



PLUS Fire Safety Policy

PLUS is committed to providing a safe environment for its staff and students. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. PLUS has a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

PLUS will ensure, as far as is 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 maintaining appropriate fire safety prevention measures and plans for emergencies.
- Ensuring that all staff, group leaders and students are aware of this policy and know the procedure in the case of emergencies.

Responsible Persons

There are two Responsible Persons at each of our centres. The Responsible Persons are: the Campus Manager and the Course Director.

This said, 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 reviewed and updated at regular intervals and/or in the event of significant change of circumstances.

Fire Prevention Measures

All of the university/college premises used by PLUS have a number of fire safety provisions in place. PLUS will ensure that host institutions comply with the following:

- Execution of regular safety checks.
- Fire routes and exits are kept clear at all times.
- Regular checking and maintenance of fire extinguishers, smoke detectors and heat detectors.
- A No smoking policy.



Fire Drills

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 you discover a fire, you must:

- Raise the alarm immediately using the Fire Alarm Call Points.



- Evacuate the building immediately by the nearest available exit or the safest possible route.



- Not stop/return to get any personal belongings or attempt to tackle the fire.
- Inform the Campus Manager or Course Director.
- Report to the prescribed Fire Assembly Point.

If you hear a fire alarm, you must:

On hearing an alarm all occupants of a premise (employees, student’s, contractors and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point

- Evacuate the building immediately by the nearest available exit or the safest possible route.
- Not stop/return to get any personal belongings or attempt to tackle the fire.
- Report to the prescribed Fire Assembly Point.

On hearing or setting off the alarm, the responsible persons must:

- Encourage everyone to evacuate as soon as possible and report to the prescribed 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 head count to ascertain that all staff and students on the premises are accounted for.



Exit Routes

To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure. All exits must be maintained clear, free from any obstruction and all final exit doors require to be easily and immediately openable from the direction of travel.

Fire Doors



Fire doors are designed to restrict the spread of fire. All fire doors are marked as a fire door and should be kept closed at all times. The use of wedges and other items as hold open devices are not permitted within any of the host institutions and must be positively discouraged.

Personal Emergency Evacuation Plan (PEEP)

Where there is a requirement for assistance by any person to evacuate any relevant premise in the event of fire, a Personal Emergency Evacuation Plan (PEEP) application will need to be arranged.

Students or staff who may require assistance to evacuate include individuals with physical, visual or hearing impairments; such individuals should discuss their concerns and needs with their Group Leader and Campus Manager so that any necessary individual arrangements can be put in place in advance.

Duties relevant to staff and students

Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Observing all instructions and information intended to secure fire safety.
- Not interfering/tampering with any equipment provided in connection with assuring fire safety

*** NB. Breaking fire regulations is a criminal offence. Failure to comply with the requirements of this policy could result in disciplinary action being taken.**