



Fire Safety Policy

Centre of English Studies - Oxford

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: Peter Williams

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 detracting 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 morning classes should be left on the shelf labelled 'Morning Registers' and afternoon registers should be left on the shelf marked 'Afternoon Registers'. They are only to be removed from these shelves

- 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

Fire Alarm Procedures - Oxford House

1. Before class time (08.30-09.30)

- *Whoever is in the teacher's staff room should collect all registers from the shelves and leave the staff room via the fire exit*
- **Peter**
will check classrooms and toilets on the top floor and first floor
- **Mariah**
will check the ground floor, including the toilets and lead any arriving students through the nearest Fire Escape to the meeting point in the garden
- **Cathy**
will check the teachers room and ensure that all staff have left the building through the nearest fire escape

- **Other staff present**
will leave building via nearest fire exit

2. During class time and break times

- **Mariah**
will have the responsibility of coordinating the fast role call of classes. She will report any missing students or staff and supervise safe movement of students and staff along the High Street to the muster point in the garden. She will liaise with the Fire & Rescue Service. Her role is also to have an overview of who is and is not accounted for and to report this to the Principal
- **Isak/Peter**
will stand by the Fire Exit which leads to the garden and subject to safety requirements, will do a sweep of the ground floor (student common room and teacher's staff room, small kitchen toilets) to ensure they are empty. Whoever is nearest the teacher's staff room should collect all remaining registers from the shelves and leave the staff room via the fire exit
- **Cathy**
will ensure the safe passage of students down the stairs from the first and second floors. Then, subject to safety requirements, he will do a sweep of the first floor, including toilets, to ensure it is empty and windows and doors are closed
- **Tim**
will ensure the safe passage of students down the stairs from the second floors.. Then, subject to safety requirements, she will do a sweep of the second floor to ensure it is empty and windows and doors are closed.
- **Teachers**
will be responsible for guiding their students out of the building during lesson times and for collecting registers from designated register shelves in the staffroom during lunch time.
- **ALL STAFF**
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

Fire Alarm Procedures – Tudor Building

1. Before class time (08.30-09.30)

- **Mariah**
will check classrooms and toilets on the ground floor
- **Peter**
will check the first floor, including classrooms Tudor 1, 2 and 3, toilets and the kitchen and ensure that the occupants of the flat on the second floor have evacuated the building
- **Isak**
will check that any occupants of the flat have vacated the premises through the nearest fire escape
- **Other staff present**
will leave building via nearest fire exit

2. During class time and break times

- **Mariah**
will have the responsibility of coordinating the fast role call of classes. She will report any missing students or staff and supervise safe movement of students and staff along the High Street to the muster point in the garden. She will be standing at the bottom of the building, next to the door leading up to the first floor. She will liaise with the Fire & Rescue Service. His role is also to have an overview of who is and is not accounted for.
- **Tim**
He will stand at the top of the stairs on the first floor near the toilet and will direct students to the nearest and safest fire exit. After this and subject to safety requirements, he will do a sweep of the first floor (classrooms, kitchen, toilets) to ensure it is empty. He will also ensure that the second floor flat is unoccupied.
- **Peter**
will ensure the safe passage of students from ground floor through the nearest and safest fire exit. Then, subject to safety requirements, he will do a sweep of the ground floor, including toilets, to ensure it is empty and windows and doors are closed
- **Isak**
will stand at the back door leading out into the garden to ensure the safe evacuation of students into the garden.
- **Cathy**
will stand at the back door leading out into the garden from the ground floor to ensure the safe evacuation of students into the garden.
- **Teachers**
will be responsible for guiding their students out of the building during lesson times and for collecting registers from designated register shelves in the staffroom during lunch time.
- **ALL STAFF**
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.

ALL STAFF

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.