FIRE SAFETY (PREVENTION) POLICY

Policy Code *OPC/4*	Authorisation Date *September 2020*	Next Review Date *September 2021*
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Associated Documents *Health & Safety Policy* *Safeguarding Policy*		

1. INTRODUCTION/POLICY STATEMENT

1.1. The Campus has in place procedures for:
- carrying out fire risk assessment
- preventing fires
- evacuation in the event of a fire
- maintaining and checking all fire detection, alarm and fighting systems
- responsibilities of personnel

1.2. All Campuses have the responsibility of ensuring that procedures for their buildings are implemented. This would include highlighting any high-risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:
- bringing fire evacuation procedures to the attention of all employees, contractors and visitors, etc.;
- providing at least one trained Fire warden. All Fire wardens are trained to provide safety assistance in fire prevention by ensuring that the fire risks are mitigated or minimised. Fire Wardens receive regular refresher training.

2. PURPOSE

The purpose of this policy is to ensure that risks from fire are identified and that arrangements are in place to control those risks. Additionally, to enable OSG UK Hindhead Campus (hereafter 'the Campus') to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3. SCOPE

This policy is applicable to all buildings under the control of the Campus.

4. DEFINITIONS

Term	Definition
Fire Marshall	He/she will have a re-active fire safety role. In the event of a fire, they will take charge of alarms, evacuation, firefighting procedures and roll calls. All Fire Marshals receive online training in their role via Flick Learning
Fire Warden	He/she will have day to day fire management duties. Duties will include spot checks, risk assessment, reporting and

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| | monitoring of fire safety within the workplace. A pro-active fire safety role. |

5. POLICY STATEMENT

5.1. POLICY PRINCIPLES

5.1.1. This Fire safety policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire.

5.1.2. Provision is made for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed on an annual basis or when significant changes have been made to the buildings.

5.1.3. Actions arising from the fire risk assessments will be uploaded onto the Safety Cloud and progress monitored until all actions are completed

5.1.4. The Campus is not routinely visited by the Fire Service but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

5.2. STATEMENT OF INTENT

5.2.1. The importance of raising awareness of Fire Safety is recognized and the Campus seeks to ensure all possible fire risks are addressed. In line with this aim, the Campus will:

- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out on a termly basis to raise awareness and confidence in fire procedure across the whole Campus.
- ensure the responsible staff are confident in contacting the Fire Services in the event of a fire
- ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is a Campus requirement that all those working on Campus site are provided with information about fire safety at the Campus.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

5.2.2. All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require.

5.3. FIRE RISK ASSESSMENT

5.3.1. All of the Campus premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person such as a

professional risk assessor. The person undertaking the assessment should liaise closely with the Campus Principal.

5.3.2. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage, actions arising will be monitored until complete

5.3.3. A copy of the fire risk assessment report will be available, and employees' attention brought to any hazards found in the assessment by fire officers.

5.3.4. Fire hazards will be eliminated where possible, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

5.3.5. Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5.4. FIRE RISK POLICY

5.4.1. All records relating to Fire Safety are kept and maintained by the H&S CA. They are reviewed in consultation with the Campus Principal and the H&S Officer with actions and records of any matters arising. The following records are kept, maintained and reviewed:

- the Fire Risk Assessment and its review
- the Fire Prevention and Evacuation Plan
- training records of Fire Wardens and another staff training
- the fire practice drill log
- Certificates for the installation and maintenance of fire-fighting systems and equipment.
- Gas safety certificates
- PAT and fixed wiring testing certificates

5.4.2. The Site Team carries out regular checks, walking the site and weekly checklists are completed and checked/signed by the Site Manager/Fire Officer. Regular checks by the Site Team include:

- fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
- fire exits and emergency routes are kept clear
- checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached. these doors will automatically close when the fire alarm activates
- required exit bolts, panic bars and other fire door hardware should be functioning properly
- necessary exit signs, exit directional signs and lights should be functional and in good condition
- all fire extinguishers are in their proper locations, available and in good condition
- proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
- an approved contractor carries out annual maintenance of fire extinguishers each year.
- an approved contractor services and tests fire alarms and emergency lighting every six months
- the H&S CA or site manager tests the call points in each building weekly and records the results in the logbook

- local testing of alarms will occur monthly. This testing will identify and record any deficiencies, which must be rectified as soon as possible. An announcement will be made prior to the test that occupants of the building are not required to evacuate. if staff cannot hear the alarm clearly from any location, they should advise the site manager as soon as possible so that steps can be taken to rectify the problem
- the site manager 'flick tests' the emergency lighting in every holiday period.

5.4.3. High Risk departments such as Design and Technology, Food Technology, Sports and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the Site Manager and a copy is kept in the Campus Office. This is made available to the Fire Service on arrival.

5.4.4. All employees should:
- familiarise themselves with the fire procedures and escape routes
- report to the site manager any concerns regarding fire safety
- ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
- in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
- not attempt to extinguish a fire unless they have been specifically trained to do so
- comply with the Campus no smoking rule
- ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
- ensure clothing and costumes used for Campus events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
- remove from Campus buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use, they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear
- use recycling and rubbish bins; paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
- have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded, and wiring must be checked regularly. all portable mains-powered equipment that enters the Campus must be checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the relevant maintenance department for checking and labelling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical

safety (pat – portable appliance testing); the site manager will ensure the boiler and plant rooms must be kept clean, clear and locked

5.4.5. It is the responsibility of teaching staff to give the site manager a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within their locations. In the event of a major fire the fire service will require this information

5.5. RISK ASSESSMENT ON PEOPLE WITH DISABILITIES

5.5.1. A risk assessment will be carried out on staff and students where there are known disabilities that could impact on their ability to exit the buildings quickly and safely. Staff will be made aware of the procedure to follow for these individuals.

5.5.2. Where it is deemed necessary a Personal Emergency Evacuation Plan (PEEP) will be provided for the safe evacuation in the event of an emergency. The H&S CA is responsible for developing this in conjunction with the Fire Warden with Southalls advice.

5.6. FIRE WARDEN TRAINING

5.6.1. All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures to ensure a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. New staff are provided a health and safety induction and asked to sign the induction upon completion. The staff trained as Fire Wardens are listed on Health and Safety notice boards.

5.7. FIRE DRILLS

5.7.1. Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

5.7.2. Fire drills will be both scheduled and unannounced. There will be at least three per academic year. All fire alarm activations should be treated with importance and the Site Manager will keep a record of all drills.

5.7.3. In accordance with physical distancing requirements, class groups of students should be instructed to retain physical distancing at the assembly point during fire drills wherever possible. However, physical distancing must never take priority over the requirement to exit the building quickly and safely during a fire drill.

6. PROCEDURES

6.1. FIRE PROCEDURE

6.1.1. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

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6.1.2. In the event of any member of the school community finding a fire they must:
- manually break the call point glass
- contact the Fire Services directly by dialing 999.

6.1.3. The fire bell is a continuous sound and staff and students should follow the evacuation procedure:
- Close all windows
- Switch off appliances such as D & T machinery; Bunsen burners etc. (do not wait to shut down your computer).
- Evacuate via the appropriate published route from the area of the school, closing the door behind them.
- All students and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.

Role	Name(s)	Responsible for: Area of the building
Fire Marshal	Tony Ryder	All of school
Fire Warden	Darren Freeman / Mel Squires / Brodie Pearmaine / Carolina Wallace	

5.1.4. The Fire Marshal will provide instructions when it is safe to re-enter the building in conjunction with the Campus Principal and Fire Brigade (if in attendance)

6.2. OUT OF SCHOOL HOURS

6.2.1. If the alarm sounds before 8.30am any students and staff on site will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Leadership Team, or a member of the Site Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

6.2.2. After 3.30pm all students must gather at the assembly point. The member of the School Office in charge will then register the students using the sign in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The member of the Site Team in charge will update the School Office either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the students allowed back into the building.

6.2.3. At all times there is a trained Fire Marshall on the Premises when the site is in use.

6.3. VISITORS

6.3.1. All visitors sign in and out of the School Office. This book is used to register visitors at the assembly point. All visitors are given a badge and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school, which visitors should follow.

6.4. CONTRACTORS

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6.4.1. Any contractors working on site must sign in at reception and wear a visitor's badge at all times. The contractor's host must ensure that they are briefed on the Campus fire procedures relating to fire prevention (including the no smoking policy) and evacuation in the event of a fire alarm. Any 'hot works' must be authorised before work begins and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

7. GUIDELINES

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Risk Assessment for Educational Premises

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
OPC/4	July 2020	3.0	Annual review, minor updates and reference to maintaining physical distancing between class groups at the assembly point

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