



Policy Statements and Procedures

FIRE SAFETY AND EVACUATION

Introduction

Hewens College as an educational establishment within The Rosedale Hewens Academy Trust (the Trust) recognises that ensuring a safe and secure environment for staff members, students and visitors is essential to the success of the College. It recognises that the safety of all children, visitors and staff is paramount and that fire precautions meet with all relevant health and safety legislation.

Responsibilities

Fire safety procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff members and students will play their part in their implementation.

Staff responsibilities and training

Information and training will be provided annually during staff training (INSET days) by the Principal to all members of staff on the action necessary when a fire is discovered. New staff members will receive training as part of the induction process.

Training and information to include but not limited to...

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire fights equipment
- The assembly points around the building and roll call procedure
- The procedure for re-entry to the building
- Good housekeeping and fire preventative practices

Refresher training to be given to staff once a year OR if there is a change in the use or layout of the building, for example because of refurbishment. In such cases, either staff will be informed of these changes or re trained if changes are significant.

Please Note: Due to the nature of the establishment and duty of care for the students, all staff will effectively be considered 'Fire Marshals' during the course of an evacuation even if they haven't got a specific roll or duty.

Fire extinguishers

Firefighting equipment is provided out throughout the buildings and is marked with appropriate signage.

They are serviced annually and a weekly visual inspection is recorded. Any devices set off or tampered should be reported to the premises team for a replacement to be issued.

It should be stressed that only persons who has received training in the use of extinguishers should attempt to use them and only used when fire is minor and can be tackled without putting staff at risk.

Fire alarm system testing

Any faults indicated on the daily check of the panels is to receive urgent attention.

The system is to be tested weekly, activating a random and different call point on each occasion. This is to be logged and recorded and records to be kept with the premises team in the Fire Safety folder.

The system is to be inspected and serviced bi-annually by a competent fire specialist contractor (Bridge Fire, Churches and Security).

Fire risk assessment

A fire risk assessment is completed annually by a competent outside party fire specialist.

Exit routes and general housekeeping

Daily visual checks around the College to be conducted by the premises whilst opening up and throughout the day to make sure exit routes are clear of obstruction and any obvious fire hazards are rectified. All staff should be observant throughout the day and report anything that may constitute a danger or a potential obstacle in an event of an evacuation.

Combustible materials should be kept away from electrical outputs and any other potential source of combustion. Storage rooms and stock cupboards should be kept as tidy as possible and at least 1 metre away from any sockets or light sources.

Fire doors should be kept closed where possible. However due to COVID and air circulation, this is not always possible. These must be shut in an event of a fire alarm as part of the evacuation process.

Fire doors and exit doors are to be checked termly and any defects, stiffness, etc., should be reported to the premises team and sought to be rectified as soon as possible.

Evacuation notices

Evacuation procedure notices specific to the College are posted in every classroom and key area, such as reception, exit points and offices. See Appendix for the evacuation procedure notices on general display. A fire evacuation plan depicted by an outline drawing of the building will also be displayed on all floors at exit points.

Emergency evacuation procedure for public examinations

When dealing with emergencies you must be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Make a note of the time of the interruption.
- The invigilator must collect the attending register (in order to ensure all candidates are present).
- Advise candidates to leave all question papers and scripts in the examination room and evacuate the examination room in a silent orderly line.
- Exit through the nearest doors and make your way to the muster point outside the front of the College.
- Candidates must be supervised while they are out of the examination room to ensure they continue to follow the JCQ regulations.
- The invigilators and Examinations Officer will be supported by the Principal/Assistant Principals
- Any person carrying out Invigilator duties at the time of an evacuation will be treated as an Invigilator and will not carry out their other specific duties as set out in the main procedure.
- Once the all clear is given, walk the students back into the examination room and allow them to settle. The Examinations Officer will then restart the examination ensuring the students have the correct time.

The Evacuation Procedure

Action on discovering a fire

On discovering a fire, the nearest call point should be activated. Younger children should be encouraged to inform a member of staff.

Evacuation of premises

- DO NOT move towards smoke
- DO NOT stop to collect personal belongings
- DO NOT use lifts
- DO NOT re-enter building

Everyone should move quietly and calmly towards the nearest and safest Fire Exit and head towards their designated assembly point for roll call.

When in a classroom, students should stand behind their chair, push it under the table and await instructions by the teacher in charge. The teacher will direct and lead students to the nearest and safest fire exit, ensuring all doors are shut on the way and lead the students to their designated assembly point. If any stairs need to be traversed, then ensure it is in single file on one side of the staircase.

Students should remain lined up in their form groups with their form tutor until further instructions are given by the senior member of staff in charge.

Staff members who are not involved in leading classes out will check toilets before vacating the premises.

Calling the fire brigade

Upon confirmation that the fire is real from the Premises Manager, Bridge Fire (Churches) will contact the Premises Manager to confirm it is not a false alarm. The senior member of staff in charge and/or the premises manager will meet the fire brigade on arrival to exchange information.

Register/Roll Call

The PA and reception staff will organise registers to be taken to the assembly points where the form leaders will take registers of the students.

A designated senior member of staff will take a roll call of all teaching staff and non-teaching staff.

Visitors

Visitors who are on site will be handed a copy of the evacuation procedure on arrival and told where to go in a case of a fire.

Any waiting visitors in reception will be escorted outside the front gates. A designated member of staff will be posted at the front entrance to ensure nobody new comes in during the evacuation.

Lettings

The College may let some or all its premises to community or other groups. These will normally be during evenings or weekends. The procedures for authorised users are as set out in Appendix 1 and will be given the authorised representative of the relevant user/group.

Catering Team

The Catering team should muster at the assembly point, and the catering manager must verify that all employees are accounted for. He/she should report to the Vice Principal(s) to confirm all catering staff are accounted for.

Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans, Appendix 2 will be developed by the Principal in consultation with the individual person and premises manager, as well as key responsible personnel, such as SENCO depending on the nature of the disability. A staff member will be assigned to escort the person to the assembly point, or a refuge point where necessary.

Re-entry into building

No students, visitors, or members of teaching staff are allowed to leave the assembly point without express instructions from the senior member of staff in charge. They will liaise with the premises team to judge accordingly if and when it is safe to enter.

Evacuation Procedures for External Lettings

FIRE PANEL/SYSTEM

The Fire Panel is situated in the Colleges boiler room, behind the main reception. Any confirmed activation in either part of the building will activate the whole building.

On any activation, this panel will show the zone and the activation point.

IF YOU FIND A FIRE:

Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available call point.

Every exit door is equipped with a call point.

On Hearing the Alarm

- All occupants of building must respond to alarm activations. A calm, orderly exit is essential.
- The staff of authorised users will supervise the evacuation of their users to the designated assembly point(s)

The Assembly Point is at the field

- All occupants should leave by the nearest available escape route. The exit route is your nearest stairwell leading to your nearest fire escape. The priority is to exit the building.
- The last person to leave a room must close ALL doors and windows, if safe to do so.
- The Fire Brigade must be called (999) by a representative of the authorised user.
- The College Emergency contact should be called.
- On arrival at the assembly point, the authorised user's representative should account for all users under their control. Any missing persons should be reported to the Fire Brigade.

Personal Emergency Evacuation Plan – Questionnaire

*Strikethrough any sections that do not apply.		
Name:	Date:	
<i>Mobility Impairment</i>		
Can you leave the building unassisted?	Yes	No
Can you move quickly in the event of an emergency?	Yes	No
How far can you walk unaided?	Distance:	
Do you find stairs difficult to use?	Yes	No
Are you a wheelchair user?	Yes	No
Is the wheelchair required for all circumstances?	Yes	No
Can your wheelchair be dispensed with for short periods?	Yes	No
What kind of assistance do you require? <ul style="list-style-type: none"> ● 'Wheellie' down the stairs with the wheelchair tilted onto its rear wheels ● Carried down the stairs in your wheelchair ● Assisted from your wheelchair and a suitable number of helpers to carry you down the stairs ● Assisted to walk down the stairs with one assistant holding each arm ● Assisted to walk down the stairs with one assistant and the use of the handrail ● Provided with supervision as you move down stairs on your bottom, unaided ● Self-transfer to an evacuation chair/stair climber ● Could the medical nature of your condition be aggravated by using such a device? 	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
Has a member of staff and a deputy been assigned to assist you in an emergency?	Yes	No
How might your mobility be worsened e.g. by smoke etc.?		
<i>Hearing Impairment</i>		
Would you hear the fire alarm/an announcement informing you that there was an emergency?	Yes	No
Would a visual indicator assist?	Yes	No
Would your response to a fire alarm being activated be helped by an assistant/s who could provide support in the fire evacuation procedure?	Yes	No
<i>Visual Impairment</i>		
Do you have strong enough eyesight to see your way out of premises unaided?	Yes	No
Can you read the escape instructions? If not, what format do you need them in?	Yes	No

Do you require aid to help you move around the building for example: a cane, guide dog or other equipment?	Yes	No
Could you find your way out of the building by an alternative route should your normal route be unavailable?	Yes	No
Do you think the speed at which you leave the building may have the potential to hold up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?	Yes	No
Would tactile signage or floor surface information be of assistance to you?	Yes	No
Is there any other disability that may prevent you from evacuating without assistance? Details:	Yes	No
Cognitive Impairment		
Are you able to understand what is happening in an emergency?	Yes	No
Do you understand the risks?	Yes	No
Do you understand the possible need for choice and change of direction during escape?	Yes	No
General Information		
Do you understand the concept of a fire refuge area?	Yes	No
Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants?	Yes	No
Do you think any special staff training is required to give you the assistance that you would need in an emergency?	Yes	No
Are you aware of the emergency evacuation plan which operates at HVS?	Yes	No
Do you understand the escape instructions?	Yes	No
Are the signs which mark the emergency exits and the routes to the exits clear	Yes	No
Could you raise the alarm if you discovered a fire?	Yes	No
Are you likely to move around the building?	Yes	No
Do you work out of hours?	Yes	No
Do you work alone?	Yes	No
Assessment carried out by:	Date:	
Notes:		

Personal Emergency Evacuation Plan Template (PEEP)

Personal Emergency Evacuation Plan - Required Action		
The required action has been determined from discussion with person requiring additional help.		
Staff will ensure that the location of the following person is always known:		
Name:	Alliance / Form:	
Working Location:	Recognisable by:	
In the event of a fire or other emergency requiring evacuation of the premises, this person will be assisted to escape by the following means:		
Awareness of the procedure: I am alerted of the need to evacuate the College by:		
Existing alarm system	Yes	No
Pager device	Yes	No
Visual alarm system	Yes	No
Other, please specify:		
Designated assistance: The following people have been designated to give me assistance to get out of the College building in an emergency:		
Name:	Contact Details:	
Refuges: The nearest doorman / designated assistant will assist me immediately into the nearest available refuge area, where provided.		
The refuge areas are:		
Safe route/s: (Attach plan if appropriate and include refuges, safe routes and alternative routes)		
Insert exact method of assistance required (Transfer procedures, methods of guidance etc.)		
Equipment provided (Evac Chairs, stair climber device, hand held portable radios, visual indicators, pager systems, tactile signs, handrails etc.)		
Training provided. (Include orientation training where appropriate)		

Details of any other action taken	
Plan to be reviewed by:	Date:

NAMED STAFF, DESIGNATED DEPUTIES & RESPONSIBILITIES:

Staff Member	Duties	Named Deputy
Principal M.Littlefair	Opens the Main Gate - Evacuate building to assembly points on Astro. Overall site responsibility. Liaise with SLT and Premises Team regarding registers of students, staff and visitors and safety of building.	Stuart Botham
Principal PA S.Chana	Works with Reception to get registers for students and staff. This will be distributed to form tutors and PA will take register of all other teaching and non-teaching staff. Remains in building working alongside Premises and IT Managers.	
Receptionist	Print emergency registers for Year 7 to 11 and evacuate to Astro and give registers to Directors of Teaching and Learning and then report that all students are accounted for to Assistant Principals.	
Vice Principal S.Botham	Sweep corridor before evacuating building to Assembly Points. Check with Tutors that all students are accounted for. Registers: Check with Principals PA that all adults are accounted for and report back to Principal.	
Directors of Teaching and Learning	Check designated areas and offices before evacuating to Assembly Point. Designated SLT checks on identified vulnerable students.	
Post 16 Teacher S.Adams	Check the Post 16 Centre including toilets and evacuate to Astro and support Post 16 with student registers.	
Premises Manager H.Lewin	Check Fire Alarm Panel, cause of alarm and liaise with Principal. Call Fire Brigade and liaise with Principal as to when building is safe to re-enter.	
PA Lead First Aider	Take first aid kit to the Assembly Point on the Astro and assess any staff or students who need intervention.	
Head Chef	Sweep kitchen areas and evacuate team to Assembly Point.	
Lead Invigilator	Evacuate and register invigilators and report to Vice Principals. If evacuation occurs during examinations period, follow 'Emergency Evacuation Procedure for Public Examinations'	

QUALIFIED FIRST AIDERS

Name	Job Role
Samrita Chana	PA to Principal / Administrative Officer
Stuart Botham	Vice Principal
Bavisha Carsane	Receptionist
Joanne Francis	Associate Director of Teaching and Learning: Science
Judeen Taylor	Classroom Teacher
Carol Asare	Teaching and Learning Associate
Afaf Lymoulli	Teaching and Learning Associate: EAL