

Fire Evacuation Policy and Procedures for Birmingham Road Site



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Introduction

This policy clearly states the college procedures in which to follow in the event of a fire.

At our college site, each different space will be treated as a separate building.

In the event of the alarm sounding:

If an alarm is set off, and there are no immediate signs of fire, only the building in which the alarm has been sounded should be evacuated. The Responsible Person or Designated Member of Staff will carry out the evacuation and check over the building, once they have done this they can give the all clear to allow tutors and pupils to return to the building. If the alarm sounds and there is a physical fire, in this instance ALL buildings must be evacuated.

Aim

The safety of our pupils, staff and visitors is paramount. Our aim is to ensure that staff members are fully trained and understand the fire policy, so that we can ensure we have a timely, sufficient, and safe evacuation in the event of a fire.

Responsible Person(s)

Responsible Person: The Responsible Person is the employer or other person in control of the premises who has overall responsibility for fire safety as detailed in the Regularity Reform (fire safety) Order 2005. The Responsible Person must implement and maintain fire safety measures.

*The Island Project College Designated Person: **Melanie Collett***

Designated Person: Is a senior member of the organisations management structure

*The Island Project College Designated Person: **Chris Phillips***

Competent Person: An employee who is able to recognise hazards associated with a particular task, and has the ability to mitigate those hazards. (In the absence of Mel and Chris the competent person will carry out the role of Responsible Person/Designated Person during evacuation)

*The Island Project College Competent Person: **Nial Al-Zanki***

The Responsible (or in her absence; Designated Person/Competent Person) is responsible for informing the emergency services. The Responsible Person (or in her absence; Designated Person/Competent Person) is responsible for informing the emergency services

Upon the arrival of the emergency services the Responsible Person (or in her absence; the Designated Person/ Competent Person) will wait by the roadside to direct the emergency vehicles to the premises. Having ensured that all evacuation procedures have been effectively executed the Responsible Person will liaise with the emergency services.

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the fire/smoke detectors

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should only be sounded for any emergency where the evacuation of the premises is needed.

On discovering a fire

If in the unlikely event of a fire the member of staff whom discovers the fire should sound the alarm if the alarm has not sounded automatically. (To sound alarm, press the button located on the fire/smoke detector itself). The Responsible Person and Designated Person will co-ordinate the evacuation process. If smouldering or sparks are seen the Responsible Person should be informed **immediately**.

Assembly Point

Assembly Point 1: Field located by the college gate entrance

Assembly Point 2: End of the field by the gate

Responsibilities of staff

- Competent Person: Nial is responsible for taking pupil, staff and visitor registers to the assembly point and will ensure that the roll call is carried out effectively. Once roll call is effectively carried out Nial will offer behavioural support to pupils.
- Responsible Person: Is responsible for ensuring that the building(s) are evacuated and there is nobody left within the building whilst the fire alarm is sounding, they will liaise with the fire services if they are required, and will give the all clear when the building(s) are safe to return to
- Designated Person: Chris will help the Responsible Person effectively carry out evacuation of the building(s). And offer behaviour support for pupil who may not be coping well
- Tutors: Are responsible for ensuring their designated pupil is evacuated from the building safely

Visitors: No visitor during school ours is left unaccompanied during their visit. It is the member of staff in which they are visited responsibility to ensure that their pupil and or visitor is evacuated from the building in a safe and timely manner.

Disabled Person(s): Persons who have difficulty with mobility should be last out of a space if their evacuation will delay others exiting the space.

Fire Drills and Weekly Tests

Fire drills are carried out each term whilst pupils are present, this ensures we have best practice so that all members of staff know their roll and how an evacuation should be carried out. Once a drill has been carried out it will then be recorded into the fire log book. Staff are not warned in advance about fire drills, this is to maintain authenticity and reduce complacency.

Weekly tests: These are carried out each week by the Responsible Person. Each smoke/fire detector is tested to ensure they are working effectively and batteries do not need replacing. This is then recorded into the fire log book. Weekly tests are carried out either before the pupils arrive at college or once they have left for home time.

Firefighting equipment

Various firefighting equipment are labelled and kept in prominent locations around the college site.

Firefighting equipment provided; four types of extinguishers (Water, Co2, Foam, Dry powder) and Fire blankets.

Fire extinguishers; Fire extinguishers will be provided to meet the technical evaluation and are to be maintained annually. (Daily checks are made to ensure all extinguishers are in their correct location, labelled, not damaged, and the dial is indicating green).

No persons on site are expected to tackle a fire. Fires should not be tackled by anyone who has not received practical training on how to correctly use the equipment.

Fires should only be tackled by people present on site if the fire is blocking their ONLY means of escape.

When using a fire extinguisher ensure that the hose is pointing to the base of the fire.

Training

All staff are required to;

- Undertake relevant training regarding fire and risk assessment
- Know their key pupil and their responsibilities for evacuation of the building(s)
- Maintain good standards of housekeeping to ensure that routes to fire exits are kept clear
- Report problems to the manager as appropriate

All staff will be provided with instruction on the fire precautions and fire evacuation arrangements in place and are informed of their responsibilities as contained in this document. A record will be kept of when the briefings are made and who attends.

The priority will always be for pupils, staff and visitors to exit the building, and fire extinguishers are not expected to be used unless to aid escape.

At the Island Project we take our Health and Safety very seriously

Fire precautions

The following are in place:

- *Visual checks:* Visual checks are required to reinforce the maintenance systems. All staff will be required to report any defects which affect safety provision. Visual checks will be undertaken and logged by senior staff regularly
- *Housekeeping:* All rubbish/waste is to be put into relevant waste receptacles located around the school.
- *Flammable substances:* Only small amounts of flammable are to be used in offices/classrooms at one time, including cleaning fluid, inks, glue. The practice is to order as required.
- *Fire exit doors and Escape routes:* All fire exit doors and escape routes are to be kept clear of obstructions at all times