

Fire Safety Policy

Brooke House College

2021/22 Version

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1. GENERAL STATEMENT OF POLICY

Premises: Brooke House College.

For the purposes of the 2005 Order, the responsible person is the Director of Brooke House College. It is the policy of the Responsible Person to protect all persons including employees, students, customers, contractors and members of the public from potential injury and damage to their health, which might arise from work activities or fire.

The College will provide and maintain safe and healthy working conditions, equipment and systems of work for all relevant persons, and to provide such information, training and supervision as seen fit for this purpose.

The College will give a high level of commitment to fire safety and health and safety and will comply with all statutory requirements.

Unwanted fire signals:

The management are committed to reducing unwanted fire signals by maintaining fire detection and alarm systems in a good state of repair. Management will also investigate and manage alarm activations which are not caused by a confirmed fire.

Contractor's policy:

Before and during renovations or alterations, liaison and exchange of information with contractors will take place. Contractors will be required to complete a Contractors' Questionnaire Form and will also have a duty under the Construction (Health, safety and Welfare) Regulations 1996 (if applicable) to carry out a risk assessment and inform of their significant findings and the preventative measures they may employ. This may be supported by the contractor's agreed work method statement. Continuous monitoring of the impact of building work on the general fire safety precautions will take place, such as the increased risk from quantities of combustible material and accumulated waste. Only the minimum materials necessary for the work in hand will be permitted.

Hot works:

Hot work should not be undertaken without appropriate safety precautions or permits to work. This includes welding, flame cutting, the use of blow lamps and portable grinding equipment. These tasks need to be strictly controlled, especially when carried out in areas near to flammable or combustible material. This will be done by having a written permit to work for the people involved and having risk assessed each task.

The following consideration will be given to the provision of written permits to work for employees or contractors who are to undertake hot work. Permits to work will contain the following details:

- a) Measures to make sure that all flammable material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks;
- b) The fire-fighting equipment to be available in the work area;
- c) The permitted time span of the activity and the level of supervision required;
- d) The actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials, which could allow a fire to break out at a later time.

Brooke House College

Fire Safety Policy and Procedures.

1. GENERAL STATEMENT OF POLICY

Signed.....
Responsible Person.

Date.....

Name:- _____

2. COMMITMENT TO LIFE SAFETY AND COMPLIANCE.

The Regulatory Reform (Fire Safety) Order 2005

1. General fire precautions

Article 8 – College commitment:

Brooke House College commits to take such general fire precautions as may be necessary to safeguard the safety of employees, students and other relevant persons while they are in, on or within close proximity to their premises. Such general fire precautions will include measures to:

- Reduce the risk of a fire starting and spreading.
- Ensure the provision of adequate means of escape and maintain that they can be safely used at all times.
- Ensure adequate provision for detecting and giving warning of fire and for fighting fires on the premises.
- Mitigate the effects of fire.
- These precautions will include termly day and night-time fire drills, the appointing of and training of staff to be fire marshals, weekly fire alarm/sounder checks, clearly marked fire-exit routes from buildings and clearly marked fire safety assembly points. Fire risk assessments will be produced and regularly reviewed in accordance with section 2 below and records kept of training and practices. The College will also employ the services of a fire prevention specialist to review the policy and procedures regularly in addition to the College's insurer's requirements for building review in relation to fire safety. The safe storage of dangerous chemicals is also subject to regular risk assessment review and inspection. All staff are given annual training and assessment on Health & Safety matters, including fire, through the College's 'SMARTLOG' training and record keeping facility.

2. Fire Risk Assessment

Article 9 and 18 - College commitment:

Brooke House College commits, with regard to all premises under their control, to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, in order to identify the general fire precautions necessary to protect them. This will involve identifying combustible substances and sources of ignition, looking at their proximity to one another and assessing the likelihood of a fire occurring and spreading. The process will also involve the identification of any unsafe acts or conditions that could compromise safety.

Article 18; requires that one or more competent persons be appointed to assist in undertaking the preventative and protective measures. Arrangements must be in place to ensure adequate co-operation between them, and they must be provided with any information relative to their duties.

All fire safety risk assessments for Brooke House College premises will be undertaken by suitably qualified competent persons.

The risk assessment process is an on-going dynamic part of any business. Care and due diligence will be exercised when making alterations to any College premises, to ensure that any changes are recorded in the form of a fire risk assessment review process.

Appropriate training will be administered to all persons with fire safety responsibilities to ensure competence in discharging their duties.

The college business support manager monitors and reviews risk assessments for the College and stores all such RAs in the Chief Operating Officer's office.

3. People especially at risk

Articles 9 and 19 - College commitment:

Brooke House College commits to ensure that people especially at risk are identified and that the information is recorded. This will include all adults, children or young people at risk, who are employed and/or provided with accommodation, people who work in isolated locations, or who have restricted mobility or other difficulty, to such an extent that it will impair their awareness or ability to respond to an emergency alarm. The outcome of any access audit carried out under the Disability Discrimination Act 1995 [as amended and extended in 2018] will be taken into account.

Vulnerable people should be identified to Fire Marshalls (eg crutches, asthma)

4. Preventive and protective measures

Article 10 and 11 - College commitment:

Brooke House College commits to implement and give priority to all preventive or protective measures on the basis of avoiding risks, combating risks that cannot be avoided, replacing the dangerous with less dangerous, adapting and updating detection equipment, developing a coherent overall prevention policy and giving appropriate instructions to staff.

Article 11; Brooke House College commits to providing efficient management to ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. Those arrangements will be recorded in writing where there are 5 or more employees, or a licence or alterations notice is in force requiring it. These preventive and protective measures are highlighted in point 1 above

5. Dangerous substances

Article 12 and 16 - College commitment:

Brooke House College commits to ensure the elimination or reduction of risks from dangerous substances. If the risk from a dangerous substance cannot be eliminated it must be reduced and controlled. The detrimental effects of fire will be mitigated as far as reasonably practicable.

The College's safe storage of cleaning chemicals is the responsibility of the Head of Housekeeping, who checks that fire prevention risk assessments for the safe storage of caustic chemicals and bleach meets FRS standards. For the safe storage of chemicals within the science faculty, members of staff have undergone CLEAPS training for the safe storage of chemicals. In addition, the building is fitted with cleaning facilities in the event of a spillage, and has special 'burns' First Aid equipment.

Article 16; Management will ensure that, information on emergency arrangements is made available to relevant persons.

6. Firefighting and fire detection

Article 13 - College commitment:

Brooke House College commits to ensure that all premises are, to the extent that is appropriate, equipped with a means of detecting and giving warning of fire and that appropriate firefighting equipment is provided. The type of firefighting equipment which is considered appropriate will be determined having regard to the dimensions and use of the premises, the equipment and materials contained on the premises, chemical substances present and the maximum number of persons present.

The College has a mixture of both Heat and Heat & Smoke detection equipment in every building, which is tested weekly with records kept. In addition fire doors have been installed in accordance with the FRS safety review for additional safety

7. Means of escape

Article 14 - College commitment:

Brooke House College commits to ensure the provision of an adequate number of exits of a suitable size and distribution. Exits will lead directly to a place of safety and be kept clear and available for use. Emergency routes and exits will be indicated by signs where required by the fire risk assessment and those that require illumination will also be provided with emergency lighting.

8. Procedures for serious and imminent danger

Article 15 - College commitment:

Brooke House College commits to ensure that safety procedures, including fire drills, are established to be followed in the event of serious and imminent danger and that a sufficient number of people are nominated to assist in the evacuation of the workplace.

All student accommodation which is provided for students under the age of 18 will be supervised by a live-in Tutor.

9. Maintenance and testing

Article 17 - College commitment:

Brooke House College commits to ensure that wherever necessary to safeguard the safety of relevant persons, the premises and any facilities, equipment and devices provided in connection with them will be subject to a suitable system of maintenance and be maintained in efficient working order and in good repair. The minimum periods for checking and testing of equipment will be in accordance with the relevant British Standard and training will be carried out at least once per year or when a change of circumstance requires it.

Passive and active fire precautions are maintained by a dedicated onsite maintenance team; where servicing and maintenance works fall outside of their remit suitably qualified external contractors will be employed to undertake any outstanding tasks.

10. Safety assistance

Article 18 - College commitment:

Brooke House College commits to ensure that one or more competent persons are appointed to assist in undertaking the preventative and protective measures, arrangements are in place to ensure adequate co-operation between them, and they are provided with any information relative to their duties.

11. Provision of information to employees

Article 19 - College commitment:

Brooke House College commits to ensure that employees are provided with comprehensive and relevant information on risks, preventative and protective measures and the names of persons nominated to assist with the evacuation of the premises.

12. Provision of information to external employers and the self-employed

Article 20 - College commitment:

Brooke House College commits to provide comprehensive and relevant information to Contractors and their employees on the risks and what preventive and protective measures have been taken to safeguard them.

13. Training

Article 21 - College commitment:

Brooke House College commits to provide employees with adequate safety training during Induction, when there is a change in work equipment, technology or system of work. Such training will be repeated periodically.

All staff members will receive fire safety training in the form of an electronic fire safety training package which is provided from a competent source. Key identified staff will receive further training at the required level for their responsibility.

14. Co-operation and co-ordination

Article 22 - College commitment:

Brooke House College commits to ensure that where two or more competent persons have duties for premises they will co-operate with each other, co-ordinate their measures and inform each other of risks arising out of the conduct of the undertaking.

3. FIRE EMERGENCY EVACUATION PLAN AND THE FIRE PROCEDURE.

The fire emergency evacuation plans (FEPP) are written documents which include the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade.

General Fire Notice For small premises, this may take the form of a simple fire action sign posted in positions where staff and relevant persons can read it and become familiar with its contents.

Staff Fire Notice High fire risks or large premises which need a more detailed emergency evacuation plan will take account of the findings of the risk assessment, e.g. the staff significantly at risk and their location. In addition, notices giving clear and concise instructions of the routine to be followed in case of fire will be prominently displayed.

All fire notices are on display in every building indicating procedures to follow in the event of a fire, evacuation and safe assembly at a designated fire assembly point.

Fire evacuation strategy

Management will consider how to arrange the evacuation of the premises in the light of the premises risk assessment and the other fire precautions which are put in place.

Simultaneous Evacuation - Adopted strategy for Brooke House College premises.

In all Brooke House College premises, the evacuation in case of fire will simply be by means of everyone reacting to the warning signal given when a fire is discovered, then making their way, by the means of escape, to a place of safety away from the premises. This is known as a simultaneous evacuation and will normally be initiated by the sounding of a verbal warning, manual call point activation and the fire detection and warning system.

Action on discovering a fire

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately. The plan will include the following method of raising the alarm in the case of fire.

Action on hearing the fire alarm

The plan will instruct all personnel hearing the fire alarm to act in accordance with the agreed FEPP strategy. In identified buildings, where a fire marshal's scheme is in force they, on hearing the alarm, will proceed to pre-determined positions to assist students, members of the public and staff to leave the building by the nearest safe route.

Personnel should not re-enter the building with the possible exception of a dedicated suitable trained Fire Team.

Calling the fire brigade for a confirmed/suspected fire.

The Fire Service should be informed immediately, either by the dedicated Fire Marshal or person discovering the fire. All Staff to be conversant with the emergency evacuation plan.

Identification of key escape routes

In all premises there will be signs available to identify the key escape routes. These will be pointed out at Induction (Staff and Students) or Registration (Visitors).

Fire Marshals

The Responsible Person, where necessary to safeguard the safety of employees, will assign Fire Marshals, for each educational building to implement fire safety measures which will include the fire evacuation.

A fire marshal will coordinate evacuation to make sure all persons are accounted for in the event of a fire. Fire Marshals will be competent in the use of fire extinguishers and be capable of extinguishing small fires. They will have received training in fire prevention fire marshaling and be able to identify possible fire hazards to prevent fire from occurring. They will have an in depth knowledge of the FEEP and their role in implementing it.

The College has a Fire Marshal for each building (appendix 1). The list of each Fire Marshal is published.

The duties and responsibilities of Fire Marshals

A designated official in each building will be given the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire. He/she should have a nominated deputy fire marshal.

Fire Marshals should be responsible for

- Fire routine and evacuation drill procedure
- Fire notices are in prominent positions
- Ensuring personnel know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- Procedure for nominated staff to assist employees and members of the public to nearest exits.

Places of assembly and roll call

- Relevant considerations.

Personnel should assemble at the pre-determined, relevant and communicated assembly point, for each location.

1. The person who is in charge of the assembly point should report to the person who has been identified as the fire service liaison person (ensuring clear and sufficient communication) indicating all persons accounted for or who's missing and where they were last seen and should be knowledgeable and familiar with the surroundings.
2. Inclement weather will be considered at the time and communicated.

Fire fighting equipment provided

A nominated fire team if available or any trained competent person will, where possible and in relative safety, attack the fire with appropriate equipment, however firefighting is always secondary to life safety and no persons will be put at risk.

Training required

The emergency evacuation plan will be the subject of frequent training so all employees are familiar with its contents and there will be regular evacuation drills, in accordance with our compliance regulations. Management will implement this fire training and a record of the results of such training will be maintained. The fire emergency evacuation plan will be included in the instruction and training given to employees. Regular drills will be carried out using varying escape routes assuming the normal evacuation route is not available.

Fire drills should consider the following points:

- Regular intervals – in accordance with the National Minimum Standards
- Records kept – including the weekly testing of Fire Alarms and Fire Fighting Equipment and the servicing of this equipment.

Fire safety awareness and Fire Marshal information, which includes details on the practical use of fire fighting equipment, is available to all staff on our Smartlog system and will be reviewed annually.

Personal Emergency Evacuation Plan (PEEP)

Any pre-determined, special needs requirements will be used to assist disabled or sensory-impaired persons to escape, in accordance with their individual PEEP. All training for staff in the correct procedures will have been carried out.

Liaison with emergency services

A senior nominated person will meet the fire and rescue service when they arrive and provide them with all information they require including any missing persons and the possible location of their whereabouts and any dangerous substances on site. He / she will have an intimate knowledge of the premises and be in contact with the person conducting the roll call at the assembly point.

4. BROOKE HOUSE COLLEGE STATEMENT OF EVACUATION STRATEGY.

Brooke House College fire and emergency policy dictates that site specific Fire Emergency Evacuation Plans are posted in strategic positions within each building and are based on full simultaneous evacuation of the premises.

Authorised by	resolution of the Board of Directors
Signed	
On behalf of the Board of Directors	
Date	August 2021

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2019	MB		Dropbox
July 2021	MCO	Updated to reflect recent Fire RAs inspected	Dropbox – SMT – Policies 2021-2022

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2018	MCO	July 2019
July 2019	MB	July 2020
July 2021	MCO	July 2022

Appendix 1

List of Current Fire Marshalls

Constantin Leonte – Brooke House
Mark Lunn - Brooke House
Gary Brown – Brooke House
Andie Wykes – College House
William Roberts – College House
Niall O’Grady – FA Office
Julie Dowling – PK Building
Miles Goodman – Fountain Court
Sarah Doye - Fountain Court
Lucy Clarke - High Street
Wiktorija Solly - High Street
Karen Randon – High Street
Amer Altaher – High Street
Linda Mugadzaweta – Wrights
Colin Roberts - Maintenance
David Kernick – Maintenance
Leigh Kenney – Maintenance
Steven Newbold – Maintenance
Wylie Wright – Summer School

Boarding Accommodation – RT on Duty