

## **FIRE RISK AND EVACUATION POLICY**

Global London College has procedures in place to ensure that all Students, Staff and Visitors are sufficiently protected from fire when on the College premises.

Jenny Clark is GLC's Fire Safety Officer, and holds ultimate responsibility for keeping fire records up to date and relevant.

The College has taken appropriate steps to ensure safety from fire risks is as far as reasonably practicable.

The College has minimised the possibility of fire on the College premises by taking the following measures:

- The safety of anyone legally on the College premises is maintained by requesting that all visitors sign in at the staff office when entering the building.
- The College works with an external, independent fire company to conduct a Fire Risk Assessment, which is reviewed annually. This ensures that the College building is used in line with current fire control practice, and helps the College to do everything reasonably practicable to minimise the risk of fire.
- Electrical Equipment and Wiring is tested and checked regularly: portable appliances annually (PAT testing), and buildings wirings five yearly (Fixed Wire Testing). Staff members are instructed not to bring in portable chargers, unless they have been PAT tested. During annual PAT testing, members of staff are encouraged to bring in any electronic devices and/or chargers, for free testing.
- Fire Control Measures are up to current standards and are checked regularly.
- Fire Alarm Systems in the College building are appropriate for the use of buildings and are maintained, serviced and tested regularly.
- Emergency Exit Lighting is fitted in the College building as required and these are tested regularly and serviced annually.
- Fire Extinguishers are in place throughout the site as directed by external fire safety experts. These are serviced annually, and replaced immediately when necessary.
- Fire Exit Routes are kept clear at all times and signage is installed appropriately.
- Fire Drills are carried out and logged a minimum of every six months (twice a year). Any weaknesses identified in the fire evacuation process, and any areas identified for improvement are noted and acted upon.
- Staff are trained appropriately and appropriate levels of Fire Marshalls are in place.
- Flammable substances that may pose an increased risk of fire are not allowed on the College premises. Where any such substances may be required (for example for cleaning) they will be stored securely in a locked cupboard.

Global London College has defined procedures in place, so that in event of fire, the Fire Safety Officer and other personnel who are familiar with the fire alarm systems know what to do.

There are clear procedures in place for a roll call to take place at the Fire Evacuation Meeting Point (on Museum Street) to establish whether all College staff and students have been accounted for.

**Associated Documents:**

Fire Evacuation Procedures (contained in GLC's Staff Handbook, and Student Handbook)

Fire Risk Assessments (kept in the College's staff office).

Reviewed: January 2026

Next review: January 2027