



# PLUS Fire Safety Policy

PLUS will ensure, so far as reasonably practicable, to minimise the risks to staff and students, which may arise from fire whilst attending its courses. This will be achieved by:

- Carrying out a fire risk assessment of the premises and reviewing it regularly.
- Putting in place, and maintain, appropriate fire safety prevention measures and plans for emergencies.
- Ensuring that all staff, group leaders and students are aware of this policy and know how to behave in case of emergencies.

## **Responsible Persons**

There are two Responsible Persons on each of our courses and at each of our centres. At our centres, the Responsible Persons are: Campus Manager and Course Director.

However, all employees:

- have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.
- are expected to co-operate fully with this procedure as a measure to protect the safety and well-being of students, co-workers and visitors.

## ***Fire Risk Assessment***

Prior to the arrival of students at the centre, the Responsible Persons are requested to carry out a specific Fire Risk Assessment. The Fire Risk Assessment is read during their inductions by Group Leaders and PLUS staff, who sign to confirm this, and is then displayed in the Campus Manager's office.

The Fire Risk Assessment is reviewed and updated at regular intervals or in the event of significant changes of circumstances.

## ***Fire Prevention Measures***

The following fire prevention measures are in place at PLUS centres and courses:

- Ensuring host institutions have carried out regular safety checks.
- Keeping fire routes and exits clear at all times.
- Ensuring regularly that fire extinguishers and smoke and heat detectors are in place and not tampered with and that students and staff are aware that breaking the fire regulations is a criminal offence and may lead to prosecution and internal disciplinary actions.
- No smoking policy.

## ***Fire Drills***



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Fire drills are carried out at regular intervals. Records of the Fire drills, as well as any record of fire safety issues, are contained in the "Fire Drill Log Book", available in the Campus Manager's office.

## ***Evacuation Procedures***

***If someone discovers a fire, they are requested to:***

- Raise the alarm immediately using the Fire Alarm Call Points.
- Evacuate immediately by the marked fire escape routers or the safest possible route
- Do not stop to pick any personal belongings or attempt to tackle the fire.
- Inform the Campus Manager or Couse Director.
- Report to the Fire Assembly Point.

***If someone hears a fire alarm, they are requested to:***

- Evacuate immediately by the marked fire escape routers or the safest possible route.
- Do not stop to pick any personal belongings or attempt to tackle the fire.
- Report to the Fire Assembly Point.

***On hearing or setting off the alarm, the responsible persons are requested to:***

- Encourage everyone to evacuate as soon as possible and report to the Fire Assembly Point.
- In the event that the fire alarm is for a genuine fire, call the fire brigade as soon as possible.
- Organise a roll call or count must to ascertain that no one remains unaccounted for.

## ***Personal Emergency Evacuation Plan (PEEP)***

In case of people that require assistance in the event of a fire, a Personal Emergency Evacuation Plan has to be arranged for their evacuation. People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include someone who had a recent foot injury and is on crutches, someone with visual impairment or hearing difficulties.