

FIRE SAFETY POLICY

Outwood Post 16 Centre, Worksop

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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 practices 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 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 responsibility to report any potential fire hazards and to cooperate fully with the fire procedure to ensure the safe evacuation of all.

This policy has been referenced with HSE Safety at Work and HM Government Fire Safety..

INTRODUCTION

On hearing the fire alarm sound **ALL** persons within the building must evacuate immediately with the exception of the Fire Officer, Fire Commanders and Reception.

Two **Fire Assembly Points** are located at the front of the Centre. Each fire exit door has a route which leads to the assembly point and doors will automatically open on alarm.

All **employees**, students and visitors must be signed off and must only return to the building when instructed by the Fire Officer.

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

Disabled refuges are based in each stairwell and users should wait to be attended to by fire officers. Lifts will not be in operation during activations.

Weekly tests will be carried out on the alarm systems and full evacuations will be held every 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.

All employees should be familiar with the location of fire fighting equipment and the different types available. Fire extinguishers should only be used if trained to do so.

NEVER PUT YOURSELF IN DANGER

Designated Fire Officer Mrs J Shea and in her absence Mrs J. 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 Office Manager – is responsible for ensuring:

1.2.1 Student registers, staff list, staff signing out book, visitors’ book, cover sheet and megaphone are all taken to the assembly area.

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.

2 PROCEDURES FOR EVACUATION

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 The student, if upstairs should wait at the top of the staircase and the Evac procedure will be implemented. If downstairs, the student should be assisted to exit the building.

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 Evacuation Marshall should report to the Fire Officer to confirm the evacuation of their department area.

- 2.4.5 All staff not involved in the supervision of students will report to the Office 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 with their class teacher in order of which class exited first.

3.3 Enrichment Classes 2.30-3.30pm

At the start of the enrichment 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

Alarm and sprinkler test **every Thursday**. The Fire Officer/Caretaker 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 I 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.