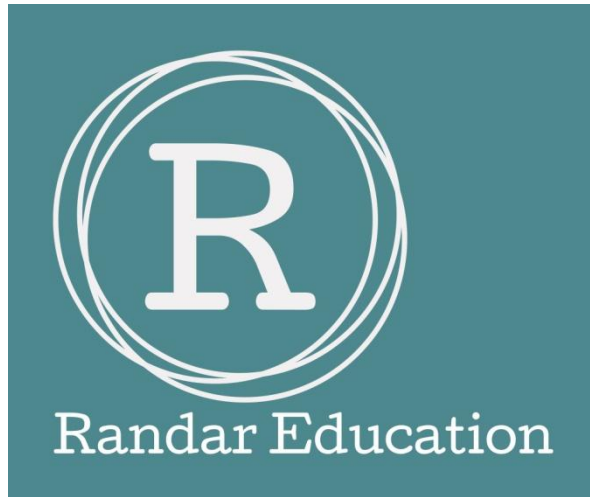




Randar Education

Fire Safety Policy

Policy Date

1st April 2025

Review Date

1st April 2027

REVIEW SHEET

Each entry in the table below summarises the changes to this policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	1 April 2024
2	More concise language	May 2026

Introduction

We at Randar Education we are committed to ensuring the safety and well-being of all employees, visitors. We recognise our legal responsibilities and as such we are commitment to fire safety. This Fire Safety Policy is in place to ensure we comply with the Regulatory Reform (Fire Safety) Order 2005 and to help us mitigate the risk of fire incidents in our premises.

Responsibilities

The management are responsible for providing a safe working environment for both staff, pupils and visitors to the site. We ensure that we comply with all fire safety regulations. We are committed to educating all employees to ensure they understand what their responsibilities are in terms of familiarising themselves with plans, policies, procedures and equipment that is in place for their protection, this is above and beyond planned training delivered to our staff at regular intervals.

Fire Risk Assessment

A comprehensive fire risk assessment will be conducted annually by qualified and competent persons to assist us in identifying any potential fire hazards that have the potential to cause harm to our people. During this process the effectiveness of our existing fire safety measures at that time will be examined. Any identified risks will be promptly addressed to minimise the likelihood of fire incidents.

Fire Prevention Measures

All staff members must keep their work areas clean and free of clutter.

Properly store flammable materials and chemicals.

Refrain from smoking in prohibited areas.

Report any electrical faults or fire hazards immediately.

Emergency Procedures

In the event of a fire, employees must sound the alarm by activating the nearest fire alarm call point.

Evacuate the premises via the nearest exit in an orderly manner.

Assemble at the designated assembly point for roll call.

Not re-enter the building until authorised to do so by a designated person such as a fire Marshall.

Fire Safety Training

All employees will receive fire safety induction training upon joining the company, with refresher training provided regularly thereafter. Training will cover fire prevention, emergency procedures, and the proper use of firefighting equipment.

Full evacuation will be carried out twice per year.

Maintenance of Fire Safety Equipment

Fire extinguishers, fire alarms, emergency lighting, and other firefighting equipment will be regularly inspected, tested, and maintained in accordance with manufacturer's guidelines and legal requirements. Records of these arrangements will be kept and can be made available for inspection at reasonable time.

Review and Revision

This Fire Safety Policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary revisions will be made to reflect changes in legislation, operations, or best practices.

By adhering to this Fire Safety Policy, we aim to create a safe and more secure working environment for all employees and visitors. Management is committed to providing the necessary resources and support to implement and maintain effective fire safety measures.

This fire safety policy also supports our health and safety policy.