



# **FIRE SAFETY POLICY**

## ***Outwood Post 16 Centre***

## Document control table

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<b>Author (name &amp; job title):</b>	Katy Bradford, Chief Operating Officer		
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## **FIRE SAFETY POLICY**

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**Each Outwood Academy has its own detailed evacuation procedure in addition to this policy.**

## **POLICY STATEMENT**

Outwood Grange Academies Trust (OGAT) recognises the importance of good fire safety management to ensure the safety of all employees, students and visitors.

Therefore, it is imperative that all procedures are put in place, adhered to and constantly checked/reviewed to ensure that all staff are aware of their responsibilities when a fire alarm is activated on any of its sites.

OGAT employees have a duty of care and responsibility to report any potential fire hazards and to cooperate fully with the fire procedure to ensure the safe evacuation of all.

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire, the Academy will:

- a. assess the risk from fire at each school and implement appropriate control measures
- b. ensure good housekeeping standards are maintained to minimise the risk of fire
- c. provide and maintain safe means of escape from the premises
- d. develop a fire evacuation procedure for all buildings
- e. provide and maintain appropriate fire-fighting equipment including sprinkler system where fitted
- f. provide sand in bags in the Science Department as a precaution when using flammable metals
- g. regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems, recording on the Every system as necessary.
- h. provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- i. make arrangements for the safe evacuation of deaf or otherwise disabled persons
- j. make arrangements for ensuring all pupils and visitors are made aware of the fire evacuation procedures
- k. display fire action notices in all classrooms, reception, staff rooms and other key locations
- l. keep fire safety records

## **INTRODUCTION**

On hearing the fire alarm sound **ALL** persons within the building must evacuate immediately with the exception of the Fire Officer(s) and Fire Wardens.

The **Fire Assembly Points** are located on the entrance driveway, clearly marked. Each fire exit door has a route which leads to the assembly point and doors will automatically open on alarm where magnetic locks are fitted. If magnetic locks are not installed, ensure fire wardens are aware of their responsibility to close doors.

All **employees**, students and visitors must be signed off where registers are present and must only return to the building when instructed by the Fire Officer / fire service representative in the event of an actual incident.

All **visitors** will be briefed on the fire alarm procedure but it is their personal responsibility to note their nearest fire exit.

**Disabled refuges** are based in each stairwell and should only be used as a last resort as evacuation takes preference over rescue. Lifts will not be in operation during activations.

Weekly tests will be carried out on the alarm systems and full evacuations will be held per term. Staff will be trained on the fire procedures at the start of their employment and all evacuations logged.

## **RESPONSIBILITIES**

All employees should familiarise themselves with all the fire exits and escape routes from the academy. Special attention should be paid to the evacuation route from their main teaching area. Staff attendance registers will be kept to identify that EVERY member of staff has been involved in at least one evacuation.

All employees should be familiar with the location of firefighting equipment and the different types available. Fire extinguishers should only be used if trained to do so and it does not place themselves or others in any danger.

## **NEVER PUT YOURSELF IN DANGER**

**Designated Fire Officer : Mrs Janette Shea**

**Deputy Designated Fire Officer: Mrs Jacqui Bilham**

**1.1 Fire Officer** – is responsible for:

- 1.1.1 Overseeing the full fire procedure.
- 1.1.2 Logging all evacuations.
- 1.1.3 Being aware of possible staff intervention in fighting a fire.
- 1.1.4 Calling the fire brigade, if necessary, and liaising with them when they arrive.
- 1.1.5 Supervising the “sweeping” of the building.
- 1.1.6 Giving the “all clear” in the case of a practice or malicious evacuation.

**1.2 Business Manager** – is responsible for ensuring:

- 1.2.1 That reception teams have taken out signing in / out books to the assembly areas.
- 1.2.2 That all administrative staff are accounted for.

**1.3 Catering Manager**

- 1.3.1 To account for all kitchen staff and lunchtime personnel and will report to the Fire Officer on duty.

**1.4 Senior Leadership Team**

- 1.4.1 Report directly to the Fire Officer where they will be given areas of responsibility.

- 1.4.2 If you have no students under your supervision when the fire alarm sounds, you will sweep a portion of the building on your way out, checking that all rooms, toilets and stairwells are empty.
- 1.4.3 Supervising evacuation areas, ensuring students stay calm and are directed around the building to the assembly point.

## **2 PROCEDURES FOR EVACUATION**

**Each site must have a personalised fire evacuation plan, however in addition the following must apply:**

### **2.1 Discovery of fire.**

- 2.1.1 Upon discovery of a fire activate the nearest fire alarm.
- 2.1.2 If you have children in your care, ensure that they are safely evacuated, then assess whether it may be possible to tackle the fire yourself.
- 2.1.3 Alert the designated fire officer concerning your action and whether there is a need to summon the fire service.

### **2.2 Evacuation procedure from a classroom.**

- 2.2.1 Upon hearing the fire alarm, instruct your class to stand quietly and wait for you to assist in their evacuation.
- 2.2.2 All personal belongings and equipment should be left in the classroom.
- 2.2.3 Close all windows.
- 2.2.4 In an orderly, supervised manner, students should follow you along the evacuation route from the classroom.
- 2.2.5 Green fire exit signs point the way to the nearest exit.
- 2.2.6 Close (but do not lock) classroom and fire doors behind you as you leave the building.
- 2.2.7 If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point.
- 2.2.8 Please do not run.
- 2.2.9 Under no circumstances should the lifts be used to evacuate the building.
- 2.2.10 Wait at the fire assembly point with your class until instructed to return to the building.

### **2.3 People with disabilities**

- 2.3.1 People with disabilities should be evacuated in line with the above if this does not present risk to themselves or any member of staff responsible for their evacuation. Any students with significant disability should have an individual evacuation plan.
- 2.3.2 Each staircase has a disabled refuge located at each landing level for assisting in safe evacuation.
- 2.3.3 A Teaching Assistant is assigned to each student, they must indicate that a child is present at the disabled refuge by pressing the refuge alarm button and remaining with the child until assistance arrives.

### **2.4 On arrival at the designated assembly point**

- 2.4.1 Students must line up quietly under the supervision of the member of staff who has led them out of the academy.

- 2.4.2 Ensure that no one leaves the premises.
- 2.4.3 Teaching and curriculum support staff will remain with students, keeping them calm, until further instructions are received.
- 2.4.4 Each Fire Warden should report to the Fire Officer to confirm the evacuation of their area.
- 2.4.5 All staff not involved in the supervision of students will report to the Business Manager to be checked off on the staff list. These staff should then help out with the general supervision of the students.
- 2.4.6 Visitors should be accompanied to the assembly area so that they can be checked off against the visitors' book.
- 2.4.7 Under no circumstances enter the building until the “**ALL CLEAR**” has been given.

### **3 FIRE ALARM**

#### **3.1 During Change of Lesson**

If a fire alarm sounds during a change of lesson staff must ensure that their classrooms are empty and then assist the students to the nearest fire exit and the assembly point.

#### **3.2 During Break/Lunchtime**

If the fire alarm sounds during break or lunch, students should make their way to the assembly point area, managed by the Duty Staff.

Duty staff, lunchtime supervisors or staff running a club or activity should ensure their areas are empty and then assist the students to the nearest fire exit and route them to the assembly point.

Please ensure that all doors are closed (not locked) upon exit. At the assembly point students should line up in VMG groups.

#### **3.3 At After Academy Clubs/Activities**

At the start of the after academy activity a register must be taken. If you discover a fire, or the alarm sounds, after the normal academy day (because you are running a detention, after academy club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit.

#### **3.4 Fire Alarm Tests**

Alarms must be tested weekly. Tests must be not be carried out at the same time every week if they are tested during the Academy day.

It is acceptable for tests to be carried out before and after the Academy day. The Fire Officer is responsible for maintaining a log of all fire alarm tests.

A full evacuation will be held every term.

### **4 OTHER ISSUES**

#### **4.1 Control of Materials in the Academy**

- 4.1.1 All display panels and other similar materials should have a class 1 surface when tested in accordance with BS 476: part 7.

- 4.1.2 When tested in accordance with BS 5852, all upholstered furniture should resist ignition by the smouldering source (ignition source 0) and the flaming source (ignition source 5). Please also refer to Tenos report Annex 3 smoke control system.
- 4.2 Suitable arrangements are to be made that whilst building is occupied, all escape routes are unlocked and kept access free. Mag locks must be regularly maintained and kept in good working order as they are crucial to the safe evacuation of the building