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FIRE SAFETY RISK MANAGEMENT POLICY

AND

FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES

Document Title		
FIRE SAFETY RISK MANAGEMENT POLICY AND FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES		
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Approving Body:	**Date of Approval:**	
The Board	Approved 29.10.19	
Date coming into force:	**Review Date:**	**Edition:**
25th September 2019	Annually	1
EITHER For Public Access? **Tick as appropriate**	**OR** For Internal Access only? **Tick as appropriate**	
YES ✓	**YES**	
Summary/Description:		
This document defines the actions All Nation Christian College will take to comply wiith the Regulatory Reform (Fire Safety) Order 2005.		
The policy is based on the template Fire Safety Policy for Schools published by Bedford Borough Council and is used with thanks and appreciation.		
Reviewed September 2021 – minor changes made to staff role titles changes and removal of typographical/grammatical errors.		

ALL NATIONS CHRISTIAN COLLEGE

FIRE SAFETY RISK MANAGEMENT POLICY AND FIRE SAFETY & EMERGENCY EVACUATION PROCEDURES

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2. INTRODUCTION

2.1. The College will ensure, so far as reasonably practicable, that all staff, students, volunteers, contractors and visitors are protected from the risks of fire whilst on the premises.

3. LEGAL REQUIREMENTS

3.1. The Regulatory Reform (Fire Safety) Order 2005 (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.

3.2. 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.

4. RESPONSIBILITIES

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

- The College Board ensures that an appropriate policy is in place in the College and that arrangements are made for its effective implementation;

- The Principal/CEO and Senior Leadership Team have the ultimate responsibility for the implementation and management of this policy;

- The Head of Operations is responsible for the effective practical implementation of this Policy and its role within the College's Health and Safety Policy; the Head of Operations is also responsible for the annual review of this policy

- The FSO places duties on the 'Responsible Person'. As employer, the Board of trustees is the 'Responsible Person'. However, certain day to day responsibilities can be delegated down to a 'duty holder';

- 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.

5. 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.

6. MANAGING FIRE SAFETY

6.1. The College has delegated day to day responsibility for managing fire safety to the Head of Operations.

6.2. The Head of Operations will:

a) 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;

b) Provide and maintain in working order all fire-fighting appliances and devices including:
    - fire detection and alarm systems;
    - emergency lighting systems;
    - fire-fighting equipment;
    - notices and signage relating to fire procedures;
    - means of escape, taking into account the needs of any disabled users.

c) Carry out or arrange to have carried out a fire safety risk assessment on each of the College buildings to ensure that the college's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;

d) 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;

e) Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the college's fire procedures;

f) Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

g) 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;

h) Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

7. MONITORING

7.1. The College utilises the services of various outside personnel to carry out effective monitoring of its duties.

7.2. All of the College buildings are fitted with an inter-connected and monitored Fire Alarm system. The College fire alarm system is continually monitored by Custodian Monitoring Services.

7.3. The College fire detection and alarm system is maintained and checked by T.J. Fire & Security every 6 months. The alarm sounders are tested on a weekly basis by The Head of Operations/Premises Officer.

7.4. The college emergency lighting is checked annually by T.J. Fire & Security when a three-hour discharge test is carried out. The operation of the emergency lights is also checked every three months by the Premises Officer/Head of Operations.

7.5. Notices and Signage are updated as and when required and checked annually by The Head of Operations/T.J. Fire & Security;

7.6. Fire-fighting equipment is visually checked weekly by the Head of Operations/Premises Officer and extinguishers are checked annually by T.J. Fire & Security. Fire-fighting equipment is replenished as required and replaced in accordance with manufacturers' information.

7.7. A Fire Log Book which contains records of fire safety issues is maintained by the Head of Operations and is located in the Head of Operations' office. These issues include:

- fire evacuation 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.

7.8. Lightning conductors on the College buildings are checked annually by W. Larkins Ltd.

7.9. An emergency information folder is located in a secure Fire Brigade Box located by the main entrance to the College Reception. The Fire Brigade hold a key to the box. The information inside the folder is kept up to date by the Head of Operations.

8. FIRE RISK ASSESSMENT

8.1. The college has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the Head of Operations Office and are stored on the Facilities Drive of the College Computer network.

8.2. 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.

8.3. The fire risk assessment will be reviewed and amended annually 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.

9. FIRE SAFETY AND PREVENTION MEASURES

In addition to the measures outlined above in Section 6 Monitoring, the following preventative measures are in place to reduce the risk of a fire in the College.

Electrical safety

9.1. The College has current electrical test certificates for all its buildings. It uses NICEIC qualified electricians to inspect and maintain its electrical installations.

9.2. Portable Appliance Testing takes place on all College and student devices at the start of the academic year. These tests are undertaken by a competent person, trained to undertake this testing.

9.3. Non-essential electrical equipment should be switched off at the end of every day. Catering staff should check that all kitchen equipment is switched off at the end of the day as part of their closing checks.

Gas safety

9.4. All gas and oil appliances (boilers, kitchen equipment etc) are regularly serviced and inspected by Gas Safe Registered engineers. Records of these tests are maintained by

the Head of Operations. Catering staff should check that all gas kitchen equipment is switched off at the end of the day as part of their closing checks.

Safe storage

9.5. Flammable materials are locked in flame-proof containers in the Workshop or Store. Access to these areas is restricted.

Rubbish and flammable materials

9.6. Flammable rubbish is stored away from buildings and is collected regularly by a registered waste disposal company. High standards of house-keeping ensure that rubbish is cleared from offices, classrooms and communal areas on a frequent basis. Students are encouraged to keep their bedrooms and kitchen area clean and tidy with rubbish bins emptied frequently.

9.7. Hirers of the College are issued with a copy of the College's Fire Evacuation procedure and are expected to communicate this with their guests. A Duty officer is on duty when the College is hired out to an external group.

10. FIRE SAFETY TRAINING

10.1. All staff receive basic fire safety induction training and attend refresher sessions annually.

10.2. Key staff and students who act as Fire Officers in the individual college buildings receive more detailed instruction. (See Appendix 2)

10.3. Students are given instruction by the Head of Operations during the first week of Term 1 on their actions to be taken in the event of a fire.

10.4. On arrival, visitors and contractors are required to sign in and are issued with a name badge which must be worn at all times whilst on the premises. They are made aware of the emergency evacuation procedure and the assembly point.

10.5. When there are large numbers of visitors (e.g. a College event) a brief announcement is to be made prior to the event advising visitors of fire evacuation procedure, the location of the emergency exits that they should use in the event of the alarms sounding and the location of the assembly point.

10.6. Fire drills are planned each term to evaluate the effectiveness of the college's evacuation procedures. The findings of the drill are reported to the Senior Leadership Team (as part of the Health and Safety Committee meetings) and staff during staff meetings (or via email if necessary). Any conclusions and remedial actions are recorded and implemented.

11. EVACUATION PROCEDURES

11.1. The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy (Appendix 1). This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

11.2. The document also includes specific guidance on the evacuation of disabled persons from College buildings.

12. POLICY COMMUNICATION

12.1. This document and all other policy documents mentioned in this policy can be found on the College website: www.allnations.ac.uk and in the student area on the College VLE.

12.2. Every effort will be made to respond to any request to provide this policy in a different format.

12.3. This policy will be included in staff and student induction.

13. APPENDICES

- Appendix 1: Fire Safety and Emergency Evacuation Procedures
- Appendix 2: Instructions for Student Fire Officers
- Appendix 3: Guidance on the Evacuation of Disabled Persons from the College Buildings

Appendix 1

FIRE SAFETY PROCEDURES

Action to take in the event of a fire

1. IN THE EVENT THAT A FIRE ALARM SOUNDS

The Premises Officer, Head of Operations or Duty Officer is to:

a) Liaise with the Fire Officers to determine whether there is a fire and its location or whether it is a false alarm:

In the event of a false alarm the Premises Officer, Head of Operations or Duty Officer will silence the alarms and reset the fire alarm system.

<u>If a fire is discovered</u> the Premises Officer, Head of Operations or Duty Officer will ensure that the Fire Brigade is called by dialling

999 and asking for the Fire Brigade or
0844 8791703 for Custodian Monitoring

If someone other than the Premises Officer, Head of Operations or Duty Officer contacts the Fire Brigade, that person must immediately inform the Fire Marshall of the response from the Fire Brigade.

b) Act as the initial point of contact and to direct the Fire Brigade to the source of the fire;
c) Identify the source of the fire from the Fire Alarm indication;
d) Refrain from cancelling the alarm until the Fire Brigade's permission is given;
e) Contact the following, one of which will act as Fire Marshal until the Fire Brigade arrives:
   1. At night-time:
      - Duty Officer (details on white board in Easneye House)
      - Principal/CEO

   2. During office hours:
      - Premises Officer (ext 212)
      - Head of Operations (ext 218)
      - Conferences and Housekeeping Manager (ext 238)

f) Seek the help of and advise the fire wardens or any nearby member of the College in:
    - Raising the alarm by voice
    - Clearing the College of all personnel
    - Tackling small areas of fire (no larger than a waste paper bin) with available fire extinguishers, but without endangering themselves or others. If in any doubt, get out of the building.

g) On hearing the alarm, all members of the College must:
    - Evacuate the building immediately using the quickest fire escape route (as indicated by the green fire escape signage)
        - NOT stop to collect personal belongings
        - NOT re-enter the building until the Fire Brigade say it is safe to do so
    - Assemble in the front car park and remain there until directed by the Fire Marshall

h) On arrival of the Fire Brigade, the Fire Marshall should be ready to:
    - identify the source of the fire
    - account for all individuals known to be on the site
    - inform the Fire Brigade of any persons not accounted for and give their possible location
    - initiate the evacuation of the College site or to cancel the alarm (when authorised by the Fire Brigade)

i) At the earliest opportunity, the Fire Marshall should enter in the incident book all relevant details, including:
1. Time and source of alert
2. Actions taken/persons contacted/help sought
3. Fire Brigade arrival time, reactions and advice
4. Duty Officer's instructions
5. The final outcome.

2. IF NO FIRE ALARM SOUNDS BUT A FIRE IS DISCOVERED

Sound the fire alarm by breaking the glass on the nearest call point and proceed as above.

3. EVACUATION OF THE MAIN COLLEGE SITE

1. REASON

The main reason for evacuating the main College site will be to protect the lives or security of the residents. The most likely circumstances are bomb threats or major fire, but there may be others.

2. ACTIONS

On receipt of information that necessitates immediate evacuation, you should:

a) Sound the general fire alarm for all buildings

b) Contact:

1. At night-time
    - Duty Officer (details on White Board in Easneye House)
    - Principal/CEO (details on white board)
2. During office hours
    - Premises Officer (ext 212)
    - Head of Operations (ext 218)
    - Conferences and Housekeeping Manager (ext 238)

c) Seek help from the fire wardens or any nearby College members to:
    - Clear the College of all personnel.
    - Control the College exits to facilitate evacuation and to prevent people and vehicles from coming in.

d) Bear in mind the reason for evacuation and ensure that people are directed away from the threat.

e) Bear in mind that occupants are briefed to make for the nearest assembly point, to use any means in addition to the fire alarm (without placing themselves at risk) to draw attention to a fire alert and, subsequently, to act as a point of contact in the nearest assembly area. As soon as possible, by the most convenient means, they should be informed that an evacuation is necessary.

Appendix 2

INSTRUCTIONS FOR STUDENT FIRE OFFICERS

Student Fire Officers assist the Duty Officers in the event of a fire alarm.

MAIN DUTIES FOR STUDENT FIRE OFFICER

- Investigate the cause of the fire alarm.
- Liaise with the Duty Officer regarding the cause of the alarm and advise if it is safe to disable the alarm.
- Assist the Duty Officer with taking the roll call if an evacuation takes place by distributing and collecting roll call sheets, and reporting to the Duty Officer if everyone is accounted for or not.
- Stop any vehicles going down the drive in the event of an evacuation so as not to block the path of a fire engine.

There are six fire control panels in buildings around the College (Coach House & Stables; Easneye House; Maple Hall; Ash Centre; Oak House; and Allen Building). All are linked so any alterations made at one panel will also change the rest.

The settings are:

Day - 8am–10pm	There is a 3 minute delay before all the alarms go off;
Night - 10pm–8am	No delay and all the alarms will go off and the fire brigade will be automatically alerted.

If a smoke or fire detector goes off during the day, alarms will only sound in that one building for three minutes giving time for someone to investigate if it is a false alarm (if it is safe to do so). During this time, the other control panels will bleep so alerting you that there is an alarm going off in the College; the location will be shown on all display panels. The sounder will also always go off in the Finance office no matter where the detector is in the College.

If an alarm goes off in one building only, everyone in that building must evacuate immediately. If the alarm is not stopped in that building within three minutes all the alarms in College will be triggered to go off, then leading to total evacuation.

CONTROL PANEL BUTTONS (found on all control panels)

Sound alarm – will activate all the alarms in the College if you want everyone to evacuate immediately.
View Point – will give the exact location of the alarm point that has gone off and the number of the alarm (every smoke and fire detector has its own unique number).
Silence alarm – will silence all the alarms in the College, this will take up to one minute in Easneye House. The code and 'enter' needs to be put in before the alarms stop.

Faults will be displayed on all control panels showing the exact location in a building.

If the power goes down, batteries in the control panels will last 24 hours.

One alarm point will be tested each week on a Friday Afternoon so all of them will be tested in one year.

The system is linked to Custodian Monitoring who will contact the Duty Officers.

COLLEGE FIRE OFFICER

During office hours (08:40 – 17:10) the College fire officer is the Head of Operations with the Conferences & Housekeeping Manager as deputy.
Outside these hours and at weekends the College fire officer is the Duty Officer.

The Duty Officer rota can be found next to the white board in Easneye House, on the notice board, Oak House and in the corridor outside the Housekeeper's office.

CONTROL PANEL LOCATIONS

Oak House	main door
Stables and Coach House	Reception in the Coach House
Maple Hall (Dining Room)	main entrance (Servery door)
Ash Centre (Academic block)	main entrance nearest Easneye House
Easneye House	Easneye Hall, behind old reception desk
Allen building & Games room	main entrance of Allen Building

ACTION TO BE TAKEN
Whoever is manning Reception (or Fire Officer if out of office hours) must go to the front of Easneye House car park / front circle with the following items :-

- Visitor Book - from front desk
- Diary - A5 hardback book on Reception Desk & printed list
- Off-site Students' Book (Easneye House, by back door), Staff Book (Reception) and On-site students' book (Easneye House back door)
- Loud Hailer - Reception under staff sign in book
- Torch - with first aid kit in Reception
- Blankets and first aid kit – in desk left of Reception

I have understood and agree with the responsibility of being a Student Fire Officer

Name: ……

Signature: ……. Date ……

Appendix 3

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 in their personnel file in the Admin Office (students) or HR Manager's Office (staff).

Having considered the risks, the Head of Operations 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 a student is known to have a disability, staff and other students who are with them 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 College and HR administrator/Head of Operations 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 which are the stair wells (rear stair well in Easneye House). 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.