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| DOCUMENT TYPE: PROCEDURE      | Issue Date<br><i>Jan-2025</i>     | Version<br><i>1</i>   |
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| <b>DAL PROCEDURE 9.3 FIRE PLAN AND STRATEGY</b> |             |                         |             |                    |             |
|---|-------------|-------------------------|-------------|--------------------|-------------|
| <b>Prepared by</b>                              | Ian FLEMING | <b>Reviewed by</b>      | Murat OZBEK | <b>Approved by</b> | Canan EJDER |
| <b>Review No</b>                                | 5           | <b>Next Review Date</b> | Jan 2026    | <b>Approved on</b> | 27/01/2025  |

The Academy wishes to provide a safe working environment for all employees, students and visitors in keeping with the *Fire Safety Order (2005)*, the *Building Standards (England) Regulations 1990* and other Regulations and Standards relevant to our operations to ensure our commitment to fire safety.

Employees are reminded that they also have a legal responsibility under fire regulations and standards to ensure the safety of themselves and others who may be affected by their acts or omissions with the workplace, in particular students and visitors.

The Directors wish to draw attention to this procedure and make clear to all employees of their obligations and the legal requirements to comply with Fire Safety arrangements.

This procedure will be reviewed on an annual basis whenever new legislation is introduced.

### **Organisation and arrangements**

Academy fire code regulations place Fire Safety at the highest level.

The Directors have overall responsibility for Fire Safety. They will manage the strategy and ensure clear guidelines for those tasked with compliance of legislative guidance and statutory standards.

The Directors are responsible for:

- the overall strategy of all fire related matters
- the Academy fire appliances
- liaising with the Fire Marshals to ensure the Fire Safety Strategy is understood and applied across ALL areas of the Academy
- ensuring that an annual auditing of fire precautions is undertaken

### **Fire Officer**

The Fire Officer is the CEO / Principal. The Fire Officer has the responsibility for operational matters and for ensuring that all fire detection systems and fire-fighting equipment are maintained. In addition the Fire Officer has responsibility for further development and will ensure, if necessary, the availability of advice on specialised technical matters from an experienced Fire Safety Advisor. In addition the management will;

- provide effective systems of work
- have an overall view of staff training
- ensure that the Fire Strategy is kept up to date
- ensure effective liaison with the local Fire Authority

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- ensure that appropriate emergency evacuation arrangements are in place for all areas
- ensure that an emergency response team is in place
- ensure that regular, documented fire risk assessments take place throughout the Academy
- monitor these on regular basis to ensure they remain relevant
- ensure that fire safety documentation is available at all relevant areas

## Fire Safety training

The CEO / Principal will ensure that annual fire training is in place and will require nominated staff to attend

## Equipment

All fire extinguishers will be tested on an annual basis and the test certificate will be kept on file. All fire doors will be inspected and maintained according to requirements and will be checked regularly to ensure that they remain unobstructed.

## Evacuation test

The Academy is responsible for fire evacuation drills, which will be carried out every 6 months. Details of each fire evacuation will be recorded, listing date, time, special conditions, evacuation time and roll call.

## Risk assessment

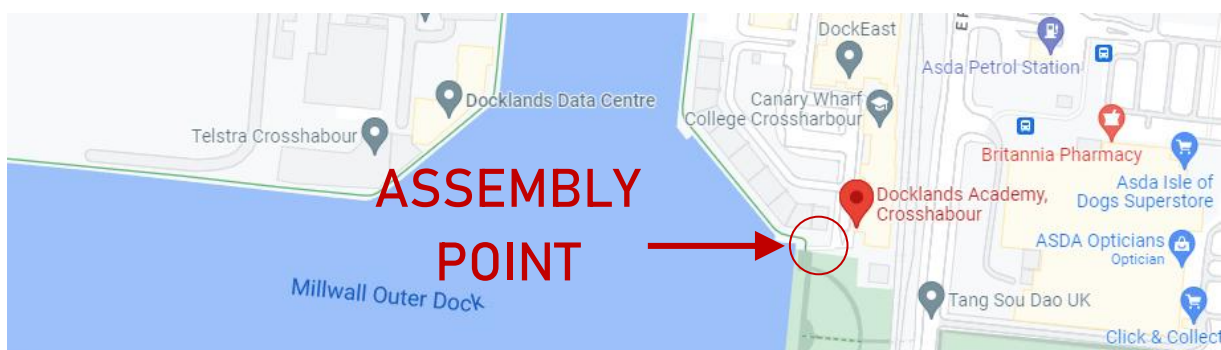
A nominated external consultant will ensure that a fire safety risk assessment is carried out once a year and will also carry out any changes recommended.

## Fire evacuation procedure

In the event of a fire all employees, students and visitors must leave the building immediately without collecting their belongings. At all times the stairs must be used to evacuate the building.

### IN CASE OF FIRE:

1. RAISE THE NEAREST FIRE ALARM
2. DO NOT USE THE LIFT
3. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
4. YOUR ASSEMBLY POINT IS:  
'SELSDON WAY-TURNING AREA ADJACENT TO THE BUILDING'



5. DO NOT RE-ENTER THE BUILDING UNLESS THE FIRE MARSHAL OR THE NOMINATED OFFICER TELLS YOU IT IS SAFE TO DO SO

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## **DESIGNATED FIRE MARSHALS**

- Birgul Aslan
- Surel Hurriyetoglu
- Eglina Bubliauskaite

### **Fire alarm test**

A fire alarm test is held every Tuesday and Saturday at 10.00am The Academy will conduct the weekly test in accordance with the requirements set out in British Standard BS 5839. A different manual call point will be used during each weekly test, so that all call points in the building are tested in rotation.