



FIRE SAFETY POLICY AND EMERGENCY EVACUATION PROCEDURES

Fire Safety Policy and Emergency Evacuation Procedures

This document sets the policy on how the regulations are interpreted at our College.

Fire Safety

Government statistics show that the UK Fire and Rescue Services attend over 500,000 fires each year. The number of fire related deaths reported each year exceeds 600, with the number of fire related injuries exceeding 16,000. The financial loss to the UK economy is measured in the billions of pounds.

Against this background, Collingham has established a fire safety policy and procedures which are designed to protect students, staff and visitors and college assets. The effectiveness of these policies depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the co-operation of every member of staff, student and visitor.

Compliance with fire safety policies and procedures is a legal requirement. All staff will have duties and responsibilities in respect of fire safety. Ultimate responsibility for this policy rests with the employer. The College Board of Directors will look to the Principal to ensure that the Fire Safety Policy and the Fire Safety Procedures are effectively applied and brought to the attention of their staff and are observed by them at all times. As with all matters relating to health and safety, the senior management team (SMT) and Heads of Departments have devolved responsibility for the application of this Fire Safety Policy.

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. The fire safety arrangements at Collingham have been dictated by the provisions of the Fire Safety Acts, where, in such premises, there are at any one time either:

1. more than twenty people at work; or
2. more than ten people at work elsewhere than on the ground floor, then the owner or occupier of the premises is required to apply for a fire certificate.

Responsible Persons

The Regulatory (Fire Safety) Reform Order 2005 states the meaning of 'Responsible Person' as being:

- the employer, if the workplace is to any extent under his control; or
- the person who has control of the premises (as occupier or otherwise) in connection with carrying out their trade, business, or undertaking.

The Main requirements of the above legislation include:

- Fire risk assessment and fire precautions to minimise the risk of fire
- Design of buildings to prevent the spread of fire
- Means of detection and giving warning in the event of fire
- The provision and maintenance of means of escape
- Emergency evacuation procedures and means of fighting a fire
- The training of staff in fire safety and the management of fire safety

The main objectives of our college Fire Policy are:

- to safeguard persons who may be affected by fire at any of the college premises;
- to safeguard the physical assets of the college, its staff, students and visitors;
- to reduce the incidence of fires;
- to minimise the potential for fire to disrupt the work of the college;
- to minimise the incidence of unwanted fire alarm signals and false alarms and
- to protect the environment.

The Board of Directors have undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations 1997 (amended 1999). The Health & Safety Manager ensures compliance and this is viewed as a minimum standard to be achieved. The Principal will ensure, on behalf of the Board of Directors, any further modifications required as a result in

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changes in legislation or established best practice are approved by the local fire authority. In accordance with legislation, there is an annual Health and Safety Audit which includes Fire Risk assessment.

In compliance with both regulations and best practice, the Board of Directors have ensured that:

- all fire call points are identified and weekly call point tests (different call point every week) undertaken and recorded;
- adequate and suitable fire extinguishing appliances are provided and maintained;
- suitable means of fire detection and signalling of the presence of fire is provided and maintained;
- adequate means of escape are provided and maintained;
- suitable signs designating fire fighting equipment and means of escape are provided and maintained;
- a fire logbook is provided and maintained;
- fire training is provided to employees;
- evacuation drills are undertaken at both buildings at least termly and the results recorded;
- suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

The Management of Fire Safety

The Principal, Health and Safety Manager (James Alder) are responsible for the ongoing management and maintenance of fire safety arrangements within the areas that come under their control. This will include:

- appointing a sufficient number of College Fire Wardens;
- ensuring that all appointed Fire Wardens are appropriately trained;
- ensuring that all staff, students, contractors and visitors are made aware of basic fire safety procedures;
- ensure that day fire emergency practices or fire drills are carried out each college term, to familiarise staff, day students and other users of the college with the college evacuation procedures in the event of a fire emergency.
- ensuring that all means of escape are kept clear of obstructions, and free of combustible material and any potential sources of ignition;
- ensuring that that good standards of housekeeping are maintained at all times;
- ensuring that all statutory instructions relating to fire doors are observed;
- reporting any defects with the fire alarm system, emergency lighting, fire doors, portable fire extinguishers or fire signs etc. to the appropriate persons and
- reporting any incidents of fire.

Emergency Contact

The registration form requests contact telephone numbers are submitted by parents before enrolment. Notification of any change to these details must be reported to the College Office. All employees have full contact details on file. The College has in place a Critical Incidents Plan agreed with Board of Directors and the College insurers.

- The primary aim of our Fire Safety Policy is to safeguard life and to this end the Principal and the Board of Directors will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out by the H&S Manager.
- Advice is taken from appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book in the College Office.
- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and students are instructed on action to be taken in the event of an emergency.
- Every room has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The Fire Warden for each floor checks that areas are evacuated and is on hand to assist those with a disability.
- Arrangements are in place for summoning the Fire Brigade.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers. There is a visitors' book and a student entry system.
- The alarm system is tested weekly and is audible in every part of the premises.
- The alarm is never switched off and is routinely serviced.
- All the fire fighting equipment is recommended by the Fire services and checked on a regular basis.

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- Electrical equipment is regularly checked and maintained by an approved electrician.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the H&S Manager.

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements. There is a fire drill/emergency evacuation procedure every term. Neither staff nor students are warned of an impending practice. It is essential, therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the college. These are detailed in this document. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

The College has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit which includes checking all fire fighting equipment by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. Emergency lighting has been fitted and is tested monthly and records maintained.

Responsibility of Staff

The effectiveness of the Fire Safety Policy will depend on the full co-operation of every member of staff, without exception. Co-operation should be encouraged from the highest level. Complying with the fire safety procedures should be regarded as a basic duty by all the staff and an essential obligation for all Officers with management responsibility. The Principal (or Health and Safety Officer in the absence of the principal) will be responsible for coordinating the fire evacuation of 23 Collingham Gardens in the event of a fire emergency. Emma Clay (or in her absence Elizabeth Crawford) will be responsible for coordinating the fire evacuation of Queens Gate Place in the event of a fire emergency

Fire Wardens

Fire Warden training should be made role-specific, to include:

- how and when to check areas to ensure that people have evacuated;
- understanding of the Sweep system used;
- an overview of the College’s emergency plan including the role of the First Response Team and Fire Wardens;
- the location of the ‘Control’ and ‘Assembly’ Points.
- understanding of the fire detection and alarm system and the fire equipment available.
- reporting procedures for non-compliant issues.

Fire Drill

Staff are also informed of the location of the fire extinguishers. All employees and voluntary helpers are provided with a personal copy of the fire drill procedures including:

- evacuation from the premises;
- exit routes;
- checking the students are present;
- their responsibilities regarding the students they are supervising.

A copy of these procedures is also available in each classroom.

Execution

Our fire safety policy regime mirrors closely the Collingham health and safety policy (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. Our College’s H&S Policy includes a statement that the Board of Directors of the College have a duty to take reasonable precautions to safeguard the lives of employees and other visitors. In this case students at our college are included as employees rather than visitors to the site. Responsibilities are as follows:

	Tasks
Board of Directors	Responsible in law for what happens on the premises
Responsible Person (Principal)	Plans, implements, monitors and reviews the policy
Health & Safety Manager (James Allder)	Assists the Responsible Person in the Management of H&S including fire precautions
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work
Visitors	Should be briefed on any H&S issues that will effect them, as required when they are on site

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Risk Assessment. The Responsible Person produces the risk assessment for the purpose of identifying the general fire precautions that he needs to take. The Risk Assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. The overall risk has been assessed and agreed with the Registered Fire Safety Advisor.

Design of Fire Alarm Systems

The Principal and Deputy Principal will also be responsible for the weekly testing of the fire alarm systems with the college’s main building. Emma Clay will be responsible for the weekly testing fire alarm systems with the college’s main building. Emergency lighting is checked every month in both buildings.

Maintenance of Fire Alarm Systems

The Principal and Deputy Principal will be responsible for ensuring the ongoing maintenance of all the college’s fire alarm systems, within the college buildings.

Fire Precautions Maintenance

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	JA/SP
Weekly	Test fire panels between 1800-1900 hrs	JA/SP
Termly	Test fire panels and emergency lighting	JA/SP
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	External Contractor

Smoking

Smoking can be a major source of fires. Smoking on the college’s premises is prohibited.

Training

The Health and Safety Manager will arrange annual training for staff.

Practice Evacuation

There will be a number of practice evacuations each term. The aim of the practices is to familiarise students and staff with evacuation procedures. A full evacuation is considered successful when a building is evacuated within 4 minutes. The HSM will set off the fire panel and monitor the time it takes to evacuate the buildings. These details are to be passed to the Responsible Person for record keeping purposes. The following practices should occur **every term**:

	Detail	By whom
Whole College	One daytime evacuation practice	The HSM (JA), in conjunction with the Principal

Collingham has an Emergency Evacuation Plan which forms an appendix to this policy.

Overview of hazards, people at risk, level of risk, records and review

Identification of hazards.

- **Sources of ignition.** Sources of ignition include: electrical sockets and equipment; maintenance; items covered under CoSHH; and specific rooms such as science laboratories, boiler house, workshops and kitchens. These areas are kept under review to minimise risk, and to ensure that there are few chances of mechanically generated sparks. Contractors are supervised and have to comply with both CDM regulations and college policies in relation to Fire Safety and Health and Safety.
- **Sources of fuel** Mains, gas and electric.
- **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. All doors are fire doors and must not be wedged open.

People at risk.

- **By day.** Students, staff and visitors.
- **By night.** At night there is nobody in the college.
- **During holidays.** During the holiday periods there could again be occasions when the college is used for activities or summer school

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- **People especially at risk.** This would apply if either a pupil or adult with a physical disability was on the college site.

Evaluation of risk

- **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are few ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the college premises or the entrance area. Electrical equipment is inspected regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the college as well as the high staff to student ratio.
- **Evaluation of risk to people from fire.** Risk to people from fire is low.
- **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.

Reduction of risk to people.

- **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting and warning bells.
- **Fire fighting.** Key staff are trained Fire Wardens. The Fire wardens are not to put themselves at risk or delay evacuation.
- **Fire Wardens.** All Fire Wardens will receive annual training.
- **Escape routes.** The college follows the principle that main escape routes are all signed.
- **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.

Fire Prevention and Control - Fire Wardens

Introduction

The Principal, assisted by the HSM (JA), is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. Dr Sally Powell (Principal) and James Alder (Deputy Principal) and Emma Clay (Director of GCSE) have been appointed Fire Wardens.

Tasks

Fire Wardens have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of students, staff and visitors in the fire assembly area
3. If there has been a false alarm the Principal/ Director of GCSE will decide when to silence all fire panels and re-enter the building.
4. Reporting faulty fire fighting and fire detection equipment to the Health and Safety Manager
5. To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the college evacuation procedure is available in all key areas. There is one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at Collingham is in full at the bottom of this document.

Bomb Threats

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Board of Directors must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.

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- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Prevention of Arson

Arsonists in colleges often start their first fires by chance. Perhaps they break into the college just for the hell of it. ("Let's break into the college," "yeah" – and bravado and adrenaline take over).

There is no planning, no organisation. Having got inside, they can't find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance. This chance element in arson makes some people believe that arson is the hardest of all the security risks control.

With the number attacks on colleges rising rapidly and the number of large fires also rising fast, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the college a good chance of preventing the fires. Because it seems to be easy, because they don't get caught, because of the thrill they get from the adrenaline rush, because the college seems powerless to do anything about the problem, the arsonists do it again – which is why college fires come in cycles.

Larger scale attacks – a serious attempt to burn the whole college down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in colleges. Arsonists do not normally bring the method of starting the fire into the college – they are reliant on finding scrap paper, etc., in the college to start the fire. There are few instances of arsonists seemingly tearing up books etc. in order to create the blaze – they look for loose paper on desks, in waste bins, etc. The college policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away.
- All waste bins are emptied.
- The Principal makes occasional unannounced checks that the procedure is being adhered to.

Fire and Emergency Evacuation Procedures

Fire Zones

The Health & Safety Manager (JA) will be responsible for the identification and signage of the fire zones.

Summoning the Fire and Rescue Services (See Evacuation Plan)

- The Fire Services will be called if necessary.
- In the event of casualties, these will be looked after by the designated first aid persons.
- Any incidents will be recorded in the incident book.

Fire Drills

- Evacuation drills are carried out once a term.
- The first drill should be carried out in the first month of the new year begins so that all new students and staff are aware of the procedures.

Emergency Lighting

The H&S Manager will ensure the routine testing and ongoing maintenance of the emergency lighting systems is carried out in all the college premises.

Fire Alarm Test

The fire alarms are tested once a week by the H&S Manager and records are kept in the College office. The H&S Manager is responsible for reporting any defect and ensuring that they are repaired.

Fire Fighting Equipment

The H&S Manager will be responsible for ensuring that suitable fire extinguishers are located on all college buildings. Regular Fire risk assessments will identify the type, numbers and location of fire extinguishers. The H&S Manager will also be responsible for ensuring the engagement of contractual annual testing and maintenance of all fire extinguishers and equipment.

The Principal will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.

All members of staff are required to attend a Fire Safety Awareness Training session held at the College during staff inductions at least once a year.

Key Members of staff are required to carry out Fire warden training on an annual basis.

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Legal Status:

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent College Standards (England) Regulations 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

Related Documents:

- Health and Safety Policy
- Accessibility Plan
- Crisis Management Plan

Availability

- This policy is made available to parents, staff and students in the following ways: via the College website, within the Parents Policies Folder in the reception area, and on request a copy may be obtained from the College Office.
- The Fire Safety Policy and Emergency Evacuation Procedures (available to staff on the college intranet) along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Collingham. They are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

September 2016

Dr Sally Powell
Principal

Edward Browne and Robert Marsden
Board of Directors