



Prime8 Education Fire Safety Policy

Prime8 Education is committed to ensuring the health, safety and welfare of Staff, Students, and members of the public.

Prime8 Education comply with the requirements of relevant legislation.

The Prime8 Education Fire Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months

DO:

- Make sure you know the emergency procedures (See fire risk assessment)
- Sound the alarm on discovering a fire (on hearing a smoke alarm or on the shout of 'fire fire')
- Telephone the fire brigade on 999
- Give the full address including postcode
- Know where to assemble in the event of a fire (Front or rear of building dependent on escape route used)
- Take the visitor book and student register to the assembly point
- Make sure all staff and students are accounted for
- Follow instructions given by managers and fire staff
- Ensure you follow fire safety rules such as storing flammable materials correctly
- If safe and you are trained, attempt to extinguish the fire by using the correct fire extinguisher.
DO NOT PUT YOURSELF AT RISK (no fire larger than a waste bin)

DO NOT:

- Attempt to deal with a fire before sounding the alarm
- Put yourself at risk
- Allow rubbish to build up
- Leave electrical fires/heaters on when leaving the room
- Block fire exit doors
- Do not re-enter the building for any reason until instructed by a member of the fire safety team

This Policy should be read alongside the Fire Safety Risk Assessment and the Health and Safety Policy.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
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