



OZFORD

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OZFORD COLLEGE OF BUSINESS (CRICOS: 02573B)
OZFORD ENGLISH LANGUAGE CENTRE (CRICOS NO. 02501G)
OZFORD COLLEGE (CRICOS NO. 02427A, REGISTERED SCHOOL NO. 2016)
OZFORD INSTITUTE OF HIGHER EDUCATION (CRICOS: 03429B)

Fire Safety Policy and Procedure

1. Rationale

This policy has been developed in order to provide clear principles and guidelines to assist all stakeholders to act effectively and consistently in relation to building fire safety matters.

2. Policy

Oxford College is committed to ensuring the school premise is compliant with relevant fire safety requirements so that all premise users are protected from the risks of fire. Oxford College has systems and procedures in place to safeguard the working environment and to ensure that fire systems and associated requirements are properly maintained in accordance with relevant legislation. These systems and procedures are codified in the Fire Safety Management Plan and Fire and Emergency Evacuation Procedures

3. General Guidelines/Procedures:

Essential Safety Measures

Oxford College King St building is managed by TT Global.

Below list the contractors currently used for the building:

Fire Services	Allstaff Fire Services
Fire Door Inspection	Allstaff Fire Services
E&E Lighting Testing	Jim's Test & Tag
Mechanical Services	Allstaff Air Conditioning
Mechanical Controls	Allstaff Air Conditioning
Electrical Services	HMC Electrics
Plumbing	RW Gill Plumbing
Lift Maintenance	Schindler
Essential Safety Measures Audits	AESC (Australian Essential Safety Compliance)
Emergency Management	All Ready Safe
Anchor Point Inspection	Hi Rise Access
Window Cleaning	DL Butler's Window Cleaning
Security Patrols	Excell Security

A contractor site information pack is available for contractor from Building Manager/Site Contact.

Oxford Business College Pty. Ltd. is trading as Oxford College of Business (CRICOS No. 02573B, RTO No. 21442, ABN 82 106 243 378); Oxford English Language Centre Pty. Ltd. is trading as Oxford English Language Centre (CRICOS No. 02501G, ABN 35 100 454 475); Oxford College Pty. Ltd is trading as Oxford College (CRICOS No. 02427A, Registered School No. 2016, ABN 41 102 265 225). Oxford Institute of Higher Education Pty Ltd ACN 165 694 351 is trading as Oxford Institute of Higher Education CRICOS Provider No: 03429B.

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Automatic Alarm System

The building is equipped with a fully monitored automatic alarm system that automatically sends a signal to the fire services (MFB) via ADT monitoring provider.

The primary function of an automatic alarm is to immediately notify the fire services enabling them to undertake firefighting operations including:

- protecting life: and
- protecting property and the environment, minimising damage caused by fire and other hazardous materials, thus saving costs – time and money.

Flammable Material

No flammable/chemical materials are stored in the building. All cleaning materials are stored in cleaners locked room on ground floor.

Routine Inspection, Maintenance and Emergency Management

Routine inspection and maintenance is conducted on fire services, building fire integrity, fire door, electrical services, lighting testing, lift, mechanical services and control.

Essential Safety Measure audits are conducted by AESM.

Regular fire safety training and fire drills are conducted by First Five Minutes.

All relevant contractors log books can be found in a locked cabinet.

Emergency Management plan

Please refer to the Emergency Management plan for processes to deal with emergency situations.