

Fire Safety Policy Young Learners

Policy Statement:

Introduction and purpose

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 involved in the delivery of summer or winter programmes across all venues, sites and accommodation providers used by BSC Education.

For Young Learner Summer and Winter programmes at host sites and respective accommodation.

1. Responsibilities

- **Centre Manager and Central Operations teams:** Overall responsibility for ensuring fire safety procedures are in place and followed. Liaising with host centres and accommodation providers prior to and throughout programme delivery.
- **Centre Manager and Central Operations teams:** Provide and include induction information covering fire safety, evacuation and designated assembly points.
- **Designated Fire Marshal(s):** Responsible for conducting checks, leading evacuations, and reporting hazards. Designated team members will be identified prior to programme delivery based on accommodation layouts, ratios and other variables.
- **All Team members and Group Leaders:** Must be familiar with evacuation routes, support learners in an emergency, and participate in fire drills.
- **Learners:** Must follow instructions from team members and participate in any fire drills.

2. Fire Prevention Measures

- All team members must conduct a daily visual inspection of accommodation, classrooms, and activity spaces for fire hazards (e.g., blocked exits, faulty appliances). These must be documented and reported to Centre Managers and Host Sites promptly.
- Fire exits, and routes must be kept clear at all times.
- Electrical equipment must be PAT tested and used safely.
- Cooking, smoking, vaping and use of candles/incense is strictly prohibited throughout accommodation.
- Smoking and vaping is strictly prohibited inside all learning sites.

3. Fire Detection and Alarm Systems

- All venues must have fully operational fire detection and alarm systems.
- Weekly alarm tests will be conducted by the venue provider or designated staff.
- Any faults must be reported and resolved immediately.
- BSC Teams to comply with any requests relating to fire safety from host site.

Fire Drills

- A fire drill must be conducted within 72 hours of the start of each programme, this may be organised in collaboration with host site/accommodation.
- All team members and learners must participate in fire drills.
- Drill outcomes must be recorded (including timing) and any issues encountered.

Emergency Evacuation Procedure

In the event of a fire or alarm sounding:

1. **Team members** must lead learners out of the building via the nearest safe exit.
2. **Do not use lifts.**
3. Ensure all rooms are vacated (without putting yourself at risk).
4. Proceed to the designated Assembly Point.
5. Conduct a head count call using registers.
6. Report any missing persons to emergency services immediately.
7. Do not re-enter the building until cleared by the Fire Brigade or emergency personnel.

Accommodation Safety

- Accommodation providers must supply fire risk assessments and comply with current fire safety legislation.
- Team members must ensure learners understand evacuation procedures and can recognise alarm sounds.
- Appropriate ratio of fire marshals must be on duty and trained in fire evacuation procedures.

Training

- All team members will receive emergency evacuation procedure training as part of their induction.
- Required team members will undertake additional fire marshal training.
- Refresher briefings must be provided if there are changes to venue or procedure.

For Young Learner Summer and Winter programmes held at BSC College Locations.

All team members, group leaders, learners, volunteers, and visitors involved in the delivery of summer or winter programmes at BSC College Locations will follow all local Health and Safety and Fire safety policies and procedures relating to specific college locations.

Monitoring and Review

This policy will be reviewed annually and after any fire incident or near-miss. Updates will be made in line with legal requirements and best practice guidelines.

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

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
Charlotte Powlesland /Damion Blackmore	C&S Manager/Facilities Director	May 2025