



Fire Safety & Emergency Procedures Policy

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Version no. & date:	Version 1.0 – June 2026
Author:	David Stanley
Last review date:	N/A – new policy
Next review due:	June 2027
Responsible Committee:	Operations Committee
Approved by & date:	CMT – July 2026
External reference points:	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Regulatory Reform (Fire Safety) Order 2005; Fire Safety Act 2021; Equality Act 2010; Terrorism (Protection of Premises) Act 2025; Home Office fire safety guidance; HSE guidance; Department for Education emergency planning guidance.
Linked policies:	HSE 4.0 Health and Safety Policy Statement; HSE 4.1 Health and Safety Policy; HSE 4.3 Estates, Facilities and Sustainability Policy; HSE 4.4 CCTV Policy; HSE 4.5 Asbestos Management Policy and Plan; GA 3.2 Risk Management Framework; DIG 2.4 Records Management and Data Retention Policy; Emergency Action Plan; Fire Evacuation Procedure; Campus-Specific Emergency Appendices; Site Opening and Closing Procedure; Martyn's Law / Protective Security Appendix; Business Continuity Plan; Disaster Recovery Plan; PEEP Procedure / PEEP Arrangements; local site fire safety records and supporting evidence listed in Section 6.17.
Audience:	All staff, students, contractors, visitors and suppliers

Fire Safety Policy Statement

This Fire Safety Policy Statement forms part of **HSE 4.2 Fire Safety and Emergency Procedures Policy**.

This policy expands on the College's general health and safety and environmental arrangements. Its primary objective is to create and maintain a fire safety management system which, together with the structure and maintenance of college buildings, seeks to protect human life, College assets and business continuity. This policy applies to all College buildings, including any premises occupied under a tenancy agreement. Its requirements extend to all staff, students, contractors, visitors, suppliers and any other persons on the premises, whether legitimately or otherwise. Where premises are jointly occupied, leased, shared or managed by third parties, the College will cooperate and coordinate with landlords, managing agents, building owners, contractors and other occupiers to support effective fire safety arrangements. The aim of this policy is to achieve a fire-safe environment for all workers, students, building occupants and visitors, reducing so far as reasonably practicable the risks to life, property, business continuity and personal injury.

To achieve this, the College will provide the time, resources and competent support necessary to formulate, implement and maintain a fire safety strategy for its premises. The College will ensure that relevant persons are informed, instructed and trained in fire safety and emergency procedures.

Achievement of these objectives will demonstrate the College's commitment to compliance with fire safety legislation and current good practice.

The person appointed to take day-to-day charge of fire safety arrangements is:

Name: David Stanley Role: Facilities and Procurement Manager

Signed:	
Name:	
Position:	Managing Director / CEO
Date:	May 2026
Review due:	June 2027

1. Purpose

This policy sets out UK College of Business and Computing's (UKCBC or the College) approach to fire safety and emergency procedures across its premises and activities.

The College is committed to maintaining a safe, fire-safe and emergency-ready learning and working environment for staff, students, contractors, visitors and suppliers. This includes reducing risks to life, personal safety, property, assets, business continuity and the College's ability to deliver teaching and student services.

This policy provides the governance framework for fire safety, fire evacuation, emergency response, lockdown, invacuation, protective security and incident escalation.

This policy must be read alongside the College's Emergency Action Plan, campus-specific Fire Evacuation Procedures, Business Continuity Plan, Disaster Recovery Plan and relevant local site appendices.

2. Scope

This policy applies to:

1. all UKCBC premises, campuses, classrooms, IT labs, offices, reception areas, welfare areas, plant areas, storage areas, stairwells, lifts, corridors, fire exits, assembly points and shared areas under the College's control or influence;
2. all staff, students, contractors, visitors, suppliers and third parties while on College premises or participating in College activities;
3. fire safety arrangements, evacuation procedures, emergency procedures, lockdown arrangements, protective security arrangements and emergency communication arrangements;

4. landlords, managing agents, building service providers and other occupiers where their activities affect College premises, shared areas, fire systems, escape routes or emergency arrangements; and
5. emergency situations including fire, evacuation, lockdown, invacuation, medical emergency, suspicious package, hostile intruder, terrorism-related incident, serious security incident, power failure, flood, serious building defect, severe weather and other incidents requiring coordinated response.

Where UKCBC occupies leased, shared or managed premises, the College will cooperate and coordinate with landlords, managing agents, building owners, contractors and other responsible persons to support effective fire safety and emergency arrangements.

3. Definitions

Term	Definition
Fire Safety	The arrangements used to prevent fire, reduce fire risk, maintain safe escape routes, support evacuation and protect life, property and business operations.
Emergency Procedure	A documented procedure setting out the actions to be taken during an emergency.
Responsible Person	A person or organisation with duties under fire safety legislation because they have control of premises or activities.
Senior Fire Warden / Incident Controller	The person appointed to take charge during an evacuation or emergency response, coordinate information and liaise with emergency services where required.
Fire Warden	A trained person responsible for supporting evacuation, checking designated areas where safe, directing people to safe exits, preventing lift use, and reporting to the Senior Fire Warden or Incident Controller.
Evacuation	Moving people from a building or area to a place of safety.
Invacuation / Lockdown	Keeping people inside or moving them to a safer internal location when leaving the building may be more dangerous.
Assembly Point	The designated safe location where evacuees gather after leaving the building.
PEEP	Personal Emergency Evacuation Plan for a person who may need assistance to evacuate safely.
Fire Risk Assessment	A systematic assessment of fire hazards, persons at risk, existing controls and further actions required.
Protective Security / Martyn's Law Preparedness	Arrangements relating to terrorism, hostile threats, lockdown, suspicious packages and protective security under the Terrorism (Protection of Premises) Act 2025 where applicable.

4. Policy Statement

The College is committed to managing fire safety and emergency preparedness in a structured, risk-based and legally compliant manner.

The College will:

1. maintain a fire-safe environment across its premises so far as is reasonably practicable;
2. provide appropriate time, resources and competent support to maintain effective fire safety and emergency arrangements;
3. identify, assess and control fire safety and emergency risks;
4. maintain suitable and sufficient fire risk assessments for premises under its control or influence;
5. maintain documented emergency procedures and evacuation arrangements for each campus;
6. identify appropriate fire safety, emergency response and evacuation roles;
7. maintain arrangements for Senior Fire Wardens, Fire Wardens, First Aiders and other emergency support roles;
8. maintain suitable arrangements for fire detection, alarm systems, emergency lighting, fire doors, escape routes, firefighting equipment and evacuation equipment where applicable;
9. ensure staff, students, contractors and visitors receive appropriate information about fire safety and emergency procedures;
10. ensure arrangements are in place for persons who may need assistance during evacuation, including PEEPs where required;
11. ensure fire exits, escape routes, fire doors, fire alarm call points and firefighting equipment are kept clear and available for use;
12. ensure fire drills, emergency exercises and evacuation reviews are carried out and recorded;

13. cooperate with landlords, managing agents, building owners, contractors and other occupiers where premises, fire systems or escape routes are shared;
14. maintain arrangements for lockdown, invacuation and protective security where appropriate;
15. link emergency response arrangements to Business Continuity and Disaster Recovery planning;
and
16. review this policy and associated procedures at least annually, or sooner if required by legal, operational, premises-related or risk-related changes.

5. Roles and Responsibilities

Fire safety and emergency preparedness are shared responsibilities. The following roles carry specific obligations under this policy.

Role	Responsibilities
Chief Executive Officer	Is the named accountable person for health and safety and holds overall executive accountability for ensuring that effective fire safety and emergency preparedness arrangements are in place across the College. Signs the Fire Safety Policy Statement on behalf of the College and ensures fire safety and emergency management are treated as senior leadership responsibilities.
Executive Leadership Team (ELT)	Provides executive oversight of health and safety, fire safety and emergency preparedness through escalation and assurance from the Operations Committee and, where necessary, CMT. Considers significant compliance risks, resource implications, major incidents and matters requiring executive decision-making.
Operations Committee	Provides formal operational oversight of fire safety and emergency preparedness. Receives reports and assurance on fire risk assessments, fire drills, emergency arrangements, incidents, outstanding actions, contractor controls and significant risks. Escalates assurance or significant concerns to the Executive Leadership Team where required.
College Management Team (CMT)	Provides management coordination and escalation for significant operational fire safety and emergency matters. Reviews urgent risks, agrees actions, allocates responsibility and ensures matters requiring senior attention are progressed.
Director of Operations, Innovation & Commercial Success	Has delegated senior responsibility for the operational implementation of fire safety and emergency preparedness arrangements. Ensures suitable arrangements are in place, receives reports from the operational lead and escalates significant risks, compliance gaps, resource requirements and urgent matters through the appropriate management and governance routes.

Facilities and Procurement Manager	Acts as the competent person and operational lead for day-to-day fire safety, emergency preparedness and estates-related health and safety coordination. Maintains oversight of fire risk assessments, evacuation procedures, Fire Wardens, drills, statutory checks, emergency equipment, contractor controls, premises risks, emergency action planning, records and follow-up actions.
Campus Managers and Local Site Leads	Support local implementation of fire safety and emergency procedures. Report hazards, support drills, assist with communication, support contractor and visitor arrangements and ensure local procedures are followed.
Senior Fire Warden / Incident Controller	Takes charge during evacuation or emergency response. Coordinates information from Fire Wardens, lecturers, reception and security. Liaises with emergency services where required and confirms whether all persons are accounted for.
Fire Wardens	Check designated areas where safe to do so, direct people to safe exits, prevent use of lifts, assist with evacuation, report to the Senior Fire Warden and support drills and escape route checks.
Academic Staff / Lecturers	Maintain safe teaching environments, brief students on evacuation arrangements where required, support orderly evacuation, keep students together at the assembly point and report missing or injured persons to the Senior Fire Warden.
Reception / Security	Support visitor and contractor records, emergency communication, access control, emergency services contact, evacuation information and incident escalation in accordance with local procedures.
First Aiders	Provide first aid support during or after an emergency where safe to do so and report first aid incidents in accordance with College procedures.
IT / Systems Team	Support emergency communication systems, access control, CCTV infrastructure and systems recovery where required.
All Staff	Follow fire safety and emergency procedures, report hazards, keep escape routes clear, cooperate during evacuations or lockdowns and support students or visitors where appropriate.
Students	Follow staff instructions, evacuate or lockdown as directed, avoid using lifts during evacuation, remain at assembly points where instructed and report hazards or concerns.
Contractors and Visitors	Follow site fire safety and emergency instructions, sign in and out where required, evacuate or lockdown as instructed and report hazards or incidents promptly.

6. Fire Safety and Emergency Arrangements

The College gives effect to this policy through the arrangements set out below.

6.1 Fire Risk Assessment

The College will ensure that suitable and sufficient fire risk assessments are in place for relevant premises and activities.

Fire risk assessments must identify fire hazards, persons at risk, existing controls and required actions. Actions arising from fire risk assessments must be recorded, allocated, monitored and tracked to completion.

Fire risk assessments must be reviewed regularly and when there are significant changes to premises, occupancy, building layout, escape routes, staffing, activities, contractors, incidents or legal requirements.

6.2 Fire Prevention and Control of Hazards

The College will take reasonable steps to prevent fire and reduce fire hazards. This includes maintaining good housekeeping, safe storage, clear escape routes and appropriate control of electrical equipment, heaters, combustible materials, waste and substances.

Staff, students and contractors must not obstruct fire exits, escape routes, fire doors, fire alarm call points or firefighting equipment. Fire doors must not be wedged or propped open unless an approved automatic release system is in place.

Fire hazards or defects must be reported promptly.

6.3 Fire Alarm and Raising the Alarm

Any person discovering a fire or suspected fire must raise the alarm immediately by operating the nearest fire alarm call point, where safe to do so.

The emergency services must be contacted where there is a fire, suspected fire, serious emergency or threat to life.

Where the alarm system fails or cannot be activated, a manual warning method must be used, such as shouting a clear warning or using other available local warning arrangements.

6.4 Action on Hearing the Fire Alarm

On hearing the fire alarm, all persons must evacuate immediately using the nearest safe designated exit unless instructed otherwise by emergency services or authorised emergency response staff.

All staff, students, contractors and visitors must:

1. leave personal belongings behind;
2. follow Fire Warden and staff instructions;
3. not use lifts;
4. proceed calmly and directly to the designated assembly point;
5. remain at the assembly point until further instructions are given; and
6. not re-enter the building until authorised.

6.5 Senior Fire Warden / Incident Controller Arrangements

The Senior Fire Warden or Incident Controller will take charge of the evacuation and coordinate the emergency response until relieved by emergency services or senior management.

Their responsibilities include:

1. coordinating the evacuation;
2. ensuring emergency services are contacted where required;
3. obtaining relevant information from reception, Fire Wardens, lecturers, security and other staff;
4. ensuring visitor, contractor and attendance information is available where safe and practicable;
5. overseeing activity at the assembly point;
6. receiving reports of missing, injured or unaccounted-for persons;
7. liaising with the Fire and Rescue Service or other emergency services on arrival;
8. notifying senior management where required;
9. authorising return to the building only where it is safe and appropriate; and
10. ensuring post-incident reporting or evacuation assessment is completed.

6.6 Fire Warden Arrangements

Fire Wardens support evacuation and local fire safety arrangements.

Where safe to do so, Fire Wardens must:

1. direct people to the correct exits;
2. prevent the use of lifts;
3. check designated areas, including toilets, accessible spaces and isolated areas;
4. close doors and windows where this can be done without delaying evacuation or creating risk;
5. assist persons with PEEPs or those requiring support;
6. report to the Senior Fire Warden or Incident Controller;
7. support assembly point management and roll call arrangements; and
8. report hazards, blocked escape routes or defective fire safety equipment.

Fire Wardens must not place themselves at risk or delay their own evacuation where danger is present.

6.7 Lecturer and Teaching Staff Arrangements

At the start of classes, lecturers should ensure students are aware of basic evacuation arrangements, including the nearest safe exits and the requirement not to use lifts.

During an evacuation, lecturers and teaching staff must support the safe and orderly evacuation of students under their supervision. They should put on high-visibility vests where available so they can be easily identified.

Lecturers must instruct students to:

1. evacuate immediately using the nearest safe designated exit;
2. leave personal belongings behind;
3. not use lifts;
4. proceed calmly and directly to the designated assembly point;
5. remain with their lecturer or class group at the assembly point; and

6. wait for further instructions.

Where safe to do so, lecturers should ensure that students leave the classroom promptly and should leave after the students without delaying evacuation or placing themselves at risk.

At the assembly point, lecturers should carry out a headcount or visual check where practicable and report to the Senior Fire Warden if all students are present or if anyone is missing, injured, unaccounted for or known to require assistance.

6.8 Reception and Security Arrangements

Reception and Security staff support fire safety and emergency procedures through visitor control, access management, communication and emergency support.

Where safe and practicable, Reception or Security staff should:

1. support emergency service contact;
2. take or make available visitor and contractor records;
3. provide emergency information to the Senior Fire Warden or Incident Controller;
4. support building access control;
5. assist with communication to senior management or emergency contacts; and
6. follow the local Emergency Action Plan and Site Opening and Closing Procedure.

Reception and Security staff must not delay evacuation or place themselves at risk to collect records or equipment.

6.9 Assembly Point and Roll Call

Each campus must have a designated assembly point communicated to staff, students and visitors where appropriate.

During an evacuation:

1. evacuees must proceed directly to the assembly point;
2. classes should remain with their lecturer where applicable;

3. staff, students, visitors and contractors must remain at the assembly point until instructed otherwise;
4. Fire Wardens, lecturers, reception and security must provide information to the Senior Fire Warden or Incident Controller; and
5. missing, injured or unaccounted-for persons must be reported promptly.

Campus-specific Fire Evacuation Procedures must set out assembly point locations, roll call arrangements and reporting routes.

6.10 Persons Requiring Assistance and PEEPs

The College will maintain arrangements for persons who may need assistance during evacuation or emergency situations.

Where a person may not be able to evacuate independently, a Personal Emergency Evacuation Plan should be considered. PEEPs must identify the person's needs, required assistance, evacuation route, refuge arrangements where applicable and responsible support arrangements.

Disabled refuge areas may be used where appropriate as part of an agreed evacuation arrangement.

Persons must not be left without communication or support.

6.11 Fire Safety Equipment and Escape Routes

The College will maintain arrangements for fire safety equipment and escape routes, including:

1. fire alarm systems;
2. emergency lighting;
3. fire extinguishers;
4. fire doors;
5. escape routes;
6. final exits;
7. signage and notices;

8. evacuation chairs where applicable; and
9. emergency equipment such as high-visibility vests, torches, whistles, emergency contact lists and first aid kits where applicable.

Escape routes, fire exits and firefighting equipment must be kept clear and available for use.

6.12 Fire Drills, Testing and Training

The College will carry out fire drills and evacuation exercises at appropriate intervals and record the outcome.

Fire drills must be reviewed to identify whether:

1. the alarm was heard;
2. evacuation was completed promptly and safely;
3. roll call or headcount arrangements were effective;
4. staff understood their roles;
5. Fire Wardens and lecturers carried out expected duties;
6. persons requiring assistance were supported appropriately;
7. any exit routes or procedures need improvement; and
8. further training or corrective action is required.

Staff with specific fire safety responsibilities must receive appropriate training. Fire safety and emergency information must be included in staff induction and student communication where appropriate.

6.13 Escape Route and Fire Safety Checks

The College will maintain local arrangements for regular checks of escape routes and fire safety conditions.

Checks may include:

1. escape routes are free from obstruction;
2. doors and final exits are accessible and capable of being opened;
3. fire doors are not damaged or wedged open;
4. signs and notices are present and visible;
5. fire hazards are absent or controlled;
6. extinguishers are correctly located and not damaged or obstructed; and
7. concerns are recorded and escalated for action.

6.14 Emergency Action Plan

The College will maintain an Emergency Action Plan setting out the operational response to major incidents.

The Emergency Action Plan should cover, where relevant:

1. fire and evacuation;
2. lockdown and invacuation;
3. suspicious package;
4. hostile intruder or weapons attack;
5. terrorism-related or protective security incident;
6. medical emergency;
7. student, staff member or visitor trapped or missing in the building;
8. power failure;
9. flood, leak or serious building defect;
10. severe weather or travel disruption;
11. communication failure;
12. escalation to senior management; and

13. links to Business Continuity and Disaster Recovery arrangements.

6.15 Martyn's Law and Protective Security

The College recognises the need to prepare for protective security and terrorism-related risks where applicable.

Martyn's Law and protective security preparedness will be managed through the Emergency Action Plan and supporting appendices.

These arrangements may include:

1. lockdown and invacuation procedures;
2. evacuation where safe;
3. Run Hide Tell awareness;
4. suspicious package response;
5. hostile intruder or weapons attack response;
6. communication cascade;
7. reception and security duties;
8. lecturer and staff duties;
9. student instructions;
10. liaison with police and emergency services;
11. staff training and awareness; and
12. review after incidents, drills or exercises.

6.16 Business Continuity and Disaster Recovery

Emergency procedures must link to the College's Business Continuity Plan and Disaster Recovery Plan.

Where an incident affects the ability to use a campus, deliver teaching, provide student services, access IT systems or operate safely, the relevant business continuity arrangements must be activated.

The Business Continuity Plan sets out how the College will maintain critical teaching, administration, IT, welfare and communication services after a major disruption.

6.17 Records and Documentation

The College will maintain the core operational documents referenced in this policy and retain records relevant to fire safety and emergency procedures. These records include:

1. Fire Risk Assessments;
2. fire drill records;
3. evacuation assessment forms;
4. Fire Warden and First Aider lists;
5. escape route / fire safety checklists;
6. fire alarm testing and servicing records;
7. emergency lighting servicing records;
8. fire extinguisher servicing records;
9. PEEP records, where applicable;
10. training records; and
11. incident / near-miss records.

Records must be retained in accordance with the College's records management arrangements.

7. What This Means for You

7.1 Staff

You must follow fire safety and emergency procedures, keep escape routes clear, report hazards promptly and cooperate during evacuations, lockdowns and emergency drills. If you have a specific role such as Fire Warden, First Aider, lecturer, receptionist or security officer, you must understand and follow the duties assigned to that role.

7.2 Students

You must follow staff instructions during fire alarms, evacuations, lockdowns or other emergencies.

You must not use lifts during evacuation, must go to the assembly point when instructed and must not re-enter the building until authorised.

7.3 Managers

You must support implementation of fire safety and emergency arrangements within your area. You must ensure staff are aware of procedures, report concerns promptly and support drills, training and corrective actions.

7.4 Contractors and Visitors

You must follow College fire safety and emergency instructions, sign in and out where required, evacuate or lockdown as instructed, and report hazards or concerns promptly.

8. Monitoring and Review

The Facilities and Procurement Manager will monitor fire safety and emergency arrangements on an ongoing basis and report significant matters to the Director of Operations, Innovation & Commercial Success at least termly, and sooner where significant concerns arise.

Monitoring may include:

1. fire risk assessment actions;
2. fire drill outcomes;
3. evacuation assessment reports;
4. Fire Warden and First Aider coverage;
5. escape route checks;
6. statutory inspection and servicing records;
7. PEEP arrangements;
8. incident and near-miss reports;

9. contractor compliance;
10. emergency action plan reviews;
11. lockdown and protective security exercises; and
12. staff and student feedback.

The Director of Operations, Innovation & Commercial Success will ensure significant fire safety and emergency preparedness matters are considered through CMT for management coordination, action allocation and escalation. The Operations Committee will provide formal operational oversight and receive assurance at least annually, or more frequently where significant concerns arise. The Operations Committee will escalate assurance or significant concerns to the Executive Leadership Team, which provides executive oversight. The Chief Executive Officer remains the named accountable person for health and safety.

This policy must be reviewed at least annually, or earlier if required by:

1. changes in legislation or guidance;
2. significant fire safety, emergency or security incidents;
3. material changes to premises, occupancy or use;
4. changes to landlord, lease or building management arrangements;
5. fire risk assessment findings;
6. emergency drill outcomes;
7. audit or inspection findings; or
8. changes to College operations or risk profile.

9. Linked Policies and External References

9.1 Linked Policies and Documents

1. HSE 4.0 Health and Safety Policy Statement;
2. HSE 4.1 Health and Safety Policy;
3. HSE 4.3 Estates, Facilities and Sustainability Policy;
4. HSE 4.4 CCTV Policy;

5. HSE 4.5 Asbestos Management Policy and Plan;
6. GA 3.2 Risk Management Framework;
7. DIG 2.4 Records Management and Data Retention Policy;
8. Emergency Action Plan;
9. Fire Evacuation Procedure;
10. Campus-Specific Emergency Appendices;
11. Site Opening and Closing Procedure;
12. Martyn's Law / Protective Security Appendix;
13. Business Continuity Plan;
14. Disaster Recovery Plan;
15. PEEP Procedure / PEEP Arrangements; and
16. local site fire safety records and supporting evidence listed in Section 6.17.

9.2 External References

1. Health and Safety at Work etc. Act 1974;
2. Management of Health and Safety at Work Regulations 1999;
3. Regulatory Reform (Fire Safety) Order 2005;
4. Fire Safety Act 2021;
5. Fire Safety (England) Regulations 2022 where applicable;
6. Equality Act 2010;
7. Terrorism (Protection of Premises) Act 2025;
8. Home Office fire safety guidance;
9. Health and Safety Executive guidance; and
10. relevant Department for Education emergency planning guidance.

10. Version History

Version	Date	Author	Summary of Changes	Approved By
1.0	June 2026	David Stanley	Initial HSE 4.2 Fire Safety and Emergency Procedures Policy prepared to GA 3.1 standard; structured to include the signed Fire Safety Policy Statement, governance and accountability arrangements, fire safety roles, emergency procedures, evacuation arrangements, protective security, monitoring and linked operational documents.	To be completed upon approval