

## **Fire Safety Policy**

### **1. 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 Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. 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 AB Fire Prevention to carry out annual Fire Risk Assessments on the school's buildings and servicing of fire alarm systems. Fire safety at the University of Chester is the responsibility of the University.

### **2. 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.

### **3. Communication**

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments. This will normally be done in staff meetings.

4. **Procedures** – the following procedures are in place to ensure high standards of fire safety.

- a) 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 AB Fire Prevention on behalf of the school Health and Safety team.
- b) The fire evacuation procedure will be practised at least twice a year in each building. A record will be kept of the date and the time taken to evacuate the buildings. The meeting point for the school buildings is by the wall at the bottom of Stanley Place.
- c) Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals. (see separate document Fire Drill Check for fire marshall duties and substitutes)
- d) 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. (see separate document Fire Alarm Procedures)
- e) All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked regularly by the Health and Safety Officers or their 'responsible person'.
- f) Evacuation procedures are posted prominently in every room.
- g) All fire extinguishers will be serviced and maintained annually by AB Fire Prevention. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- h) Alarms are checked every year by AB Fire Prevention and tested weekly.
- i) Emergency lighting is checked annually.

- j) All visitors must be logged into the Visitors Book in the main school office on arrival on site.

## 5. Emergency Evacuation Plan

a) If you discover a fire:

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb.

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.

If a teacher is with his/her students in a classroom, he/she should take the class registers with him/her. **They should pay particular attention to any students under 18 and ensure that they stay with the teacher.**

Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Report to the assembly points for a roll call – for students in the school, the area near the wall at the bottom of Stanley Place (taking extra care in crossing the road). If you are with a visitor, ensure they accompany you. If possible, the Health and Safety Officers should bring the visitor's log book

b) If you hear the fire alarm:

Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

c) Persons responsible for taking roll calls

The teachers and the Administrative Manager

In the school, the Academic Manager or her deputy checks the roll with the class teachers and reports to the Principal or Administrative Manager. In their absence, the Academic Manager deputises.

d) Fire Marshalls – on hearing or setting off the alarm

Encourage everyone around you to evacuate as soon as possible

Check rooms in your areas are all empty and then inform the Academic Manager or her deputy and the Administrative Manager or her deputy that all students and teachers, admin staff and visitors in your area are accounted for at the roll call. Procedures are in place regarding which floors/rooms the fire marshals will check (see Appendix).

e) Fire Alarm Status

In the event that the fire alarm is or appears to be for a genuine fire, then the designated person must call the fire brigade as soon as possible. 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.

f) Before the Fire Brigade arrives

If there is a fire, the fire marshals can, if they have received appropriate training from FRaMS and when they have consulted with the Principal and the Health and Safety Officers and if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located

on every floor to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

g) Liaising with the Fire Brigade

The persons designated to liaise with the Fire Brigade on its arrival are the same people designated to call the Fire Brigade (see above). The persons designated to liaise with the fire brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must give them the Visitors' Log Book.

## **Appendix to Fire Safety Policy**

The school Health and Safety Officer is Nigel Paramor, the Principal. In his absence, the Administrative Manager or the Academic Manager would deputise.

### **Fire Marshals:**

Fire marshals are named in order for each building on the Fire Drill document: if the first name is not available, marshalling moves to the next name on the list.

Nigel Paramor/Samantha Sansom/Jo Whittick/Mandy Murphy are responsible for making decisions about phoning and liaising with the fire brigade for any fire alarms at the main school sites in Stanley Place.

**Updated June 2018**