

Fire Evacuation Policy



Approved by:	Senior Leadership Team	Date: 26th May 2022
Signed by:		Position:
Last reviewed:	May 2022	Next review due: May 2023

Monitoring arrangements

All Health and Safety policies will be reviewed annually to ensure all current compliance is met and any changes to our current processes are updated. The SLT and Governing board will approve amendments as required.

Inclusion College, Unit 5, Meridian Office Park, Osborn Way, Hook, RG27 9HY

The safety of all learners, visitors and staff at Inclusion College is paramount. The Head and nominated staff will ensure procedures are in place for the safe evacuation of young people, visitors and staff, including those who may need additional assistance.

Note: the safe evacuation of the college is not the responsibility of the fire service.

Staff Responsibilities and Training

Information and training will be provided to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm;
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

5 members of staff, including the Head of College have received Fire Warden in Education training, this is in addition to the Business Manager and Site Manager.

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

Protective Equipment – Fire Extinguishers

Fire fighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. However extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures / Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out by the site manager. Any defects or shortcomings should be brought to the attention of the Head of College, Business Manager or Site Manager who will ensure the arrangements for replacement or replenishment.

The Site Manager, Business Manager and Head of College will complete a **fire risk assessment** and review annually, the latest version was completed in May 2022 by 3SFire. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term. A record must be kept of the results of these tests and which members of staff attended them. Members of the Senior Leadership Team will be told beforehand of the drill.

The Site manager will undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out as a matter of course by all staff as follows:–

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Site Manager, Business manager or Head of College who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier e.g. Camberley Fire and Security and will be recorded on each extinguisher.

The Evacuation Procedure

See attached at Appendix A evacuation procedure notices for staff and general display. Every occupied room will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed on all floors at exit points.

The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises
3. Call the fire brigade (to ensure that they have been called automatically)
4. Report to the assembly point
5. Tackle the fire (if it is safe to do so)
6. Duties and Identities of employees with specific responsibilities
7. Procedures for liaison with the fire brigade

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Learners should be taught to report to a member of staff.

The alarm is tested weekly by the Site Manager or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Site manager, business manager or Head of College.

2. Evacuation of premises – On hearing the alarm learners will, when told by the tutor in class, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out. The tutor/member of staff will ensure that all doors are closed behind them as they leave the premises.

- College Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.
- The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Senior staff member on site (if absent – the Site manager) to make the call before vacating the premises, and to meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is the bin storage area in the car park of Unit 4. All staff and learners to stand calmly and learners to stand with their tutor for that session. The Senior staff member available will ensure all staff and learners are present class by class. The administrator will check the visitors present against the sign in sheets.

5. Tackling the fire – The overriding duty of the staff is to ensure the safety of the learners and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties and Identities of employees with specific responsibilities:

Head of College/ Assistant Head of College / Site Manager – On hearing the alarm will contact the fire brigade using the 999 telephone system.

Delivery staff - to account for and stand with their learners for that session. The Senior staff member available will ensure all staff and learners are present class by class.

College administrator - to collect the visitor sign in sheets and check all visitors are present.

Senior Team Member – When at the assembly point will liaise with the tutors/teaching assistants/administrators/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

7. Procedures for liaison with the fire brigade -The Senior staff member / Site manager will meet the fire brigade on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

Key Points for Staff and Learners:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point
- Remain calm and with your tutor / learners at all times.

Evacuation of disabled persons – student, staff or visitor

The Head of College will ensure plans have been made so that any person(s) with a disability experiencing difficulty in evacuating the building are properly escorted,

Personal Emergency Evacuation Plans will be developed by the Head of College in consultation with learners and staff with a disability. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the person's ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required

staff will be identified with the specific responsibility of escorting the student or staff member to the assembly point.

In the case of persons who may require less assistance once the initial surge of evacuating persons has past its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Senior staff member should be made aware of any difficulty being encountered.

Fire Evacuation Log Book:

is located in the Administration Office.

Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Out of hours use

Open evenings etc., taking place outside a normal college day. In this event college staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building.

Fire Alarm System

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

Fire Extinguishers

All fire fighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturers requirements.

It is also advisable that a nominated person inspects all fire fighting equipment once per week to ensure that they are not obstructed and are readily available.

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire.

Emergency Lighting

The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.

Fixed firefighting equipment (sprinklers) and smoke detection equipment

These installations vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.

Gas and Electrical supply - isolation / shut off

Gas - This can be carried out by opening the gas meter cupboard door located on the right-hand side external wall, near the fire exit door. The gas cut off control valve is located above the meter.

Electrical - On each floor, situated the otherside of the lift wall is the electrical riser cupboard, there is an electrical shut off switch in these cupboards.

Further Information

Fire Precautions Act 1971 (1971 C.40)

Fire Precautions (Workplace) Regulations 1997

Fire Safety at Work (HMSO) 1989 – ISBN: 0 11 3409052

Fire Precautions Register (Greater Manchester County Fire Service) – Reference FP GEN 19.

www.hsedirect.com (for copies of publications)

Appendix A: General Fire Procedure

THE PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point

ON HEARING THE FIRE ALARM SIREN:

When in class

THE ORDER TO EVACUATE WILL BE GIVEN BY YOUR TUTOR, WHO WILL INDICATE THE ROUTE TO BE FOLLOWED.

When not in class

FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY.

At all times

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

FIRE ASSEMBLY MUSTER POINT

The Fire Assembly area is located by the bin storage in the car park of unit 4. On leaving the College building you must make your way to this area in a quiet and orderly manner and await further instructions. Please remain with your tutor for that session.

Staff Fire Drill Procedure

1. **WARNING** – CONTINUOUS SOUND OF THE COLLEGE FIRE ALARM
2. **EVACUATION OF PREMISES IN A QUIET AND ORDERLY MANNER**
 - **All learners, staff and visitors** – via the nearest fire door leading to the stairs and directly out to follow the pre arranged route to assemble at the bin storage area in the unit 4 car park..
3. **ASSEMBLY POINT**: Bin storage area in the Unit 4 car park
4. **REGISTER**: Tutors / delivery staff will account for their learners at the assembly point.
5. **UNACCOUNTED FOR PERSONS**: Tutor to inform Senior staff member immediately **STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING.**