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07341 564 377
admin@education-1st.org.uk
www.education-1st.org.uk

Fire Safety Policy

Premises covered in this policy:

The Meriton – Meriton Street – BS2 0SZ

(Education 1st Learning Centre)

Policy Review
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **26th October 2023**
Reviewed: **14th July 2026**
Date of next review: **14th July 2027**
Signed

Craig Dembicki
Managing Director
Education 1st

Purpose of this Policy

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

Fire safety: guidance for those with legal duties - GOV.UK (www.gov.uk)

A guide for persons with duties under fire safety legislation (accessible) - GOV.UK (www.gov.uk)

Related Policies:
Health and Safety and Risk Management Policy and Procedures
Emergency Evacuation Plan

Updates to Fire Safety Regulations between July 2024 and July 2026:

- The **Fire Safety (England) Regulations 2022**, under the Fire Safety Act 2021, are now fully enforced.
- From **July 4, 2025**, fire extinguishers containing **PFOA** (a harmful chemical) are banned.

Fire Safety Law - Key Points:

The **Regulatory Reform (Fire Safety) Order 2005 (FSO)** is the primary legislation governing fire safety in buildings in England and Wales.

It applies to all workplaces and common areas of buildings (including those with two or more domestic premises).

The **Responsible Person** must conduct and record a fire risk assessment and implement general fire precautions. Workplaces under the control of the employer

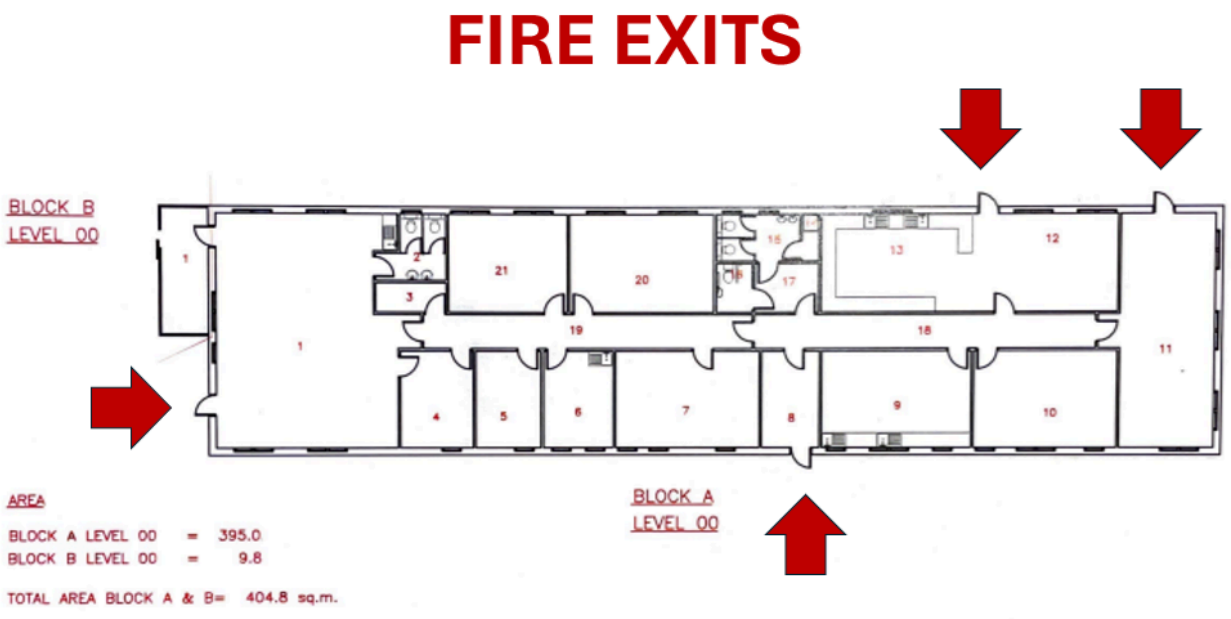
If the premises is a workplace, and the premises (i.e. the workplace) is, to any extent, under the control of the employer, they will be the **Responsible Person**. In some cases, the Responsible Person may be the Building Owner (landlord) or depending on the lease agreement there may be joint responsibility between the employer and the landlord.

The **Fire Safety Act 2021** clarified that external walls, flat entrance doors, and building structures must be considered in fire risk assessments.

Guidance for Responsible Persons:
If you have duties under fire safety laws, follow these steps:

- Understand what you need to do to comply with fire safety law.
- Carry out and review a fire risk assessment.
- Identify and maintain general fire precautions.
- Complimentary fire safety advice is also available from organizations like the **National Fire Chiefs Council** and the **Health and Safety Executive**.
- Remember to tailor fire safety measures to the specific needs of children and young people. If you're part of a non-statutory organization working with children, consider referring to the **NSPCC safeguarding standards and guidance** for additional support.

All staff must be aware of the FIRE EXITs available throughout the premises and the FIRE EXIT signs throughout the building:



All staff must familiarise themselves with the EMERGENCY EVACUTATION PLAN overleaf and available throughout the premises:

EMERGENCY EVACUATION PLAN

When a fire is discovered:
Sound the fire alarm, (if available and not already activated) to warn occupants to begin evacuation of the building. If the alarm does not sound for whatever reasons shout **'Fire'** to warn others.

Fight the fire ONLY if:
- The Fire Department has been notified.
- The fire is small and not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:
- Leave the building using the designated escape routes.
- Assemble in the designated area (Car Park to the front and side of the Meriton Building).
- Should the Car Park have limited space or proximity to the fire a member of SLT or Fire Marshall will provide an alternative Assembly Point.
- Remain outside the building until the competent authority (Designated Official or designee) announces that it is safe to re-enter.

Managers, teachers and office staff must:
- Disconnect utilities and equipment unless doing so jeopardises his/her safety.
- Coordinate and orderly evacuation of staff and students.
- Perform and accurate headcount of personnel reported to the designated area using the signing in book.
- Determine a rescue method to locate missing personnel.
- Provide the Fired Department personnel with the necessary information about the facility.

Mentors must:
- Evacuate and ensure that your students, who you are responsible for that day evacuate calmy with you.

Fire Marshall:
- Ensure that all employees and students have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the Assembly Area.

Assistants to Physically Challenged should:
- Assist all physically challenged employees of students in emergency evacuation.

Discovering a fire list of procedures
- Sound the alarm by making noise or using break glass / manual call points.
- Only attempt to put fire out if trained to do so and do not put yourself in danger.
- Fire Marshalls to lead evacuation by directing mentors to evacuate their students and themselves through the nearest Fire Exit and meet at the Assembly Point.
- Two people to sweep the whole building, each starting their sweep on either side of the building until all checks complete.
- A member of the office team or Fire Marshall to pick up the signing in book if safe to do so.
- Fire Marshalls to do a roll call using the signing in books at the Assembly Point. This has to include and visitors or contractors as well as staff and students.
- Meet Fire Department Incident Commander (IC); Inform the IC if everyone has been accounted for and if there are any injuries. Provide building and floor plans (found in the signing in book).