



BN1 Arts Fire Safety

**Last approved: September 2025
Approved by: Quality Committee
Next review due: September 2026**

1 FIRE SAFETY

1.1 Definitions & Scope

It is a requirement of the BN1 Arts that all premises are managed and maintained to a standard which ensures emergency procedures, fire prevention, fire detection and fire fighting provision meet all statutory requirements.

The Regulatory Reform (Fire Safety) Order 2005 (RRO) places responsibility upon BN1 Arts for assessing the risk of fire and the identification, implementation and monitoring of suitable controls; the local fire authorities have a regulatory and enforcement role. The identified Responsible Person under the RRO is the College Head of Estates & Facilities.

1.2 Responsibilities

To fulfil its responsibilities, BN1 Arts shall:

- Ensure, through Risk Assessment, that the design, planning, inspection, maintenance and review of all BN1 Arts environments incorporate the most appropriate fire prevention and detection equipment;
- Ensure that a Fire Risk Assessment is in place for every building, and it is reviewed following any change of layout, activity or extension. The Fire Risk Assessment shall be completed at least every 2 years or at a more frequent interval when identified by the existing Fire Risk Assessment.
- Organise and implement a Fire Safety Strategy for identified buildings which through their age or complexity in layout, scale or design could present fire safety issues.
- Develop, implement, and test fire evacuation arrangements for all locations including specific evacuation arrangements for any persons with a permanent or temporary disability or health condition.
- Provide policies, guidance, and training on fire safety, which include out of hours' arrangements, to all employees, students, contractors, and visitors.
- Provide appropriate firefighting and detection equipment including alarm system, sensors, emergency lighting and fire log to record this information for all BN1 Arts environments.
- Provide fire escape routes, fire escape signage, fire doors and fire plans.
- Provide appointed Fire Wardens for all BN1 Arts buildings; and
- Foster good working relations and consult with relevant external authorities and organisations.

1.3 Procedure

1.3.1 Fire Wardens

Fire Wardens and Deputy Fire Wardens will report to the Studio Manager: Estates and Facilities or most Senior Member of Staff on College premises (or other person where local arrangements exist) that their area is clear and assist with crowd control until the incident is given the 'all clear'.

Where a Fire Warden or Deputy Fire Warden is not available, the most senior person in each area to ensure that staff, students, contractors, and visitors evacuate the building. Lecturers will be required to support the safe evacuation of students in their session.

Those staff organising late working or weekend events, should ensure that responsibility for emergency evacuation is identified as part of the event planning process.

1.3.2 Evacuation of Those Needing Support

Any person who declares a disability that may prevent them from evacuating a building independently during an evacuation will have a Personal Emergency Evacuation Plan (PEEP) assessment to determine how best to support the individual evacuating the premises. All PEEPs, once complete, should be reviewed and assessed with the Studio Manager: Estates and Facilities. For students – this will be in conjunction with Student Services, and for Staff – in conjunction with the HR department.

The need for a PEEP should be identified as the earliest opportunity, and ideally before the individual accesses Campus for the first time. PEEPS are required in the following situation:

- Mobility Issues, temporary or permanent
- Sensory issues such as hearing, eyesight or balance
- Other health conditions which mean an individual needs support to evacuate safely

Where appropriate, support systems such as Refuge Alarmer, Deaf Alarmer and Evacuation Chairs should be implemented to assist with evacuating any persons with a disability. The content of the PEEP should be communicated sensitively and, on a need to know basis so that the individual can be supported effectively in an emergency evacuation. The PEEP should outline the arrangements for safe evacuation and be reviewed at least annually, or when there is a change to the individual or the environment.

BN1 Arts must identify and train appropriate numbers of staff at each campus to operate Evacuation Chairs or other equipment.

1.3.3 Fire Safety Signage

Fire evacuation route signage shall be provided throughout each building to demonstrate escape routes clearly. Fire signage and evacuation plans are managed, maintained, and distributed by Estates & Facilities.

1.3.4 Fire Escape Routes and Fire Doors

Every BN1 Arts building shall have adequate fire escape routes, which remain free from obstructions at all times and allow safe evacuation.

Fire resisting doors shall be provided throughout the College buildings to prevent the spread of fire and to control smoke. Where these are installed, every fire-resistant door will be fitted with a "Fire

Door – Keep Closed” sign on both sides. These doors must not be propped open but can be fitted with automatic closure devices that activate the closure of the door on the fire alarm sounding.

1.3.5 Fire Alarms, Sensors and Emergency Lighting

All BN1 Arts buildings will be provided with an electronic fire alarm system consisting of interlinked smoke and fire sensors, emergency lights and emergency call points that allow individuals to raise an alarm. Estates & Facilities will be responsible for testing, managing and maintaining all such alarm systems.

1.3.6 Fire Fighting Equipment

All BN1 Arts buildings will be provided with portable firefighting equipment such as fire extinguishers or fire blankets at regular intervals throughout each building. Estates & Facilities will be responsible for testing, managing and maintaining all firefighting equipment.

1.3.7 Fire Log Books

Each BN1 Arts Campus shall keep a Fire Log Book that records all regular maintenance and testing of the alarm system, locations of firefighting and fire detection equipment, fire drills or alarm activations, a copy of the FRA, building plans detailing fire escapes, fire equipment and high risk areas such as gas cylinder stores and mains utility shut down valves.

This information will be managed and updated by Estates and Facilities for each BN1

Site. 1.4 Training

All those identified as Fire Wardens will be provided with training and regular refresher courses. General fire safety awareness information is included within the staff and student induction process.

1.5 Review

This procedure is provided in support of the overarching Health and Safety Policy. The procedure will be approved by the BN1 Arts Senior Management Team and subject to 3 yearly reviews.

Relevant Legislation, Guidance & Useful Links:

[Fire Safety – Risk Assessment in Educational Premises](#)

<https://www.hse.gov.uk/toolbox/fire.htm>

Personal Emergency Evacuation Plan (PEEPS) Assessment Form