



# FIRE SAFETY POLICY

STANFORDS TRAINING  
2<sup>nd</sup> Floor Wolverley House  
18 Digbeth High Street  
Birmingham  
B5 6BJ

Review date: 01/11/2025  
Next review date: 31/10/2026

A handwritten signature in black ink, appearing to read "N. Lowe", enclosed within a faint, light-grey oval border.

Signed by \_\_\_\_\_

# FIRE POLICY STATEMENT

This Fire Safety Policy outlines the procedures, responsibilities, and preventive measures necessary to protect the health, safety, and welfare of all students, staff, visitors, and apprentices at Stanfords Training Ltd. This policy applies to all administrative offices and teaching spaces on the second and third floors of Wolverley House.

Stanfords Training Ltd is committed to taking all reasonably practicable steps to prevent or minimise the risk of fire. A Fire Risk Assessment has been conducted in line with the Regulatory Reform (Fire Safety) Order 2005. This policy is aligned with Ofsted's expectations for safeguarding, learner induction, SEND support, and workplace learning environments, ensuring that all learners, including apprentices, are kept safe. This policy also meets the health, safety, and fire safety expectations of UK awarding bodies, including Highfield Qualifications, ensuring that all training facilities and examination environments are safe for learners. This policy will be reviewed annually or following a significant incident.

## RISK ASSESSMENT

A Fire Risk Assessment is conducted regularly by RM Risk Management Ltd. The responsible person for fire safety at the premises is:

Elliott Jones

Property Management Surveyor (SMB)

Key issues identified are as follows, with mitigation actions:

Housekeeping	ensure protected emergency stairwell is free from obstruction at all times.
Security protocols	access control maintained in line with fire safety requirements.
Emergency light bulkhead	inspected and serviced quarterly.
Roof access fixed ladder	restricted access and safety signage in place.
Fire action notices	displayed and regularly checked.
FIRE EXIT KEEP CLEAR signs	checked monthly.
Zone plan	ceiling tiles and escape routes inspected.
Fire extinguishers	obsolete units replaced; serviced annually.

Assembly point	clearly marked and communicated.
Emergency procedures	regularly reviewed and updated.
Tenants' fire risk assessments	obtained and reviewed where applicable.
Responsible Person (RP) legal duties	roles and responsibilities documented and reviewed annually.
Routine checks	conducted daily/weekly as per Fire Risk Assessment.
Means of escape & firefighting equipment	checked regularly and compliant.
Fire alarm testing and servicing	carried out by competent personnel quarterly and annually.
Emergency light testing & servicing	conducted monthly and annually.
Fire logbook	maintained and auditable.

## **FIRE SAFETY PRECAUTIONS**

Control of flammable materials and substances	stored safely and in line with COSHH regulations where applicable.
Good housekeeping	escape routes and stairwells kept clear at all times.
Equipment maintenance	electrical and heating equipment inspected and maintained regularly.
No smoking	strictly prohibited indoors; designated outdoor smoking areas comply with fire safety regulations.
Evacuation route maps	displayed in all classrooms, teaching, and communal areas and regularly checked for accuracy.

Fire alarm, extinguishers, and emergency lighting	inspected and serviced on schedule as per Fire Risk Assessment.
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## Emergency personnel names and phone numbers

Role	Contact Name	Phone Number
<b>Emergency Services</b>	Paramedics, Ambulance, Fire Department	999 (UK emergency number)
<b>First Aid Lead</b>	Baba Jaiteh	0121 633 8100
<b>Emergency coordinator</b>	Baba Jaiteh	0121 633 8100
<b>Assistant to physically challenged</b>	Baba Jaiteh	0121 633 8100
<b>Head of Security</b>	Baba Jaiteh	0121 633 8100
<b>Fire Marshall</b>	Baba Jaiteh	0121 633 8100
<b>Designated Safeguarding Lead</b>	Akila Sharif	0121 633 8100
<b>Designated Safeguarding Lead</b>	Noveneet Kaur	0121 633 8100

## EMERGENCY EVACUATION PROCEDURE

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pulls stations' location
- Assembly points

Assembly Point: - The pavement to the left of Wolverley House entrance

Support for People with Disabilities: - Named staff are responsible for individuals needing additional assistance.

Site personnel should know at least two evacuation routes, one from the reception and

one from the back of the building. For training sessions or examinations with larger groups, additional exit routes and floor coordinators are designated to ensure safe and efficient evacuation. Personnel must receive training on all designated evacuation routes and confirm understanding as part of their induction and ongoing safety checks.

Personal Emergency Evacuation Plans (PEEPs) are developed for all learners and staff with mobility or sensory impairments. These are reviewed termly or when needs change.

## FIRE DRILLS

Fire drills are conducted once per term (three times per year). Records of all drills, including date, time, duration, staff and learner participation, any issues encountered, and corrective actions taken, are documented in the Fire Logbook for audit and inspection purposes. All learners, including apprentices, participate in fire drills as part of their induction and ongoing safety engagement.

## TRAINING

All staff and learners receive Fire Safety training as part of their induction. Employers hosting apprentices must confirm fire safety induction for apprentices on day one. Refresher training is provided at least annually or when procedures change. All training, including attendance and assessment of understanding, is recorded and maintained for audit purposes by Stanfords Training Ltd.

Name	Title	Responsibility	Date
Mohamed Sowe	Managing Director	Emergency Coordinator	01/11/2025
Baba Jaiteh	Finance Director	2 <sup>nd</sup> Floor Supervisor	01/11/2025
Baba Jaiteh	Finance Director	Assistant to Physically Challenged	01/11/2025
Sandra Smith	Quality Manager	3rd Floor Coordinator	01/11/2025

## FIRE EMERGENCY PROCEDURE

*When fire is discovered:*

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 999.

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in a working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble on the Pavement directly to the left of the entrance to Wolverley House
- Remain outside until the Registrar tells you that it is safe to reenter.

**DO NOT USE THE LIFT**

*Emergency Coordinator and floor supervisors must:*

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility, including floor plans and details of hazardous materials.

*Floor supervisors must:*

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to the Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

