Fire Safety Policy

Centre of English Studies - Leeds
Extract from the Fire Safety Order

The responsible person must-

(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of employees; and

(b) in relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements, this will be achieved by the following;

**Fire Risk Assessment (FRA)**

- To appoint a competent person to carry out a suitable and sufficient fire risk assessment of the premises
- Maintain and update the assessment as necessary
- Inform all staff of relevant significant findings
- Annually or as required review the assessment
- Have a plan of action to implement fire risk assessment significant findings

**Emergency Action Plan (EAP)**

Nominate in writing specific duties and tasks to be undertaken by employees in the event of a fire. Ensure the Emergency Action Plan is regularly reviewed and put into practice by carrying out regular fire drills and training. Make available a copy of the emergency action plan to staff and outside contractors. This plan is reproduced at the end of this policy.

**Recording of tests, training and inspections**

- To make arrangements to monitor and check persons responsible for Fire Safety are meeting their requirements under law
- Record all relevant details of fire safety provisions in fire safety log book
- Train all staff to appropriate level of competence and record in fire safety log book
- All necessary systems that are required as part of the general fire precautions and all other general systems and or appliances are required to be tested and maintained in accordance with their
  - relevant code of practice to prevent the likelihood of fire

Full records of these measures should be kept and made available for audit by the Fire & Rescue Service as required

**Responsible Person: Robert Tuck**

The management recognise and accept their responsibilities under The Regulatory Reform (Fire Safety) Order 2005. They will conduct the affairs of the premises in such a way that the health and safety of employees and others who may be affected by the operations in the premises will not, so far as is reasonably practicable, be put at risk. They will make every effort to meet their legal obligations under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation. They will ensure, insofar as is reasonably practicable, that all their responsibilities are met by paying continuous attention to all aspects of fire safety in the premises under their control.
The managers will, so far as is reasonably practicable, take action to:

- Promote the effectiveness of this policy,
- Define areas of responsibility for fire safety,
- Provide adequate training for all levels of management.
- Extend the protection of this policy to employees engaged in external activities, and to those persons who are not employees but are attending any premises under the management control of the company.
- Provide the necessary resources to enable this policy to be carried out effectively.
- Ensure safe conditions of work, without deterring from the primary responsibilities of managers.
- Take all reasonably practicable steps to provide competent technical advice on fire safety matters where necessary.

The purpose of this policy is to ensure the safety from fire of all relevant persons on the premises. This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. Although legislation does not demand that a specific named person be responsible for fire safety within a particular building, it is of advantage to confirm, in the fire risk assessment that within the organisation there is someone who, in at least an administrative sense, is responsible for the fire safety in the building or premises. The intention is not to provide a legal interpretation of responsibility, but to reflect the managerial arrangements in place at the time of the fire risk assessment. The named person may or may not have a legal responsibility for breaches of legislation.

**Emergency action plan**

**Class registers**

Registers should not be left on desks but should be left in the appropriate place on the dedicated shelves in the staffroom. Registers for classes should be left in the box on Director of Studies desk. They are only to be removed from here:

- when the teacher takes the register to his or her class or
- to look at them briefly for preparation purposes or
- in the morning break during handover when it is ok to leave the register on your desk
- afternoon registers should be brought back to the staffroom during the afternoon break
- when administration staff check attendance

**Responsibilities of teachers and staff**

**Before class time (08.30-09.30)**

**Principal (or Registrar in absence)**

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for, ensure newly arriving students don't enter the building and to check with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

**A teacher (Accommodation Officer in absence)**

will check all rooms and toilets on the first and second floor and lead any early arriving students out of the fire exit which is the main front door.
A teacher

will check that all rooms and toilets on the ground floor and basement and once done proceed out of the fire exit which is the main front door taking any early arriving students with him

Other staff present

will leave building via the fire exit which is the main front door.

All staff and students except Principal and Registrar walk to Saville's Estate Agents at the end of Park Place for Fire Marshal checks.

Director of Studies

As Fire Marshal she will check with all staff and students present to ascertain everyone is accounted for.

During class time

Principal (or Registrar in absence)

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for by checking with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

A teacher (Accommodation Officer in absence)

will check all toilets on the first and second floor and basement and lead any students out of the fire exit which is the main front door

Teachers

will take registers and follow their classes out the building via the front door the main fire exit. The last teacher on each floor sweeps the floor to make sure it is clear. The last teacher on each floor informs the Principal on the way out that the floor is clear. Teachers take their classes to Saville’s Estate Agent’s at the end of Park Place and do a register check. They inform the Fire Marshal of their register checks.

Director of Studies

As Fire Marshal she will check with all staff and students present to ascertain everyone is accounted for.

During Break time and Lunch time or after lessons (16.30 -17.00)

Principal (or Registrar in absence)

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for, ensure newly arriving students don’t enter the building and to check with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

A teacher (Accommodation Officer in absence)
will check all rooms and toilets on the first, second floor and basement and lead any students out of the fire exit which is the main front door

**Teachers**

will check that all rooms and toilets on the ground floor and basement and once done proceed out of the fire exit which is the main front door taking any early arriving students with him. He will take registers from staffroom with him.

**Other staff present**

will leave building via the fire exit which is the main front door.

All staff and students except Principal and Registrar walk to Saville’s Estate Agents at the end of Park Place for Fire Marshal checks.

**Director of Studies**

As Fire Marshal she will check with all staff and students present to ascertain everyone is accounted for.

It is compulsory that everybody leaves the building during an alarm. Under no circumstances are you permitted to enter the building until you have had permission from the Fire Marshalls or the Fire Brigade. Once permission has been received you will re-enter via the front door. Designated staff will re-enter via their fire escape ensuring that it is locked and secure behind them

**Staff safety during building checks**

It is the primary concern of CES that all staff and students should be safe when in school. Therefore, in the event of a fire and when undertaking the building checks specified above, staff should under no circumstances put their own safety at risk. Before opening a door during checks, staff should shout to see if anyone is present. Staff should then follow this procedure before opening a door to complete checks:

- listen for any noises of fire
- check for smoke coming under the door
- place the back of the hand against the door to see if there is any heat
- smell for fire

If a member of staff is ever in any doubt, then doors should not be opened and that staff member should vacate the building as soon as possible. Fire extinguishers should only be used to aid in the evacuation of a building rather than to fight a fire.