



EduDiverse Fire Safety Policy

Reviewed August 2023

Part I: Policy details

1. What does this policy cover and who is covered?

EduDiverse takes fire safety very seriously. We aim to ensure the safety of all persons who are in, on or in the vicinity of, any premises from which we conduct our business activities. This includes safety from fire and its effects.

Fire hazards can occur in multiple ways. We expect all our staff to understand where the dangers lie, how to avoid the risks arising, and, how to handle a break out should it occur.

We therefore expect you to:

- Be alert to any fire hazards (listed further below, please familiarise yourself with them)
- Immediately report any concerns about hazards and/or fire safety to our fire safety officer
- Ensure that you are not the cause of any fire hazard by:
 - Not leaving permitted electrical appliances plugged in when they are not being used (including kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, etc)
 - Turning off your computer, where relevant, when not in use and disconnecting laptops entirely from any plug socket before you leave the building at the end of your working hours each day
 - Not using portable electrical radiators, heaters, fan units or other heat-generating appliances (including kettles, toasters, microwaves, hairdryers, heated hair-styling equipment, etc) without the prior consent in writing or our fire safety officer
 - smoking, lighting candles or otherwise handling matches, fire lighters or other fire-generating items on our within the vicinity of our premises
 - Damaging plugs, cables, wiring, lights and/or lighting equipment
 - Blocking fire escapes, e.g. by piling items in front of these exits
 - Leaving papers, files and other flammable items piled on, in or around your work-space , rather than keeping them in lockable, fire safe containers, (e.g. filing cabinets) or practising a paperless office strategy
 - handling or storing chemical or flammable goods unless you have the express knowledge and consent of the fire safety officer
 - engaging anyone to carry out maintenance, renovation, refurbishment etc works of any nature on our premises without the express prior consent of the fire safety officer
 - tampering with any fire equipment
 - only using any equipment that you have been permitted by your line manager or our fire safety officer to use, and only for the purpose for which it is intended
- Report:
 - any fire safety equipment, such as extinguishers or fire blankets, that are missing or look damaged
 - any plug sockets or other electrical interfaces that are not working or look damaged or that have been misused / look as if they have been

- Comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations
- Attend fire safety and any other health and safety training sessions that we request. Our fire safety officer and/or the fire safety champion will inform you what training is relevant to your role and contracted duties to EduDiverse
- Properly use any fire safety equipment that you have been trained and authorised to use by our fire safety officer
- Sound the alert, evacuate and call 999 - do not tackle any fire hazard on your own, unless you have been properly trained to do so

2. Who does it apply to?

All EduDiverse's employees [and anyone else working for EduDiverse including consultants, contractors, volunteers, interns, casual and agency workers.]

3. It is not part of your employment contract

This policy is not part of your contract with EduDiverse. We, EduDiverse may amend this policy at any time.

4. Questions and reporting hazards

James Ranson is EduDiverse's responsible person. They are responsible for EduDiverse's overall fire safety compliance.

This means that:

- by law, they are called the 'Responsible Person' when it comes to fire safety
- within EduDiverse they take responsibility for ensuring that EduDiverse:
 - acts at all times to reduce the risk of workplace fire
 - Ensures a safe place of work for all staff and visitors
 - Develops and maintains a robust fire safety plan which accurately reflects and predicts risks and concentrates on life preservation not equipment preservation
 - Has clearly established and allocated roles and responsibilities for fire safety
 - Regularly assesses risks of ongoing business and our compliance with our fire safety plan, as well as risks and compliance of any new projects; and monitors and keeps accurate records of the performance of staff and our business against them, including the details of evacuation drills, any incidents and how they were resolved and what staff training has been carried out
 - Regularly conducts staff training on fire safety and enforces compliance with this policy and our fire safety rules
 - Engages someone competent to conduct regular fire risk assessments (this might not be the fire safety officer but an expert appointed for this purpose)
 - Ensures that all staff have knowledge of emergency evacuation plans – especially plans and solutions for staff who are disabled, for whom personal emergency evacuation plans must be developed in conjunction with that less able person (and stored in hard copy at their usual workplace).

EduDiverse is committed to ensuring that our responsible person is in a position to support those responsible for the implementation and maintenance of this policy, ensuring that they have enough authority to exert influence and be able to communicate effectively to both our staff and our senior management.

If you have any questions or you need to report a hazard, you should contact our fire safety officer on the details below:

- Main phone number: [07361248375]
- Back-up/emergency phone number: [07880975572]

James Ranson as Fire Marshall holds the following responsibilities:

- a) Ensure each working day that all exits are available and useable
- b) Firefighting equipment is in the designated places (weekly)
- c) All new staff are given induction training
- d) Checking and testing the fire alarm (weekly)
- e) Completion of the Fire Risk Assessment
- f) Ensuring the regular servicing of the fire alarm, any emergency lighting
- g) Ensuring electrical appliances are made subject to PAT testing each year
- h) provision of refresher training for staff once a year
- i) Completion of a quarterly fire drill]

Part II: Your fire safety obligations and responsibilities

1. What is meant by a fire hazard?

Fire hazards include:

- Portable electrical appliances (such as kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, computers, etc)
- Loose or hanging cables, damaged plug sockets and/or light switches
- Smoking or use of other fire-generating items/equipment (candles, fire-lighters, etc) on our premises or in close proximity to it
- Blocked fire escapes / damaged fire exit locks
- Piles of paper, boxes or files around work-spaces, in corridors, cupboards and/or fire exit areas

2. Your duties and responsibilities

EduDiverse expects you to:

- Be alert to any fire hazards and immediately report any concerns to our fire safety officer
- Ensure that you are not the cause of any fire hazard by:
 - Not leaving permitted electrical appliances plugged in when they are not being used (including kettles, toasters, hairdryers, heated hair-styling equipment, desk lamps, desk fans, etc)

- Turning off your computer, where relevant, when not in use and disconnecting laptops entirely from any plug socket before you leave the building at the end of your working hours each day
- Not using portable electrical radiators, heaters, fan units or other heat-generating appliances (including kettles, toasters, microwaves, hairdryers, heated hair-styling equipment, etc) without the prior consent in writing or our fire safety officer
- smoking, lighting candles or otherwise handling matches, fire lighters or other fire-generating items on our within the vicinity of our premises (no barbecues!)
- Damaging plugs, cables, wiring, lights and/or lighting equipment
- Blocking fire escapes, e.g. by piling items in front of these exits
- Leaving papers, files and other flammable items piled on, in or around your work-space , rather than keeping them in lockable, fire safe containers, (e.g. filing cabinets) or practising a paperless office strategy
- handling or storing chemical or flammable goods unless you have the express knowledge and consent of the fire safety officer
- engaging anyone to carry out maintenance, renovation, refurbishment etc works of any nature on our premises without the express prior consent of the fire safety officer
- tampering with any fire equipment
- only using any equipment that you have been permitted by your line manager or our fire safety officer to use, and only for the purpose for which it is intended
- Report:
 - any fire safety equipment, such as extinguishers or fire blankets, that are missing or look damaged
 - any plug sockets or other electrical interfaces that are not working or look damaged or that have been misused / look as if they have been
- Comply immediately and responsibly with any fire evacuation orders, whether practice drills or real evacuations
- Attend fire safety and any other health and safety training sessions that we request. Our fire safety officer will inform you what training is relevant to your role and contracted duties to EduDiverse
- Properly use any fire safety equipment that you have been trained and authorised to use by our fire safety officer
- Ask questions and/or report a concern of/to our fire safety officer wherever you are not sure if something constitutes a fire hazard or if you are permitted to use a particular item on our premises.