



# Fire Safety Policy

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The purpose of this policy is to ensure that all employees, students, contractors and visitors are protected from the risk of fire.

In order to achieve this aim, appropriate fire prevention/precaution measures shall be taken. In addition, appropriate evacuation procedures shall be developed, implemented and periodically tested.

All persons shall be provided with sufficient and appropriate fire safety awareness training and instruction and all premises shall comply with relevant fire safety legislation and recognised good practice.

This policy applies to all staff including part time, agency, members of the public, tenants of social enterprise outlets and students.

## PROCEDURES

Fire safety is everyone's responsibility. All employees, students, contractors, tenants and visitors are required to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the Trust's smoking policy.

## **Fire risk assessment**

Skylark Plus will ensure that a fire risk assessment is conducted by a suitably qualified consultant for all of its owned, leased or rented properties. This assessment will be reviewed annually or following any significant moderations or alterations to the property.

Tenants of social enterprise outlets are required to ensure that a fire risk assessment is conducted by a suitably qualified person in their outlet or area of responsibility.

## **Fire safety precautions**

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of fire and/or smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire, an accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All firefighting equipment must be kept free from obstructions and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without the authority of the Director.

## **Fire detection & alarm systems**

Staff and students should familiarise themselves with the fire and

emergency evacuation procedures for the building/s they occupy. Notices are displayed close to fire alarm call points ('break glass' call points) which are usually located on designated fire escape routes and by exit doors. Whenever the fire alarm sounds, everyone must stop what they are doing, extinguish naked lights or other potential sources of fire and go to the designated assembly point for that building.

Fire alarm systems will be tested weekly in all provisions and the results recorded in the fire safety log book.

### **Action on discovering a fire**

- Leave the room or area, closing doors and windows behind you.
- Sound the nearest alarm, call points are located in the corridors.
- Follow the set local evacuation procedures.

### **On hearing the alarm**

- Leave the room immediately in an orderly manner, closing but not locking the doors behind you. Do not stop to collect any personal belongings.
- It is the responsibility of all staff to ensure that students and visitors are aware that they are required to leave the building when the alarm is sounded and assemble at the appropriate assembly point.
- Leave the building by the nearest safe exit. (Note that the normal exit may be the one affected by fire).
- DO NOT USE THE LIFTS
- Go to the nearest designated assembly point for the building and stay there until instructed otherwise.
- Do not re-enter the building until the Fire Brigade (if

called) or the senior manager on site has authorised that it is safe to do so.

- It is the responsibility of any person to report immediately to any fire marshal or any other manager on site if they are aware that persons may still be in the building.
- Individuals are responsible for their own safety.

## **EVACUATION OF PERSONS WHO REQUIRE ASSISTANCE TO LEAVE A BUILDING SAFELY**

### **Wheelchair users**

In order to maximise the safety of all occupants, wheelchair users should move with the assistance of a colleague or other available persons to a place of safety or a "refuge", on the same level within the building to a point of safety, these are marked on the landings of each floor, in all buildings. The movement of others leaving the building should not be obstructed. At this stage, a decision has to be taken about whether or not to evacuate the person using an emergency evacuation chair or by other means, but the action taken must have the full consent of the wheelchair user if they are able to give such consent. In many instances unless immediately threatened by fire, it is safer for him/her to remain in the refuge, along with a companion. If this is the case, this must be notified to a fire marshal or a manager on site.

### **Those with impaired vision**

It is useful if a member of staff with a sight problem works near a normally-sighted person who can then assist them in an emergency. The sighted person should normally lead the way during the evacuation, inviting the other person to take their arm; on a staircase, the helper should descend first, with their colleague's hand on their shoulder. Staff should help visually-impaired students, if necessary, and lead them to the assembly point.

### **Those with impaired hearing**

Employees and students with impaired hearing may have difficulty in hearing a fire alarm. However, they may not be completely insensitive to sound and many people with severe impairment have sufficiently clear perception of some types of conventional audible alarm may be issued. Where this is not the case, there will be in most situations people about who can alert them to the need for evacuation and it will be reasonable to rely on others to give the necessary warning.

### **Those with acute sensitivities**

Any students who are extremely sensitive to changes in their environment and who would need assistance to evacuate, shall be identified and appropriate coping mechanisms put into place to ensure their safe evacuation.

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

Any persons who require assistance to evacuate a building safely in the case of an emergency must have a PEEP prepared for them which identifies the

extent of their inability to evacuate safely and sets out how that person will be evacuated by members of staff.

## **STAFF FIRE SAFETY TRAINING**

All new members of staff will receive, as part of their induction, information regarding hazards, special procedures or practice and the fire actions relative to the department or activities undertaken. Additional periodic fire safety awareness training will also be provided by Skylark Plus subject to the outcomes of fire risk assessments.

Planned fire drills will be carried out at least once per term. *Note:* fire alarm activations caused by fire detectors operating or misuse of fire alarm call points are NOT planned drills and must not be recorded as such.

## **Maintenance of Fire Equipment**

The testing and maintenance of all passive and active fire systems and equipment is the responsibility of the Maintenance Department under the leadership of the Head of Maintenance and Aesthetics/Maintenance Manager.

## **Fire Extinguishers Statutory Testing**

Testing and maintenance is to be carried out in accordance with the current British Standard Code of Practice BS 5306 and be undertaken by a competent contractor.

## **Fire Log Book**

A Fire Log Book is to be kept in which the results of all tests, faults, fire drills and other evacuation details be documented together with action taken on

fire equipment and systems. Signatures of the testing contractors/persons need to be in evidence.

### **Fire Notices**

Fire signs are to comply with the Health and Safety (Signs and Signals) Regulations 1996 and be displayed on all fire evacuation routes. Fire evacuation notices are to be displayed at relevant points on all sites determined by the Director.

### **Fire Alarm Systems**

The testing and maintenance of fire warning systems should be conducted by a competent person in accordance with BS 5839 Part 1: 2002. Each site is to test the fire alarms weekly choosing a different call point each time. Results of the test must be logged in the Fire Log Book.

### **Emergency Lighting**

The testing and maintenance of emergency lighting should be conducted by a competent person in accordance with BS 5266 Part 1: 1999. This standard recommends routine inspection and testing on a daily, monthly, six-monthly and three-yearly regime. Persons involved will be both internal employees for the general testing and external contractors for the full test and maintenance.

### **Fixed Fire Fighting Installations**

Hydrants and hose-reels, where in evidence on Trust sites, should be tested in accordance with the current British and European Standard.

## **Fire Doors and Escape Routes**

Fire doors and exits should be checked for effectiveness and closure including the provision of intumescent strips, cold smoke seal and vision panels, where required.

## **External Fire Escapes**

All external fire escapes should be examined by Maintenance staff at least every six months for defects and hazards.

## **Contractors**

- Contractors working on Skylark Plus sites must be afforded the same protection from the hazards of fire as any other visitor or member of staff. Contractors similarly have the same duty of care as do Trust employees not to create risk of fire or impede or impair fire prevention arrangements and facilities.
- The manager and department responsible for arranging any contract work must ensure that the contractor is advised of the fire and safety procedures and the requirement to comply with them.
- Where the work undertaken may interfere with the existing fire prevention and control systems advice must be sought from the Director.

## **Employee responsibility**

- The Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (Scotland) Regulations 2006 imposes a duty upon all employees to co-operate with their employer and to ensure that the workplace is safe from fire and its effects. Staff must not do

anything that will place themselves or other people at risk.

- Each member of staff has an individual responsibility to help prevent the outbreak of fire, to help maintain the integrity of fire precaution measures and to follow the established procedures for the management of any actual or suspected fire incident.
- Certain staff will have more extensive duties and responsibilities than others by virtue of their role, their particular knowledge or expertise, the tasks they undertake or the lectures they devise. For example, curriculum areas that present greater fire risks than others include glass blowing, forging, jewellery making, etc.

Basic fire safety duties of all staff are:

To attend training sessions and apply the knowledge provided re:

- Induction training
- Fire safety training
- Refresher training
- Fire drills.

To be familiar with:

- The fire procedures for the site they are located.
- The positions and use of fire extinguishers in the proximity of their work area. The escape routes from their place of work.
- The relevant fire assembly point(s).

Note: Staff that operate across various departments and sites are expected to be especially observant of the fire prevention and evacuation arrangements in each area and on each site in which they are based.

- To keep fire escape routes clear at all times.
- To follow safe working practices at all times.
- To be vigilant to any potential fire risks and bring these to the attention of their manager or the local Health and Safety Lead.
- To help to oversee the evacuation of all persons, in particular students and those with special needs.

## **Tutors**

- Must inform their students of the local fire action instructions and assembly points during the student induction process.
- Are responsible for the safe evacuation of their groups/classes during any emergency. This will also include directing students to the designated assembly area and ensuring their effective supervision whilst at the assembly point and the subsequent re-entry to the building once permitted.
- Inform the designated Fire Marshals if any students are missing or if a student is located at a safe refuge point within the building.

## **Fire Marshals**

- Fire Marshals and staff (where identified) are responsible for the safe evacuation of groups/persons in their designated areas.
- Only perform the function if it is safe to do so.
- They will report any disabled/wheelchair users left in the 'safe landing' areas and any other persons not accounted for at the assembly areas to the senior manager on site.

## **SKylark Plus Director**

- Provide advice and guidance to provisions on fire safety matters.
- Review and update this policy as and when necessary.
- Develop compliance and control strategies as required by the

relevant statutory provisions.

- Monitor fire safety arrangements and make recommendations to the management Team as necessary.

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