation with the Campus Principal and, if applicable, the Fire Brigade, confirms that it is safe to do so.

12.5.1 Before re-entry:

- The fire alarm system must be fully re-set, and no alarm sound should be active.
- Confirmation must be obtained that all areas have been checked and are free from smoke, fire, or other hazards.

- It is essential that no one re-enters the premises until the alarm has been silenced and the system reset, as doing so could endanger lives and compromise emergency response operations.

13. Out of School Hours

13.1 Before 8:30 a.m.

If the fire alarm sounds before 8:30 a.m., any students and staff already on site must follow the standard fire evacuation procedure and proceed to the designated assembly point.

In the event of a confirmed or suspected fire, a member of the Senior Leadership Team (SLT) or a Site Team member must immediately inform the Fire Brigade that there may be students or staff inside the building who cannot yet be accounted for.

13.2 After 3:30 p.m.

If the fire alarm sounds after 3:30 p.m., all students and staff on site must gather at the assembly point.

- The Campus Admin Officer or Campus Admin staff member in charge will use the sign in/out sheet to account for all students present.
- Any staff running after-school events or clubs must maintain an accurate attendance register, which will be used during the evacuation.
- The Site Team member in charge will contact the School Office either by phone or in person to confirm whether the Fire Brigade has been called or if it is safe to reset the alarm and allow re-entry.

13.3 Fire Marshal Presence

At all times when the premises are in use, including outside normal school hours, there must be a trained Fire Marshal present on site to oversee fire safety and coordinate evacuation procedures if required.

When contractors (e.g., cleaning staff) are operating on site, they must identify a Fire Warden and communicate with the Campus Principal (CP), who will arrange any necessary site-specific - fire safety training for them.

14. Visitors

All visitors must sign in and out at the school Office. The visitor sign-in record will be used to account for all visitors at the assembly point during an evacuation.

Upon signing in, all visitors will be:

- Issued with a visitor badge that must be worn at all times.
- Informed of the fire assembly point and basic evacuation procedures.

Fire evacuation routes are clearly displayed throughout the Campus, and visitors must follow these routes in the event of a fire alarm.

15. Contractors

All contractors working on site must:

- Sign in/out at Reception, complete the required Permit to Work, and wear a visitor's badge at all times.
- Be briefed by their Campus host on the Campus fire procedures, including fire prevention measures, the no smoking policy, and evacuation procedures in the event of a fire alarm.

Any work involving hot processes (e.g., welding, cutting, soldering, or use of open flames) must be authorised prior to commencement. Such work will only be permitted upon:

- Completion and approval of a Hot Work Permit.
- Submission of a risk assessment and method statement (RAMS) for review and acceptance., prior to work commencing.

Refer to Health & Safety - Control of Non-Company Personnel.

16. 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

17. 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

18. Version Control

Document 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 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'.
POL_UK_OPPs_Fire-Safety_V8	Oct 2025	V.8.0	Policy updated in line with new Brand Guidelines for clarity, consistency, and confident communication. • Sub-points and structure added throughout for improved readability and emphasis on key areas. • Scope section expanded to provide additional detail. • Cross-references to other H&S documents added. • Policy statement refined for conciseness and clarity. • H&S Officer references replaced with Campus Premises Manager (CPM). • Roles and responsibilities clarified for Fire Marshals and Fire Wardens. • Responsibilities for CPs and CPMs updated to ensure Donesafe checklists and corrective actions are completed and monitored. • Fire Risk Assessment section improved: o CP responsibility for reviews, Corrective Actions assignment, hazard reporting, and staff walkways checks clarified. • Procedures updated: Re-entry process (alarm reset requirement), out-of-hours procedures, visitor and contractor protocols, and Hot Work Permit procedures. • Enhanced accountability for CPs and CPMs regarding Donesafe checklist compliance. • PEEPs and evacuation for disabled persons clarified, including evacuation chairs and training responsibilities. • Fire Warden/Marshal training clarified, including induction, annual refresher training, and notice board listings.

			• Contractor Fire Safety: where Contractors are operating outside of school hours *i.e. cleaning*, they must identify a Fire Warden and coordinate with the Campus Principal, who will arrange any required site specific fire safety training. • Minor grammar, spelling, and readability improvements throughout.

Appendix 1

CIRCULATION LIST

Name (CAPITALS)	Job Title (CAPITALS)	Signature	Date	*By ticking box ☑ below you confirm that you have read and understood the document.*
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Appendix 2

Donesafe - Minimum Requirements V2

