



# British Creative Institute

## Fire Safety Policy

Version	Date	Description of Change	Policy Owner	Review Cycle	Next Review Date	Approved By (Principal)	Chair of Governors Approval Date
V1	01/09/ 2025	Initial version	June Fisher	Annually	01/09/ 2026	June Fisher	
V2	24/06/ 2026	Updated review	National College Forbes solicitors	Annually	18/06/ 2027	June Fisher	Kibrest Bennett

Signed by: Principal

Signed by: Chair of Governors

## **Contents:**

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Risk assessments and checklists
4. Preventative measures
5. Educating students
6. Measures for disabled people
7. Cooking facilities
8. Fire hazards
9. Procedure in the event of a fire
10. Detection equipment
11. Protection equipment
12. Fire drills
13. Staff training
14. Monitoring and review

## **Statement of intent**

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

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

The College's designated fire safety officer and Principal are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all students, staff, volunteers and visitors in the College from the dangers of fire. The procedures in this policy apply to all staff and students of the College, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.

# 1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government 'Fire safety risk assessment: educational premises'
- DfE 'Supporting students at College with medical conditions'
- DfE 'Good estate management for Colleges'

This policy operates in conjunction with the following College policies:

- Health and Safety Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment
- Fire Safety Training Plan

# 2. Roles and responsibilities

The governing board, in consultation with the principal, will:

- Ensure personal and whole-College familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the College, including, but not limited to, fire safety.

- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
  - A safe place for all users of the site, including staff, students 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.
  - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
  - Adequate funds to ensure the training of the fire safety officer and all other staff.

The principal will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the College.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, students and visitors are familiar with this policy.
- Work with the fire safety officer to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer will:

- Take responsibility for the college's fire safety matters, in collaboration with the principal.
- Coordinate the implementation of all fire safety measures, ensure staff and student training takes place, and monitor the standard of the College's fire detection and protection equipment.
- At least once per half-term, undertake a whole-college fire evacuation drill.
- Review relevant and updated legislation to ensure the College is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the College's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and update where necessary the College's Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the College, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the Principal to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal College hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the fire safety officer and Principal 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 this 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 staff members, students and visitors.
- Ensure that all staff, students 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.
- 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.
- Exercise good standards of housekeeping and cleanliness.

All students will:

- Ensure they are aware of the College's fire safety procedures, with support from the College.
- 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.
- Not misuse, neglect or interfere with items supplied for their, and other students' 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, this policy.
- Be aware of the College'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 College is used for purposes not under the direction of the Principal, e.g. building works.
- Inform the Principal of all potential risks to staff, students and visitors.
- Assist the College in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the Principal or fire safety officer.

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is located at Buddies Barber Shop
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

### **3. Risk assessments and checklists**

The fire safety officer, in cooperation with the Principal, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the College, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

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

The College 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 students with emergency evacuation procedures.

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

The fire safety officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

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 College. The fire risk assessments will be reviewed by the fire safety officer and will be 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 College 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 College, 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 College.

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.

## **4. Preventative measures**

The fire safety officer will inspect the College's fire prevention measures **once per month** to ensure the College 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
- Hose reels
- Fixed systems, e.g. sprinkler systems
- Facilities for the fire service, including:
  - Dry risers
  - Access for emergency vehicles
  - Emergency switches for installations
  - Firefighting lifts
  - 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, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases will be 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 will be kept locked in secure cupboards, away from students. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

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

## **Good housekeeping**

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The College recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Students will also be made aware of the importance of good housekeeping.

The College's housekeeping rules include:

- No smoking anywhere within any of the College buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

## **Provision and maintenance of emergency routes and exits**

As part of the College's monthly fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

## **Maintenance and preventative measures**

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher.

Fire blankets will be inspected at least annually and replaced as required.

Hose reels will only be used by the fire service; however, the College will ensure that hose reels are inspected on a yearly basis by a competent person. Hose reels will also be recorded in the risk assessment for Legionella and maintained accordingly.

Fixed systems will be inspected on an annual basis or to the manufacturer's guidelines. A record will be kept of any maintenance and testing.

The College will ensure that all facilities for the use of the fire service are maintained and kept in good order.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. The College will also conduct a more detailed condition test every six months, including a three hour battery test by a competent person.

Any lightning protection such as lightning conductors and surge protection will be inspected and tested at least annually. A fully qualified engineer will be responsible for ensuring that all joints and bonds are not corroded and still have electrical continuity.

## **5. Educating students**

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The fire safety officer will invite the local fire service to perform a presentation to students once per year.

Students 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 College's zero-tolerance approach to students unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

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

## **6. Measures for disabled people**

The fire safety officer and Principal will be notified of anyone who may be unable to evacuate the College unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety 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 students, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

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

Refuge areas are located around the College; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, students and staff with disabilities will be informed of the location of the College's refuge areas on their arrival at the College.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout the College to ensure those with hearing difficulties are aware should a fire break out.

### **Evacuation procedures for disabled people**

**People with mobility impairments:** People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

**People with visual disabilities:** People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.

**People with hearing disabilities:** People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The College will provide the appropriate alternative means of alarm.

## **7. Cooking facilities**

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

The College canteen will be thoroughly cleaned at the end of each day by the College's cleaning team, to ensure potential fire hazards, such as excess grease, are mitigated. The College's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson by the cleaning team. The cleaning team will undertake a thorough clean weekly.

The College's site manager will check all electrical equipment in the College canteen and classrooms termly, to ensure their usability and safety. An electrical engineer will check all electrical equipment in the College 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 members will report any defective equipment to the site manager, fire safety officer or Principal as soon as possible.

## **8. 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. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the College building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from students and can only be accessed after gaining permission from the fire safety officer. Electrical equipment will be reviewed in accordance with relevant College policy, and steps will be taken, e.g. regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

## **9. Procedure in the event of a fire**

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the fire safety officer.

All students, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all students, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for students, by their class teacher. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, students and visitors will be sent home until further notice. Students may be sent to another building if it is deemed fit for purpose by the fire safety officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the College's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, students and visitors can escape the College. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the College buildings, manual call points are fitted on numerous floors and throughout the Colleges.

The College has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and Principal once per year, to ensure it is accurate and relevant. A copy of the College's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the College's fire evacuation points are available in the Evacuation Procedure.

## **10. Detection equipment**

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

Fire detection and alarm systems will be tested each week. A competent person will test the smoke and fire detectors at the start of every term; any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

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

The College's budget will be adjusted to ensure the upkeep of fire detection equipment.

## **11. Protection equipment**

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

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 College 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.

All fire protection equipment will be checked by the fire safety officer termly. The College's budget will be 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 and checked monthly by the SBM to ensure it remains in full working order, and remedial action taken in the event of a failure. The SBM will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

Sprinklers are installed in large areas, such as the College hall and corridors, and in places where the risk of fires is greater, e.g. science labs and cooking areas. Sprinklers will be checked biennially by a trained professional to ensure they remain in full working order.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the College's budget.

## **12. Fire drills**

The fire safety officer will carry out random fire drills at least once per half-term. All staff members, students, visitors and contractors will be expected to take part in the drill.

Students will go to their class's designated evacuation point for a registration call. Class teachers and students 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 Principal has finished the registers.

The fire safety officer 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 fire safety officer may make suggestions based on how the College can ensure the safe and quick evacuation of the College. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to students misbehaving or running. Students will be expected to behave vigilantly, as they would in the event of a real fire.

### **13. Staff training**

Staff will undergo mandatory fire safety training after joining the College. This will be led by the fire safety officer and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The fire safety officer will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

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

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

### **14. Monitoring and review**

This policy will be reviewed annually by the fire safety officer and the principal, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to students, e.g. their responsibilities, will be communicated to parents and students.

The next scheduled review for this policy is 24 June 2027

Reviewed by: Terry Burks –General Manager

Robert Edwards–Managing Director

