



Cranbrook Education Campus

Fire Safety Policy

Policy Details	
Policy Written by	Alex Binks
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Part 1: Fire prevention

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of the Campus staff's first and overriding duty is of course to look after the children, students or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, the member of staff is trained and then without exposing any person to risk.

The Campus fire officers are to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by fire Marshal or the Fire Coordinator.

Fire risk assessments

An annual all Campus Fire Risk Assessment is completed this is undertaken by a fully trained competent person employed by our Fire Contractor "JLA Fire and Security Solutions"

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- Appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- Nominated employees to implement fire-fighting measures
- Provision of adequate training and equipment for those appointed
- Arrangements for any necessary contacts with external emergency services
- Provision of adequate emergency escape facilities

In order to do this, employers should carry out risk assessments and revise them from time to time. They should identify any person especially at risk in a case of fire, e.g. a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises should be created, provision for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

There are no hard and fast rules about how the assessment should be carried out. The important thing is that it should both be practical and systematic to ensure that the whole of the workplace is examined, including every room or area, particularly any area not often in use.

Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire.
- Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

A strategy should also include:

- Planning for the actions to be taken in the event of fire:
 - Training of staff, including any specially delegated function.
 - Provision of instruction to pupils.
 - Display of appropriate fire instruction notices.
 - Control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism.
- Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills and annual review

Issue of general fire notice

The issue of general fire notices and information to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

Staff training

The Head of Campus is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the Campus. Every member of staff will receive instruction in fire precautions during induction.

After the initial instruction, all members of staff will receive at least half an hour of verbal instruction at least once every 12 months. The Head of Campus will arrange fire training.

Control of risks: training of staff and instruction of pupils

Employees

- The training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruction and training for all will include the following points.
 - Action to be taken upon discovering a fire
 - Action to be taken on hearing the fire alarm
 - Method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone.
 - Correct method of calling the fire service

- Location and use of fire-fighting equipment
- Knowledge of escape routes
- Evacuation method for the building, location of assembly point and method of accounting for persons
- Stopping machinery, activities and isolating power and fuel supplies where appropriate
- Appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Pupils

Pupils should be instructed at the start of their attendance at the school to enable them to:

- Identify the fire alarm
- Know the action they should take on hearing the alarm
- Know the location of the assembly points
- Know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

Fire drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the fire log book, held by the site maintenance office.

All staff must participate in the scheduled fire drills when activated.

Testing of fire alarm systems

The fire alarm system will be tested weekly by the Site Management Team. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year by an approved contractor "JLA Fire and Security Solutions".

Emergency lighting

The emergency lighting is to be tested monthly by the Site Management Team. The Emergency Lights folder and Fire log book will be completed indicating any defects and these will be brought to the attention of the Premises Manager immediately. This lighting will also be checked by an approved contractor twice annually "JLA Fire and Security Solutions". This includes a 1 hour and a 3 hour discharge test.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms

Electrical fire alarm operated by activating the fire alarm call point. The fire alarm is to be raised no matter how small the fire.

Fire-fighting equipment

Fire extinguishers

There are fire extinguishers of different types positioned throughout the Campus. The Fire Extinguishers are accompanied by a sign indicating the type of extinguisher and what type of fire it can be used for. The Site Management Team carry out visual monthly checks to all Fire Extinguishers at the Campus. These are also mapped and numbered for ease. An approved contractor will carry out an annual testing "JLA Fire and Security Solutions".

Fire instruction notices

Printed notices are displayed at all fire activation points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm.

Fire prevention checks

Regular fire prevention checks are carried out to ensure that any unnecessary lights and electrical appliances are switched off and where possible, unplugged. All members of staff are reminded to turn off their screens, appliances and their computers at the end of each day and when not in use.

A fire prevention check is also carried out to all areas at the termination of the day's work prior to the premises being vacated.

The following precautions to be observed are

- With the exception of essential systems that must continue to operate after normal working hours, all electrical: appliances and lighting systems are to be switched off and disconnected after use.
- General waste bins are to be emptied and the contents removed from the building by Devon Norse.
- All parts of the Campus are to be inspected by the caretaker/lettings staff at the end of the day. He or she is also to ensure that computers have been closed down and television sets have been disconnected and that all doors are closed.
- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all curtains should be drawn apart, other than when security requirements dictate otherwise.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is cleared away each day on the cessation of work and removed to the external bin compound to await disposal.

All cleaning chemicals, materials and equipment are stored in lockable cupboards behind fire doors.

Smoking

Smoking is prohibited in the Campus and at the Campus grounds.

Refuse and rubbish

Disposal of all refuse is undertaken at the end of each day by Devon Norse in order to prevent the rubbish to accumulate around the Campus.

Flammable materials

Flammable materials are not to be stored near any form of heating.

Electrical appliances

When using electrical appliances, the following rules are observed;

- They are to be switched off and unplugged when not in use.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used unless they have been PAT tested.
- Electrical faults are to be reported immediately to the Site management team and Premises Manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorisation of the Premises Manager or Site Management Team.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores.

Paint and solvents are disposed of correctly.

Grass and undergrowth

Grass and undergrowth is maintained by a professional contractor (Plandsacpe) and kept cut well away from the building and paths leading to the fire assembly points.

Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in the Campus kitchen is of paramount importance. Catering staff have been fire inducted and have been trained in the action to be taken when a fire occurs by their company (Aspens Catering).

Disabled persons

The Campus has adopted a Personal Emergency Evacuation Plan (PEEP) to allow for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency. There are disabled call points located at the top of each stairwell and in the disabled toilets, which will be monitored in the event of a fire. The Campus has four evacuation chairs to be used as part of the escape plan as necessary.

Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk. Such fires result in extensive material damage, and disruption of pupils' education.

The Campus has put measures in place in order to limit such risks by developing a good relationship with the local community. The site also has 46 CCTV cameras installed and a very thorough lock up procedure which ensures that all windows and internal doors are properly secured when the building is unoccupied, all external compounds, gates, vehicle gates, fire exits, and doors, are locked up. The security alarm and fire alarm are also activated and monitored with a response unit. Combustible materials are not left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, are stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors are to be closed when the premises is out of service. All corridor doors are connected to the fire alarm and will automatically close when activated. These are tested weekly by the Site Management Team when undertaken the Fire alarm test.

Curtains, furnishings, art displays and decorations

Care has been taken when choosing curtains, blinds, furnishings and fittings. Inherent or tested fire-retardant materials are used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. These along with any wall displays made from combustible material should not be allowed on escape routes.
- All displays situated in the corridors should be displayed behind a lockable covered display board unless treated with a fire retardant.

Storage

Bulk storage of any readily combustible materials such as paper are stored in designated areas where they will be secure against unauthorised entry. These areas are free of sources of ignition, such as heaters and suspended lighting units.

Flammable liquids are kept in storerooms and cupboards. These rooms are locked with fire rated doors.

Electricity

All electrical apparatus on this site are to be installed by approved contractors. All Electrical installations are checked regularly as part of the Campus maintenance regime.

All electrical equipment not required to be used out of hours is switched off. All portable electrical equipment is (PAT) tested annually by a qualified contractor (HT Compliance Services).

An electrical installation test will be conducted every 5 years. The Premises Manager or Site Management Team is responsible for arranging the remedial actions for non-compliances identified in the report.

Fire doors

Fire doors have at least one of two functions, to protect:

- Escape routes from the effects of fire so that occupants can safely reach a final exit
- The contents and/or the structure of a building by limiting the spread of fire

To ensure all fire doors on site operate correctly, weekly tests are carried out to ensure of their functionality.

Lightening Protection

Lightening protection is fitted to the Campus building and inspected every 11 months. (11 months is actually the recommended frequency – which means over a 12 year period the conductor is tested every month allowing for seasonal changes in soil resistivity.) Testing to be carried out to BS 62305:206 which comprises of a; Continuity tests, earth resistance tests, visual check of conductors, bonds and joints and provide a certificate of compliance. This is completed by Redpath Buchanan.

Contractors

Building contractors bring a large number of ignition sources to the Campus. All contractors entering the premises for the first time are given a fire induction and made aware of the fire precaution measures and procedures, should a fire occur.

At the end of the working day, no building materials are to be left outside where vandals can use them to damage the premises.

The Premises Manager will be made aware when hot works are to take place for both the safety of the pupils and the Campus staff. All contractors visiting the site are required to complete the contractors log book before any type of work begins. There is also a Campus hot works policy and form which the contractor must adhere to and sign before carrying out any hot works on site. In completing this form, the contractor must prove that they have the adequate control measures and equipment in place and will not be granted permission to work if they fail to meet the Campuses safety requirements.

Campus grounds

Access for emergency vehicles must be kept clear at all times.

All rubbish bins around the site are locked with a tamperproof key and located away from the main building. Signs indicating the fire assembly points are installed and areas kept clear.

Gritting procedure in place during winter to ensure pathways leading to fire assembly points are safe. Gritting of the Campus is outsourced to (Ice Watch).

Fire Routine

The purpose of the Campuses fire routine is to establish what action is to be carried out in the event of a fire. The Campus procedure can be seen in part 2 of this policy;

- What to do if you discover a fire
- What to do when you hear the alarm of fire
- Evacuation
- Assembly
- Roll call
- Calling the fire service
- Special needs of cleaners, disabled, etc.

Procedure in the event of fire

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialing 9 – to dial out – then 999. Asking for the fire service.

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- Statistics have shown that any publicity given to a school fire can result in a second fire.
- Members of staff are not to talk to the media unless authorised by the head teacher.
- The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records at the School are maintained:

- Fire alarm call point locations and checks
- Weekly fire alarm tests
- Fire alarm fault records
- Fire alarm maintenance inspection
- Emergency lighting maintenance inspection
- Fire-fighting equipment routine monthly checks
- Fire drills (Termly)
- Fire-fighting equipment tests and maintenance by contractors
- Training records
- Visits and inspections by the fire service or Fire Safety Company

Publication of fire instructions

These instructions (as seen in part 2) are to be sent to staff with their induction information. Along with the Fire Safety presentation.

All new arrivals are to have fire inductions.

Classrooms & Offices have fire escape route maps installed.

Appendix A: Displays, display boards and decorations

Great care is taken that educational and display materials, do not unintentionally cause a fire hazard. The same caution is taken in respect of decorations using combustible materials, for example, Christmas trimmings and displays of autumn leaves. Flimsy materials, natural and artificial, that are combustible and could increase the risk of fire occurring and, depending on quantity and location, will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before people have a chance to escape.

In determining what is reasonable by way of display materials and/or decorations, the overriding consideration is whether persons are likely to be trapped as a result of fire involving such materials. This is a difficult area for the lay person to assess as it needs an understanding of how parts of the building contribute to escape routes, and how materials, for example display boarding, may contribute to the spread of fire over its surface. The following guidance can be given concerning materials that form the linings of walls and ceilings (the technical terms are defined in DCSF Building Bulletin 7 (DCSF, 2005) and British Standard 476 (for fire doors), and are essential to understanding which materials are acceptable).

- In 'protected stairways', 'protected corridors' and 'protected lobbies', the surface linings should be 'class 0', i.e. non-combustible. The meaning of this is that display boards and free-standing displays should not be incorporated in these areas.
- In 'horizontal circulation areas', the linings should be 'class 0', except that 20 per cent of the total wall and ceiling area may be 'class 2'. This means that display boarding may be acceptable in these areas, subject to its area being within the amount given, and that the character of the fire resistance as given in the manufacturer's specification is 'class 1'.
- In new construction, these requirements should have been taken into account at the design stage. However, occupants should ensure that no modifications occur, such as covering or painting that will change the nature of its fire resistance.
- Where there are any areas of doubt, for example whether a certain material is acceptable in terms of the effect that it may have on fire precautions, then the advice of the fire officer should be sought.
- Where displays are provided in other cases, they must be located where they are well clear of any source of ignition.
- Where paper, natural or plastic materials are used for decorations or display, they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.
- Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

Appendix B: Electricity

The current running through electric wiring is a source of heat, and if a fault develops in the wiring, that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse protecting equipment or a circuit blowing, the cause of the failure should be identified before replacing the fuse.

Any replacement of fuses must be with fuses of the same rating.

Electrical socket outlets must not be overloaded, and the use of multi-way adapters inserted directly into the socket outlet is not permissible. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use.

It may be permissible to run up to four items of equipment which draw low amounts of current, for example computer and monitor from a single socket outlet by a fixed plug connected to a purpose-designed, four-socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use.

Flexible cables are to be replaced when worn or damaged. This is not a task expected to be in the ability of most employees, as it will involve partial disassembly of the equipment. Any faulty equipment found by employees is to be reported to a member of the Site Management Team, so that it can be taken out of commission.

After use, outlets should be switched off, and plugs removed from sockets.

Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the school business manager.

Appendix C: Deep-fat fryers

The principal fire hazard in kitchens is the deep-fat fryer, whether or not it is thermostatically controlled. Cooking oils and fats over-heating or boiling over usually results in a fire that can rapidly involve the ceiling or fume extraction ducting. Fires in fryers usually occur when they are left unattended or when used by unqualified persons. Catering staff are to adhere to the following fire precautions.

- Deep-fat fryers are not to be left unattended when switched on. The appropriate fire precaution notice is to be prominently displayed.
- After use and when oil has sufficiently cooled, deep-fat fryers should be drained and oil strained into a suitable container.
- After repeated use of oil, a residue of food particles can build up and the danger of fire can become progressively higher.
- Defects in cooking apparatus are to be reported immediately.
- In the event of fire, electricity and gas supplies are to be switched off, preferably at the main switch or valve, and appropriate action taken.

The Site Management Team and the Catering Staff are to be aware of the locations of:

- Fire alarms and fire-fighting equipment
- Main electrical turn switches
- Dampers for isolating ducting in kitchen hoods etc.

Part 2: Fire procedures

GENERAL FIRE NOTICE

On discovering a fire:-

- Raise the alarm by activating the nearest fire alarm call point.
- Do not attempt to tackle the fire unless you have had the relevant training and it is **safe to do so**.
- Follow the evacuation procedure and head to the Assembly Point
- Assemble at the allocated fire assembly points:
Primary/Junior School/ Kitchen, Primary: Front playground MUGA
Secondary/Support/Trust/ Contractors: 3G Pitch
- Await rollcall

On hearing the fire alarm sound:-

- Evacuate the building via the rooms "Fire Evacuation Procedure" or nearest safe exit.
- Escort pupils under your care to the fire assembly points and then start the relevant roll call.
- Report the roll call results to the roll call coordinator who will be identified by the high visibility vest.
- Visitors will go to the same assembly point as the person they are visiting.

**DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION IS GRANTED VIA
THE FIRE COORDINATOR**

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FIRE COORDINATOR ROLE

- On hearing the fire alarm sound, immediately attend the Secondary School fire alarm panel at Reception and confirm where the actuation of the alarm is.
- Immediately collect a High Viz vest, radio and site keys.
- Switch your Radio to Chanel 1.
- Instruct other fire wardens of their roles:
 - Investigator(s) to be sent (with a radio) to investigate the fire
 - 2 Gate openers to be sent with the gate keys to open gates and to assume the traffic controller role.
 - Roll Call Officer/Inventory Printer Print out Signing in/out sheets
 - Primary and Secondary Roll Call Officers to be to be sent to either assembly point (with radios) to manage role call
 - 1 fire warden to attend the Disabled Refuge Call Point panel and monitor the red phone for any calls.
 - Any other fire wardens to monitor external exits to ensure no re-entry to the building
- On confirmation of a fire ensure the fire and rescue service are called by dialling 999 giving the address:-

Cranbrook Education Campus
Tillhouse Road
Cranbrook
Devon
EX5 7EE

- Collate the results from both role calls and any other information obtained from the Fire Investigators.
- Meet the fire and rescue service on arrival on to the site and brief them on the developing situation.
- Hand over the Science chemical stock list to the fire officer if the fire is in the Science areas.
- If a real fire, await clearance from the fire brigade officer in charge to enter the building.
- If a false alarm, give the all clear to return to the building.

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FIRE INVESTIGATOR ROLE

- On hearing the fire alarm sound, immediately collect a High Viz vest, radio and site keys.
- Switch your Radio to Chanel 1.
- Attend the Fire Alarm panel to confirm location of activation or receive location confirmation from the Fire Coordinator via Radio communication.
- If possible two fire wardens will be tasked with investigating the fire alarm actuation to confirm if it is a real fire or false alarm.
 - One lead investigator to walk in advance of the second warden at all times (whenever possible).
 - Fire Investigators to remain in radio contact at all times. If radio contact is lost at any time, abort the investigation and assume it is a real fire situation.
 - Under no circumstances put yourself in any danger
- On confirmation of a fire leave via the nearest emergency Exit Point and ensure the fire and rescue service are called by dialling 999 giving the address:

Cranbrook Education Campus
Tillhouse Road
Cranbrook
Devon
EX5 7EE

On completion of any duties listen for further instruction from the Fire Coordinator and assist where required.

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GATE OPENER / TRAFFIC CONTROLLER ROLE

- On hearing the fire alarm sound, immediately collect a High Viz vest, radio and site keys.
- Switch your Radio to Chanel 1.
- Listen to the Radio for instruction from the Fire Coordinator.

Primary Gate Opener / Traffic Controller

- Open external gates on Primary side of the Campus and switch main carpark gates to 'OPEN' to allow Fire Services access.
- Make your way to the front of the site and prepare to direct the Fire & Rescue service to the required location as directed by the Fire Coordinator.

Secondary Gate Opener / Traffic Controller

- Open external gates on Secondary side of the Campus to allow Fire Brigade access.
- Make your way to the front of the site and prepare to direct the Fire & Rescue service to the required location as directed by the Fire Coordinator.

Fire Services Entrance routes displayed below (Figure 11):

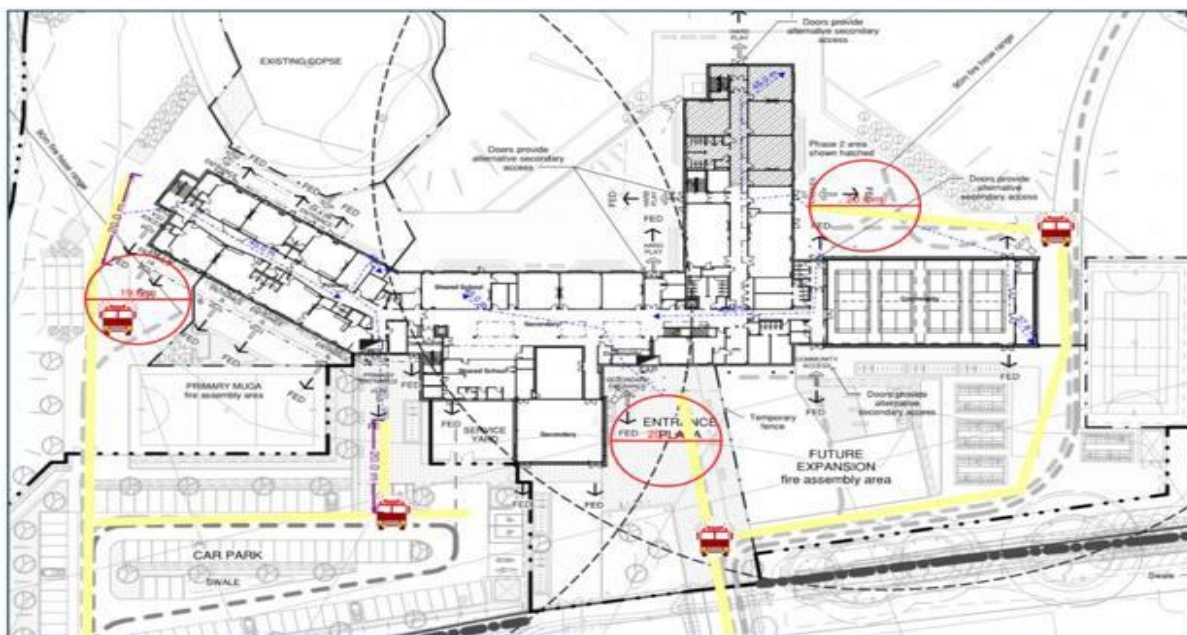


Figure 11: Fire Brigade Access

On completion of any duties listen for further instruction from the Fire Coordinator and assist where required.

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REFUGE POINT MONITOR

- Attend to the Disabled Call Point panel and monitor the red phone for any calls.
- To answer a call, lift red phone and press the tick button to talk.
- Location of call will be shown on the panels screen. All of the stairwells where call points are situated are numbered. The map above the panel shows the numbered stairwell.
- Assist with rescue using evacuation chair as required.

On completion of any duties listen for further instruction from the Fire Coordinator and assist where required.

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ROLE CALL OFFICERS

Roll Call Officer/ Inventory Printer

- Print out Signing in/out sheets
- Hand print out to the Secondary Roll call coordinator.

Secondary Roll Call Officer

- Collect Radio and Printed out sign in/out sheets from Reception.
- Proceed to the Secondary Assembly Point on the 3G Pitch with Radio
- Manage the roll calls and confirm to the Fire Coordinator that all personnel are accounted for.
- Await Further instruction from the Fire Coordinator

Primary Roll Call Officer

- Collect Radio and Printed out sign in/out sheets from Reception.
- Proceed to the Primary Assembly Point on the Primary MUGA with Radio
- Manage the roll calls and confirm to the Fire Coordinator that all personnel are accounted for.
- Await Further instruction from the Fire Coordinator

On completion of any duties listen for further instruction from the Fire Coordinator and assist where required.

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ADDITIONAL ROLES

Fire Wardens

- All meet at the Secondary School fire alarm panel & identify the location of the actuation.
- All fire wardens to don the high visibility vests
- The Fire Coordinator will appoint additional roles as identified below in more detail

Teaching staff

- All teaching staff to escort pupils under their care to the fire assembly point and then start their relevant roll call.
- Report the roll call results to the roll call coordinator who will be identifiable by the high visibility vest.

Reception staff

- Collect the signing in/out registers and attend the fire assembly point and carry out their relevant roll call.

Science teachers/lab technicians

- On hearing the fire alarm sound remove any hazardous chemicals being used and place in a safe storage container if safe to do so and then proceed with the normal evacuation.

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Out of Hours Activities Fire Procedure

On discovering a fire:-

- Raise the alarm by activating the nearest fire alarm call point.
- Do not attempt to tackle the fire unless you have had the relevant training and it is safe to do so.
- Evacuate the building via the nearest safe exit.
- Assemble at the front of the Campus by the grass next to the emergency access and pedestrian path.

On hearing the fire alarm sound:-

- Evacuate the building via the nearest safe exit.
- Assemble in the main car park and await the roll call

The event organiser will:-

- Contact the fire and rescue service by dialling 999 giving the address:-
Cranbrook Education Campus
Tillhouse Road
Cranbrook
Devon
EX5 7EE
- Carry out a roll call to ensure all persons under their care are accounted for.
- Meet the fire and rescue service on their arrival and relay any relevant information.
- Ensure nobody re-enters the building until permission is given from the fire brigade officer in charge.

Additional After School and Weekend

Club Procedures

Scope: The after School and private clubs operate during out of normal School hours.

A register of all attending children must be taken by a member of the club in order to ensure that in the event of a fire, all children can be accounted for during a roll call.

At least one Staff member must have with them a radio in order to communicate in an emergency event.

On discovering a fire:-

- Raise the alarm by activating the nearest fire alarm call point.
- Do not attempt to tackle the fire unless you have had the relevant training and it is **safe to do so**.
- Evacuate the building via the nearest safe exit, escorting any pupils and children under the care of staff to the fire assembly point, situated in the Primary front playground (MUGA).
- Carry out a roll call to ensure all persons are accounted for.
- Report the roll call results via the radio to the site staff.

On hearing the fire alarm sound:-

- Evacuate the building via the nearest safe exit, escorting any pupils under the care of staff to the fire assembly point.
- Carry out a roll call to ensure all persons are accounted for.
- Report the roll call results via the radio to the site staff.

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CONTRACTOR FIRE PROCEDURES

On discovering a fire:

- Raise the alarm by activating the nearest fire alarm call point.
- Do not attempt to tackle the fire unless you have had the relevant training and it is **safe to do so**.
- Evacuate the building via the nearest safe exit.
- Assemble at the fire assembly point located on the 3G pitch.
- Carry out a roll call to ensure all persons are accounted for.
- Report the roll call results via the radio to the Fire Warden (Site Management staff).

On hearing the fire alarm sound:

- Evacuate the building via the nearest safe exit.
- Assemble at the fire assembly point located on the 3G pitch.
- Carry out a roll call to ensure all persons are accounted for.
- Report the roll call results via the radio to the Fire Warden (Site Management staff).

DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION IS GRANTED VIA THE FIRE COORDINATOR

Fire and Emergency Procedures

All liaison in respect of fire precautions in Cranbrook Education Campus will be through the Premises Manager and Head of Campus.

At a fixed time each week, The Site Management Team carry out a fire alarm test to ensure that it is operational. Call point wall devices are activated from a different location each week to ensure that all wall devices are in good order.

Fire drills are carried out at least once per term to enable everyone to become familiar with the procedure for evacuation.

On sounding the alarm, the fire service will be summoned by the Fire Coordinator and all staff, students and visitors must leave the building immediately.

A Primary School assembly point and a Secondary School assembly point have been designated at safe distances away from the building to prevent possible injury from falling debris.

If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable type of extinguisher and to switch off power sources from the mains.

At all times, fire exit routes must be unobstructed. All exit doors will be unlocked whilst there are people in the building. Fire doors must not be hooked or wedged open. Daily checks are completed by the site management team to ensure all fire exit routes are clear.

Exit routes are clearly identified and marked.

The use of display material must be controlled on fire exit routes.

Refresher toolbox talks are held with persons appointed as fire wardens and with the head of Campus and the fire coordinator to establish safe procedures and to address any changes to the procedures that may have occurred. These toolbox talks are also useful to focus on any previous fire drill actions. This ensures that constant improvements are made and standards are kept at a high level.

Fire Extinguishers

The location of all fire extinguishers are clearly marked. No materials are to be placed near these in such a way that their location is hidden or that their use is hindered.

Designated fire wardens have received training in the use of fire extinguishers. This training was carried out by an approved contractor (JLA Fire and Security Solutions”).

Storage of flammable materials

Flammable materials, such as paper, floor-cleaning materials and petroleum products, are stored in cupboards locked via a fire rated door. Science chemical cupboards and server rooms are ventilated as required.

Classroom/Office fire notices

All classroom's and offices have a fire evacuation procedure sign displaying the nearest emergency exit route. Any rooms with a call point wall device have fire action notices displayed in close proximity to the call point.

Raise the alarm

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

Assembly areas

Both the Secondary & the Primary fire assembly points have signs along their perimeter that indicate where the site personnel, pupils, visitors must line up for roll call. There are drawings of each assembly point available to view on the shared staff drive, receptions areas and included each year in the staff handbook and Health and Safety talk. All staff are encouraged to familiarise themselves with these maps to ensure they know where to line up once they are within the assembly point.

Roll call

Teachers must ascertain, by roll call, the whereabouts of all pupils and classroom staff so that they can then report the results to the designated fire warden carrying out the roll calls.

Instructions for fire officer

The fire officer should undergo training in fire duties at the appropriate training establishment before assuming his or her appointment. Where it is not possible to arrange training before the appointment is assumed, he or she is to attend the first practicable course after appointment.

His or her primary duties are to:

- Be responsible with the Head of Campus for all matters relating to fire precautions and the school fire organisation, establishing close liaison with the local fire service officer in the area.
- Supervise, maintain and control on behalf with the Head of Campus:
 - Preparation of school fire instructions
 - Measures for fire prevention and fire-fighting, including fire practices
 - Allocation, maintenance and testing of all fire-fighting equipment held by the school for its fire protection
 - The efficiency, training and duties of the fire wardens and the instruction of all in the use of fire-fighting equipment

- Arrangements for summoning fire-fighting resources, with details displayed in buildings and by the school telephone exchange
 - Liaison with the appropriate fire service representatives in the area
- Maintain suitable records to show the following:
 - Training of personnel and attendance on courses
 - Distribution and appropriate inspection, maintenance and testing of school fire equipment, fire alarms and water supplies
- Take charge of fire-fighting operations until the fire service arrives
- Ensure that adequate arrangements are made for sign-posting and marking water supplies for fire-fighting, and that a water supply map is maintained for use by the fire service.
- Ensure that authorised fire notices are displayed as necessary.
- Ensure that contractors employed within the school perimeter maintain an adequate standard of fire precautions.

Instructions for fire wardens

- Fire wardens should attend a basic training course at an appropriate training establishment.
- They are to assist the fire officer in such fire duties as required.
- They are specifically responsible for their own designated area.