



Fire Safety Policy

Centre of English Studies - Worthing

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: Chris 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

Responsibilities of teachers and staff

1 *If a fire alarm sounds before lesson 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
- the Administrative Assistant should check that all rooms and toilets in the far building are clear (rooms 7-13) and once done proceed out of the fire exit in the far building taking any early arriving students with her
- the Director of Studies should check that all rooms and toilets in the middle building are clear (rooms 2/6/computer room and student common room) and once done proceed out of the fire exit in the student common room taking any early arriving students with her
- the Principal should check that all rooms and toilets in the front building are clear (rooms 1/3/4/5) and once done proceed out of the fire exit in the front building taking any early arriving students with him
- once outside the building, any students present that early should be led along to the far end of Stoke Abbott Road whilst ensuring that all students stay on the pavement at all times.

- any other staff present at that time should leave by the fire exit indicated on the wall wherever they happen to be at the time an alarm goes off
 - wait for the all clear from the Principal before re-entering the building
- 2 *If a fire alarm sounds during morning or afternoon lesson time then the teacher should:*
- take his or her register (note, if the alarm sounds during morning break then the teacher should take his or her register for the second lesson)
 - tell his or her students to follow him or her calmly and quietly to the fire exit indicated on the wall of that particular classroom
 - advise students that they should not delay to collect personal belongings
 - not take anything (drinks etc) with him or her except for the register
 - once outside the building, lead his or her students along to the far end of Stoke Abbott Road whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for
 - all other staff should follow the actions outlined in **Fire Alarm Procedures for Designated Staff** at the end of this document and on display in every room
 - wait for the all clear from the Principal before re-entering the building
- 3 *If a fire alarm sounds during morning or afternoon break time then the teacher should:*
- take his or her register for the second lesson (in the case of morning breaks) and take the afternoon class register in the case of afternoon classes. Most teachers will be in or close to the staffroom at this time but if any teachers are not present (i.e. outside smoking) then teachers who are present should collect registers from the desks of those not present
 - make his or her way out of the fire exit in the staffroom (or via the exit designated if in rooms other than the staffroom – i.e if still in a classroom during break time). Teachers in the kitchen should re-enter the staff room (assuming of course the fire is not in there) to collect registers and exit via the staff room exit
 - once outside the building, go to the far end of Stoke Abbott Road whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for
 - all other staff should follow the actions outlined in **Fire Alarm Procedures for Designated Staff** at the end of this document and on display in every room
 - wait for the all clear from the Principal before re-entering the building
- 4 *If a fire alarm sounds during lunchtime (13.00-14.00) then the teacher should:*
- Whoever is in the teacher's staff room should collect all registers from the shelves and leave the staff room via the fire exit. Whoever takes the registers should also take a copy of the afternoon class lists which will be left on the shelf for afternoon registers. The Director of Studies, Principal and Registrar will also have copies of afternoon class lists
 - make his, her or their way out of the fire exit in the staffroom (or via the exit designated if in rooms other than the staffroom – i.e if still in a classroom during break time). Teachers in the kitchen should re-enter the staff room (assuming of course the fire is not in there) to assist with collection of registers and exit via the staff room exit
 - once outside the building, go to the far end of Stoke Abbott Road whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for. There will be large numbers unaccounted for as many students will go into town during lunch time, but at least with all registers outside we can establish who should and shouldn't be present

- all other staff should follow the actions outlined in ***Fire Alarm Procedures for Designated Staff*** at the end of this document and on display in every room
- wait for the all clear from the Principal before re-entering the building

5 *If a fire alarm sounds after lesson time (16.30-17.00):*

- Whoever is in the teacher's staff room should collect all registers from the shelves and leave the staff room via the fire exit
- the Administrative Assistant should check that all rooms and toilets in the far building are clear (rooms 7-13) and once done proceed out of the fire exit in the far building taking any early arriving students with her
- the UK Financial Controller/Pay Roll Manager should check that all rooms and toilets in the middle building are clear (rooms 2/6/computer room and student common room) and once done proceed out of the fire exit in the student common room taking any early arriving students with her
- the Principal should check that all rooms and toilets in the front building are clear (rooms 1/3/4/5) and once done proceed out of the fire exit in the front building taking any early arriving students with him
- once outside the building, any students present that early should be led along to the far end of Stoke Abbott Road whilst ensuring that all students stay on the pavement at all times.
- any other staff present at that time should leave by the fire exit indicated on the wall wherever they happen to be at the time an alarm goes off.
- wait for the all clear from the Principal before re-entering the building

- **Fire Alarm Procedures for Designated Staff**

Before class time (08.30-09.30)

Laura/Victoria

will be situated at the control panel and their duties are to liaise with West Sussex Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for

Katie

will check classrooms and toilets in far building (rooms 7-13) and lead any early arriving students out of appropriate fire exit

Nicola

will check that all rooms and toilets in the middle building are clear (rooms 2/6/computer room and student common room) and once done proceed out of the fire exit in the student common room taking any early arriving students with her

Nick

will check that all rooms and toilets in the front building are clear (rooms 1/3/4/5) and once done proceed out of the fire exit in the front building taking any early arriving students with him

Other staff present

will leave building via nearest fire exit

During class time and break times

Nicola

will have the responsibility of coordinating the fast role call of classes. She will report directly to the Principal or Control Panel by the front door, reporting any missing students or staff. She

will supervise safe movement of students and staff along Stoke Abbott Road to the muster points

Chris / Nick / Laura

will be situated at the control panel and their duties are to liaise with Nicola, West Sussex Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for. Chris/Nick or Linda will cover the duties of any staff who are absent or sick.

Victoria

will stand on the corner of Stoke Abbott Road and Christchurch Road, directing the staff and students who have left via the Christchurch road exits to the assembly point.

Tom (or Tom's replacement if Tom sick or absent)

will attend the fire exit in the far building that opens into Christchurch Road ensuring the safe passage of students on their way to Laura. Tom must remain at this point until he thinks all students have vacated the building. Then, subject to safety requirements, he will do a sweep of the far building (rooms 7-13), including toilets, to ensure it is empty.

Katie

will attend the fire exit in the middle building that opens into Christchurch Road ensuring the safe passage of students on their way to Laura. Katie must remain at this point until she thinks all students have vacated the building. Then, subject to safety requirements, she will do a sweep of the middle building (rooms 2/6/computer room, student common room and teacher's staff room), including toilets, to ensure it is empty.

Sarah

will attend the main staircase in the front building ensuring the safe passage of students on their way to Stoke Abbott Road. Sarah must remain at this point until she thinks all students have vacated the building. Then, subject to safety requirements, she will do a sweep of the front building (rooms 1/3/4/5/ and student kitchen), including toilets, to ensure it is empty.

Kyle

Kyle will be located at the fire exits to the rear of the property in the non-smoking garden. There are two points of exit from here, first one being the student lounge doors and the second being the iron staircase leading down from the Computer room. Exceptional care must be taken to make sure that the students are using the external staircase in a safe manner.

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.

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.