

# Fire Safety Policy

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## Embleton View

### General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Regulations Order (2005).

These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

To assist us in achieving the highest level of fire safety we have employed the services of **County Durham and Darlington Fire and Rescue CIC** to carry out regular Fire Risk Audits on Embleton View premises and ensure that all precautions are taken and all procedures followed with regard to;

- Westgate House, Darlington, DL3 8TF
- Embleton View, Coundon, Bishop Auckland, Durham, DL14 8NR
- Unit 21, Newton Aycliffe, Durham

### Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

### Communication

All employees will be kept informed either directly by the Responsible Officer for H&S or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

### Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Director of Operations(DO).
- The fire evacuation procedure will be practised minimum of 4 times a year (every). A record will be kept of the date and the time taken to evacuate the buildings.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

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- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Pastoral & Operational Lead (POL).
- Evacuation procedures are posted prominently on every corridor.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Pastoral & Operational Lead or Head Teacher
- Alarms are checked every 6 months by a suitable contractor and tested weekly by a competent person.
- All visitors must be logged into the Visitors Book on arrival on site.
- Please see the Fire Safety Management files for all records of checks, certificates and remedial works.
- In the event of a real fire, the fire brigade should be contacted and the neighbouring properties should be made aware.

## Emergency Evacuation Plan

Please refer to Fire Evacuation Procedure

Fire Meeting Points	
Westgate House	Back gate
Coundon	Front gate
Unit 21	Across the road from entrance to units

All students have close ratio staff support (1:1 to 3:1) so it is staff responsibility to ensure they know where their allocated student is at all times.

If you discover a fire:

- Raise the alarm immediately.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- **(Westgate House)** Staff in office to unlock central corridor door to provide access to front exit as well as rear exit if required. Staff to check wooden cabin and the new cabin to ensure any staff / students located there also evacuate.
- **(Unit 21)** Staff to alert units next door that alarm has been activated.
- The signing in and out book is located in the reception area in both properties. If possible, this should be taken as part of the evacuation.
- The onus is on staff to ensure that under 18s in particular get out of the building safely.
- Inform the Fire Marshals as to the location of the fire.
- Report to the assembly points for a roll call
- If you are with a visitor, ensure they accompany you.
- If you hear the fire alarm:
- **Support the students to leave the building immediately using the nearest available fire exit.**
- Staff need to ensure that any students under 18 in their presence get out of the building safely.

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- If you know that an under 18 is in the toilet or another part of the building away from the session, inform the fire marshal as you leave.
- Report to the assembly point for a roll call.

Persons responsible for taking roll calls can be:

- The Board of Directors
- Headteacher
- Learning and Development coordinators
- Learning Coaches
- person appointed as Fire Marshall

### **Fire Marshals – on hearing or setting off the alarm:**

#### **Allocation of Fire Marshalls:**

The member of SMT in the building will assume the role of fire marshal.

In the absence of SMT, the role of fire marshal will be delegated to an LDC who is onsite all day, or to Admin.

Fire Marshalls at Unit 21 will be **PAUL GOODISON** and **NORMAN KENNEDY**

#### **Responsibilities of Fire Marshalls:**

The key responsibility of the fire marshal is to manage the safe evacuation of everybody in the building. The fire marshal will:

1. Know who is in the building and which classrooms are in use
2. Activate the alarm via the nearest alarm panel.
3. Raise the alarm verbally while evacuating the building
4. Collect the signing in and out sheets
5. Delegate a member of staff to contact 999
6. Complete the roll call using the signing in and out sheets
7. Support staff to manage student behaviours during the evacuation
8. Be present when the fire brigade arrives and report any staff / students who have not evacuated and their last known whereabouts
9. Record all incidents in the fire book

#### **Fire Alarm Status:**

In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. The Fire Marshall will allocate 1 person to call the fire brigade.

In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.

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### **Before the Fire Brigade arrives:**

If there is a small fire (wastepaper bin fire, oven fire for example) trained and competent staff can, if they have received appropriate training and feel competent to do so, attempt to extinguish the fire using the fire extinguisher on that floor, or by using the fire blanket located in the kitchen if appropriate. Staff **SHOULD NOT PUT THEMSELVES AT RISK**. Embleton View make it clear that staff and student safety is of paramount importance, and there is no expectation from the school for staff to put themselves at risk. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must evacuate the area and wait for the Fire Brigade to arrive.

### **Assisted Evacuation (Personal Emergency Evacuation Plan)**

- Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.
- Completed PEEP forms are kept in the fire safety folder.
- A master copy of the PEEP form is saved on the drive.
- It is the responsibility of the DOD or Headteacher to liaise with the POL to complete the PEEP form for the individual. A copy of this form must be given to all staff at the start of session.
- People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.
- Anyone with mobility issues will be evacuated according to their PEEPS.

### **Behaviour that could result in fire**

- Students who have a history of arson or fire starting will be subject to a comprehensive risk assessment.
- Students who smoke are asked to keep their lighters away.
- Students who smoke are given adequate means of extinguishing and disposing of cigarettes
- Students using the oven do so with staff supervision.
- Students plugging electrical items into sockets do so with supervision.

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**Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching, support and admin staff), students on placement, the proprietors, Board of Directors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

**Availability**

- This policy is made available to parents, staff and students as a hardcopy upon request from the school office.

**Monitoring and Review:**



- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Headteacher and/or the Board of Directors and/or a suitably appointed delegate will undertake a formal review of the policy, 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.

**Legal Status;**

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent College Standards (England) Regulations 2010, as amended 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

**Related Documents:**

- Fire Risk Assessment & Audit
- Fire Evacuation Procedures
- Health and Safety Policy
- Accessibility Plan

	
<p>Graeme Turner (Proprietor)</p>	<p>Craig Bell (Proprietor)</p>

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