

Fire Safety Policy

1. INTRODUCTION

Sir Simon Milton Westminster will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the College complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

The Fire Safety Policy forms part of the Health and Safety Policy and in common with that policy extends through the whole College, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the College and that arrangements are made for its effective implementation;
- The Principal has the ultimate responsibility for the implementation and management of this policy;
- The Principal is responsible for the effective implementation of this Policy and its role within the College's Health and Safety Policy;
- The FSO places duties on the '**Responsible Person**'.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

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3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. MANAGING FIRE SAFETY

The College has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. the Site Supervisor.

The Site Supervisor (Senior Caretaker) will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all fire fighting appliances and devices including;
3. maintain fire detection and alarm systems;
4. maintain emergency lighting systems;
5. maintain fire fighting equipment;
6. update and maintain notices and signage relating to fire procedures;
7. ensure a clear means of escape, taking into account the needs of any disabled users.
8. Carry out or arrange to have carried out a fire safety risk assessment on the College building to ensure that the College's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
9. Provide appropriate instruction and training for all College staff on the action to be taken to protect people and property including regular fire evacuation practices for all the College;
10. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the College's fire procedures;
11. Identify any special risks, e.g. the storage of hazardous materials, and put in place

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appropriate procedures to minimise the risks;

12. Liaise with third parties; the emergency services, and the College's insurers to ensure that best practice for fire prevention and procedures is in place;
13. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The College utilises the services of various outside personnel to carry out effective monitoring of its duties. Our HR & Health and Safety consultants are responsible for working with the College to regularly review procedures and policies related to Fire Safety and Fire Risk Assessment.

The College fire detection and alarm system is maintained and checked by [TBC] quarterly. The alarm sounders are tested on a weekly basis by the caretaking and estates team.

The College emergency lighting is checked half termly by [TBC];

Notices and Signage are updated as and when required and checked annually by the School Business Manager in liaison with the caretaking and estates team.

Firefighting equipment is visually checked weekly by the caretaking and estates team and extinguishers are replenished or replaced annually by [name of Contractor TBC];

A Fire Log Book which contains records of fire safety issues is maintained by the School Business Manager and located in the School Business Managers office. These issues include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;

- staff training records.

6. FIRE RISK ASSESSMENT

The College has carried out a comprehensive fire risk assessment for the building.

These assessments are kept in the School Business Managers office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended every half term if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

7. FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training in the induction briefing at the start of term (in the first day of the academic year) and attend refresher sessions termly.
- Key staff in the individual College buildings receive more detailed instruction from our external consultants.
- Pupils are given instruction by their Learning Coach during the first week of the autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the College's evacuation procedures. The findings of the drill are reported to staff through the *Minutes of the Health and Safety Committee meetings and at staff briefing*. Any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm

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are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the College Buildings.

Appendix 1

EVACUATION PROCEDURE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm

Principal or another member of the senior leadership team rings 999 on hearing alarm.

If fire is in the kitchen the Catering Manager rings (9)999 and immediately sends someone to break glass of alarm and tell a member of the senior leadership team/ their PA that the Fire Service has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible leave windows open to dissipate gas and no electrical switches should be used.
- Staff assemble pupils **IN SILENCE** and instruct them to proceed to the Assembly Point on Peabody Avenue **IN SILENCE**, walking rapidly **NOT** running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- The Reception Administrator will collect registers pupil and staff signing in/out books, visitors' book and off-site lists from PE staff before proceeding to the Assembly Point

- The Principal or Vice-Principal will make radio contact with the caretaking staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.
- The Senior Caretaker will report the safety and whereabouts of the caretaking staff to the SLT member in charge, usually the Principal or in their absence, the Vice-Principal and will maintain contact throughout the procedure.
- The Principal or Vice Principal await their arrival and will discourage any casual visitor from entering the premises.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

(refer also to plan at Appendix 1)

Pupils' Reporting Procedure:

Learning Coach groups line up in alphabetical order at Assembly Point.

Learning Coaches collect registers from Receptionist and supervise roll call.

Once roll call is completed, report absences to either the Principal or Vice-Principal and return register to Receptionist and take appropriate action.

Staff/Visitors Reporting Procedure:

Report to the receptionist, who will have an electronic list from the e-registration system.

The will check with the Principal (or with the most senior teacher or member of staff in their absence) that all persons are accounted for, and will await the arrival of Fire Service and respond to and relay Fire Officer's instructions

No-one should leave the Assembly Point until instructed to do so by the Principal or Vice-Principal.

Appendix 2

Guidance on the Evacuation of Disabled Persons from the College Buildings

Students and employees with a disability should already have been identified and information held confidentially in the Evacuation pack at Reception.

The SENDCO, is responsible for developing a Personal Emergency Evacuation Plan(PEEP) for students. The Principal is responsible for developing this plan for any employee requiring a PEEP.

Having considered the risks, the Principal will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Principal and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the College should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas (this are clearly marked on the site plans) and are signposted on each corridor.

The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to

wait.

Lifts must not be used during an emergency evacuation.

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the College's Fire Safety Policy.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact: -	Please Tick Box	
	YES	NO
On minority ethnic groups?		
Due to gender?		
Due to disability?		
Due to sexual orientation?		
Due to their religious beliefs (or none)?		
On people due to them being transgender or transsexual?		
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact: -		
On people due to their age?		
On people due to their marital or civil partnership status?		
On people with dependants/caring responsibilities?		

Date of Review _____ Did you make changes?

n/a	
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If YES please speak with The Vice-Principal as a full Equality Analysis may be required.

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Mike Finn – May 2017
Last reviewed – June 2018
Next review – June 2019