



St Chad's College

Durham

Fire Safety Policy Statement

Updated: Epiphany 2025

Review due: Epiphany 2026

All reasonable steps will be taken to prevent a fire from occurring. In the event of a fire, the safety of life will override all other considerations, such as property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire, the College will:

- assess the risk from fire at its premises via Fire Risk Assessments and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from all buildings
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills (at least once per term), inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to all employees, plus specialist training to those with specific responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

Fire Risk Assessments will be carried out annually on all buildings, with an external assessment every three years.

The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the affected building(s) must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined evacuation points.

Re-entry to the building(s) is strictly prohibited until the fire brigade officer, or a senior member of staff present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Further information about fire safety can be provide upon request by the Finance and Operations Director and is also available in the College's Business Continuity Plan and associated risk assessments.