



FIRE SAFETY POLICY

College Governance Status

This policy was issued in April 2017 and adopted by Governors on 9 May 2017. It will be reviewed every year or sooner if new, related legislation or guidance is issued.

Review Dates	By Whom	Date for Approval
April 2017	Staff and Governors	9 May 2017
September 2017	Staff and Governors	25 September 2017
April 2019	LA, Staff and Governors	20 May 2019
May 2020		

Please also refer to the Staff Handbook for procedures to follow in the event of a fire and the College's Health and Safety Policy

Signed by Chair of Governors

Pen Cruz

General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least termly and documented.
- Fire Awareness Training will be provided to all staff.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the relevant site manager.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure their correct operation, where necessary, eg, emergency lighting.
- In the event of an emergency, the Fire Brigade will be called.
- In the event of the whole or part of the College becoming unstable, we will evacuate to the other school site or, where this is not possible, to Airy Hill School.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

FIRE SAFETY ACTIONS

Risk assessments

Ensuring an assessment of the fire risks within our premises is a key part of the "responsible person's" role and, in this case, all staff are responsible for ensuring their working area is safe in this respect. Performing thorough risk assessments and acting on any findings helps to reduce risks, ensures compliance with legislation and could save lives.

The 5 steps of a risk assessment

Steps 1-3: Identifying & evaluating risks

Steps 4-5: Recording & reviewing.

The 5 steps of a risk assessment which we are all responsible for are:

Step 1 - Identifying fire hazards, and recording them on risk assessment form, including:

- Sources of ignition
- Sources of fuel.

Step 2 - Identify people who may be especially at risk, and record these on a risk assessment form. This may include:

- staff and students
- people unfamiliar with the premises
- people working alone.

Step 3 - Evaluate, remove, reduce and protect people from risks, recording the risks on a risk assessment form, including:

- measures to prevent fires
- measures to protect people from fire.

Step 4 - Record, plan, instruct, inform and train including:

- record significant findings and actions taken
- prepare and publish an emergency plan
- inform relevant people, provide instruction, co-operate and co-ordinate with others
- provide training on what to do in case of a fire and as a result of practice evacuations.

Step 5 - Review

- keep risk assessments under review
- de-brief after any evacuation and revise plans where necessary.

In case of a fire:

- If a fire is detected the nearest activation point should be used to trigger the alarm system (this should occur automatically but the glass can be broken on a fire alarm point if not).
- **All staff are responsible for the implementation of the evacuation plan.**
- In case of a fire, or other reason for evacuation, sirens will sound.
- On hearing the sirens, the building must be cleared of all its occupants, as quickly as possible, to a point of safety (the field) where everyone can be checked (registered) to ascertain if anyone is missing.
- If practicable, close windows, as these provide a fire with oxygen but don't waste time doing this.
- Do not waste time logging off computers or collecting belongings - **time saves lives.**
- You must use the planned evacuation route from the building you are in - this has been planned to move as many people as possible to the assembly point quickly.
- If your primary evacuation route is blocked by fire or temporary works then use an alternative fire evacuation route, as shown on the map in your area.
- **At NO point should anyone re-enter the premises.**
- During the evacuation, it is important to be silent as it may be necessary to relay instructions during the evacuation. **All staff must actively ensure this.**
- **Staff must be aware of all evacuation routes as these may need to be used in event of the fire blocking an evacuation route.**
- It is NYCC policy to provide fire extinguishers. However, there is no expectation placed on staff to use them. The priority is for staff and students to get out. NYCC only advocate the use of a fire extinguisher if the fire is in its early stages, small and contained, i.e. waste paper bin sized **or** the fire is blocking an escape route.

At the assembly point:

- Key postholders with fire register duties will be at the base of the main entrance with the paper registers.
- The Principal/other senior member of staff deputising will be on a raised, central area and will use a megaphone, if required, to give instructions.
- Students must line up at the marked tutor group points; in register order, and should do so silently in order to hear any instructions being given.
- Tutors must collect their evacuation register from the designated administrator before going to their register point. Students need to be registered promptly and any absentees must be reported back, as soon as possible, to the designated administrator.
- Non-tutors must register themselves with an administrator and then actively help to keep students quiet and calm, so that further instructions can be given.
- Fire Marshals should sweep the building as this process takes place and, on completion, report to a key administrator.
- After the evacuation and subsequent registration, the key administrators/marshals will report to the Principal and or lead fire fighter on arrival.
- The Principal or deputy will then, in conjunction with the fire service, decide whether to send students home or re-occupy the premises.

After a fire drill or any unplanned evacuation:

The reason for evacuation should be found - if not an actual fire, and steps taken to ensure that further false alarms do not happen as these de-value the process.

After any evacuation, at the earliest opportunity, staff should be de-briefed/updated and the results of this used to modify the evacuation plan where necessary.

Planned evacuations should be regularly scheduled.

During these evacuations, nominated staff should observe the evacuation and make notes on possible areas for improvements.

Once the evacuation procedure is well established, nominated staff should be used to stop an evacuation route and then observe the effect it has on the plan.

Different routes should be barred to test the robustness of the plan.

A small group may be detained to see how long it is before the Principal is notified.

This Fire Policy will be included in the staff induction programme.

Responsibilities:

There should be a clear understanding of who has the following roles and who will deputise in their absence. Please see the Staff Handbook for these procedures.

Overall command at assembly point: Principal/Assistant Principal

Takes overall control at assembly point until fire service arrives, then after consultation with the fire service, instructs the assembled body of people on the next move.

Makes the decision to cancel the 999 call.

Makes the re-entry command if a false alarm, or practise evacuation.

Designated administrators/key postholders with fire evacuation duties

Collects evacuation plan registers.

Hands out registers to staff and collates reports from staff and fire marshals.

Reports resultant present or number missing to Principal.

Fire marshals

Sweep the allocated zones for stragglers and ensure fire doors are closed.

Report to Principal/Assistant Principal.

Tutors/All staff

On reaching assembly point collect your register from the designated administrator.

If not a tutor, assist where tutors are not present and with keeping students orderly and quiet.

Register and return register and details of absences to Head of Year/designated administrator.

Evacuate actively, ensuring orderly silent movement and registration at assembly points.

In the event of a fire evacuation out of normal school hours

If the alarm is raised prior to or during the arrival of staff and students, evacuate the building as normal and assemble on the field.

If the alarm is raised as students are leaving or after school, evacuate to the field and students may be allowed to leave if they can travel home safely, or can remain until transport home has been arranged.

any areas for concern should be reported, in writing, to the Business Manager, or Principal, as soon as possible.

There will be a staff de-brief/update after each alarm, allowing open comments to be made on possible improvements to this policy and to College procedures.