



Fire Safety Policy

Policy Statement:

BSC (Education, Group and Young Learners Limited) is committed to ensuring the Health and Safety of our employees, students, group leaders and any visitors to provide a safe environment for all those attending our premises or affected by our business activities. This Fire Safety Policy sets out procedures and responsibilities to prevent fire, to ensure a swift and organised response in the event of a fire.

Scope

This policy applies to all team members, group leaders, learners, volunteers, and visitors to our BSC Education Colleges.

1. Objectives

- To minimise the risk of fire and its potential impact.
- To ensure safe evacuation of all individuals in the event of a fire.
- To comply with the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation.

2. BSC Education responsibilities

- Ensure appropriate fire risk assessments are carried out and reviewed annually or as best practice requires.
- Allocate sufficient resources for fire safety measures and training.

2.1 College manager responsibilities

- Maintain fire safety equipment and records: Work in conjunction with Compliance Lead and Facilities Director to arrange.
- Organise and undertake fire drills (minimum twice per year).
- Ensure fire risk assessments are up to date and inform Compliance and Facilities team when due for renewal.
- Liaise with fire authorities or service providers as necessary.
- Keep fire marshal and fire safety posters up to date and accurate.

2.2 All team members

- Undertake Health and Safety and compliance induction training as part of their on-boarding.
- Complete fire marshal training as requested.
- Familiarise themselves with evacuation procedures and escape routes.
- Report any fire hazards or defective equipment immediately.
- Ensure classroom doors and fire exits are kept clear and unobstructed.
- Ensure visual checks of buildings are completed during opening and closing procedures (if required as part of your job role)
- Operate safe ways of working.
- Supervise students during evacuations.
- To not smoke or vape inside the college. This is strictly prohibited

3. Fire Risk Assessment

A detailed fire risk assessment will be undertaken by a competent person every three years and reviewed and discussed annually or following any significant changes to the premises or occupancy.

4. Fire Detection and Alarm Systems

BSC College sites are equipped with appropriate fire detection and alarm systems, which are tested weekly. Any faults will be recorded as part of health and safety audit requirements and Facilities Director notified promptly to arrange appropriate rectification.

5. Firefighting Equipment

Appropriate firefighting equipment (extinguishers) are provided and maintained annually. Team members are not expected to fight fires unless trained and it is safe to do so.

6. Emergency Evacuation Procedures

1. Clear evacuation routes and exits will be indicated with signage.
2. On hearing the fire alarm, team members and designated fire marshals will escort students and any visitors to the designated assembly point calmly and safely.
3. **Do not use lifts.**
4. Head counts will be conducted to ensure all individuals are accounted for utilising sign in/out registers.
5. No one will re-enter the college building until it is declared safe by the Fire Service or authorised personnel.

7. Fire Drills

Fire drills will be held twice per year to ensure familiarity with evacuation procedures. A record of each drill will be kept, noting timings and any issues encountered. This is to be recorded in the monthly Health and Safety audit for each respective college.

8. Training

All team receive emergency evacuation awareness as part of their on-boarding process and those working within our College locations are shown emergency routes and evacuation points. Required individuals will undertake fire marshal training.

9. Visitors and Contractors

All visitors and contractors must sign in at the Welcome Hub and will be made aware of fire procedures. Team members hosting visitors are responsible for their safety during evacuations.

Policy Statement

Policies will be reviewed annually or more frequently if there are any legal changes or when good practice requires. This Policy does not give the contractual right to team members and BSC reserves the right to amend the policy when its required. Any changes will be communicated with the team members.

Policy Owner: Compliance and Safeguarding Manager

Policy Review Date: May 2026.

Version control

Version	Description	Reason for Review	Author	Review date
1	Fire Safety Policy	Policy creation	Charlotte Powlesland	May 2025
2	Fire Safety Policy	Role change	SP	September 2025

Distribution List

Support Functions and Colleges	Method of Communication	Date
Board and SLT	Clarity on updates	May 2025
All colleges	Clarity on updates	May 2025
All support functions	Clarity on updates	May 2025
All contractors	Clarity on updates	May 2025

Approval and Authorisation

Name	Job Title	Date
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Charlotte Powlesland /Damion Blackmore	C&S Manager/Facilities Director	May 2025
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