

# Important



# Fire Emergency Plan

The Integrated Learning Space | Dowry Street Site

## Purpose

This document sets out policy and procedures on fire prevention, fire precautions and emergency evacuation at this workplace.

## Scope

These policies and procedures apply to and cover all individuals working for ILS at all levels and grades, and to individuals such as contractors, consultants, temporary employees, agency employees and other persons who are not employees but who work at or for ILS (Collectively “staff”). Breaches of these policies and procedures by employees may be dealt with under the company disciplinary procedure and, in serious cases, may be treated as gross misconduct. Breaches of these policies and procedures by agency employees, contractors, etc will be dealt with under the relevant supplier contract and, in serious cases, may result in the termination of the contract.

## Summary

It is the policy of ILS to ensure that all employees, contractors, staff and visitors are protected from the risks of fire. With this aim, appropriate fire prevention / precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. All persons shall be provided with sufficient appropriate fire awareness training and instruction. All premises should comply with relevant fire safety legislation and recognised good practice.

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## General Staff Instruction

All staff must be familiar with the school fire procedures and fire emergency plan as required under the Fire Safety (Regulatory Reform) Order 2005 and the Health and Safety at Work Act.

Fire procedures and staff action notices are posted at various locations around the building and can be found on exit routes normally adjacent to the fire alarm call point or fire extinguishers.

All staff must ensure that they are familiar with all means of escape in case of fire by walking the routes from which they are employed.

Staff should know the location of their assembly point. The initial assembly point is located in the front playground. In the event of a large fire in the building, all staff will relocate to the secondary assembly point which is located in the MUGA playground.

Any staff not at their usual place of work must, on hearing the fire alarm, leave the building by the nearest available fire exit and go to the assembly point. On no account must they return to their department or office unless this is how they access the quickest fire exit.

Key operated fire alarm call points can be found adjacent to final exit doors and staircase escape route enclosures.

Portable fire extinguishers are sited in high risk areas and at regular intervals throughout the building and exit routes. Staff should familiarise themselves with the fire extinguishers closest to their work station.

All visitors must report to the reception on arrival at the building. Visitors must sign in and will be allocated a visitors badge that details fire safety and evacuation instructions. In the event of a fire alarm operating the receptionist will take the signing in book to the assembly point and then ensure that all visitors are accounted for.

Any instructions given to staff by fire marshals must be complied with, as they are exercising their duties outlined in the organisations [FIRE EMERGENCY PLAN](#).

## Fire Safety And Fire Precautions

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical / gas appliances, the safe use, storage and disposal of hazardous / combustible materials and compliance with the requirements of all of the organisations safety policies.

Fire doors must be kept closed at all times (unless they are doors which automatically close when the fire alarm is sounded), to maintain compartmentalisation of the building and to prevent the spread of fire and/or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that can cause a fire or accident or would impede an evacuation in an emergency. Remember – everyday objects such as boxes of paper left on escape corridor pose as serious obstacles during an emergency evacuation.

All fire fighting equipment must be free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without the authority of the Health and Safety Manager.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the Premises Manager (either directly or via your fire marshal).

## Fire Alarm

The fire alarm system is a single staged alarm. The alarm will operate immediately if a key is used to sound the fire alarm. There is a short delay if a detector operates for an investigation period. On sounding, all persons in the building must leave the building immediately.

The fire alarm panel is located by the front door. A secondary panel is located at Reception on the first floor. Smoke detectors are located in most rooms and escape routes. Heat detectors are located in the downstairs kitchen.

## Fire Fighting Equipment

### **Fire extinguishers**

Fire extinguishers are located in various parts of the building. They should only be used on small fires. Only those who have previously received fire extinguisher training should attempt to tackle fires should they occur. Fire extinguishers will be maintained by an appointed contractor on an annual basis. Periodic checks (monthly / quarterly) will be carried out by building maintenance staff and the results recorded in the school fire log book.

### **Fire blankets**

Fire blankets are located in the kitchen / kitchenettes. They are not to be used by staff on kitchen / cooking oil fires. They should only be used in the unlikely event that a person's clothing catches fire.

## Arrangements For Calling The Fire Service

In the event of a fire, the fire service will be called by Reception staff.

Once a fire has been confirmed the call will be made without delay. If the fire is in reception the area, the call should be made remotely by mobile at the assembly point.

The fire alarm is also monitored by Redcare, who will also call London Fire Brigade.

## Fire Evacuation Drills

Fire drills will take place at least every term in accordance with government guidance for the Fire Safety Order 2005.

Fire drills monitor the effectiveness of the schools fire evacuation procedure and, where necessary, identify any required changes. In accordance with the organisation training we will:

- Inform all staff that a fire drill will take place
- Vary the times of the drill to ensure that we have appropriate procedures and resources at all times of the working day
- Make one exit unusable from time to time. This will help staff identify alternative means of escape from their work station or area
- Ask all visitors to the building to take part in any planned fire drills
- Appoint observers to monitor the effectiveness of the drill
- Carry out a debrief with fire marshals after the fire drill and promulgate the results of the fire drill review to all staff

NOTE: Any person not taking part in the fire drill (without express permission) may be subject to disciplinary action.

Fire drills will be logged in the school fire safety log.

# Training, Instruction And Information

All employees will receive fire safety training on a regular basis. This will include:

- Staff induction training – within first week of employment
- Annual fire training programme and/or fire marshal briefing
- Fire marshals – annual training
- Temporary staff
  - With organisation for less than one week – briefing by local fire marshals
  - With organisation for one week to one month – briefing by health and safety officer
  - With organisation for more than one month – full induction training

The fire safety training will include the following information:

- Action upon discovery of a fire
- Action on hearing the alarm
- Details of the fire alarm system
- Evacuation strategy
- Accounting methods
- Details of plans for those specifically at risk
- Liaison with the emergency services
- Key escape routes
- Fire fighting equipment
- Details of those with specific responsibilities in the event of a fire

Staff will also receive training in the following subjects:

- PEEPS and GEEPS
- Fire evacuation equipment
- Disabled fire evacuation procedure

## Fire risk assessments

A fire risk assessment of the building is carried out on an annual basis in accordance with government guidance for the Fire Safety Order 2005.

The fire risk assessment may be amended throughout the year if circumstances change. Such changes may include: changes to the building structure, changes to the building layout, substantial changes in staff numbers and changes in the fire procedures.

## Contractors

### Building works

In the event that building contractors are on-site, they will be required to provide arrangements for ensuring all of their staff are accounted for the event of a fire and evacuation of the building.

### Hot work policy

The school operates a hot work policy. Any contractors or staff carrying out hot works such as welding, cutting, grinding etc must be granted permission to do so before such works start.

Contractors carrying out works will provide fire extinguishers appropriate to the risks of the work being carried out (ie Dry powder fire extinguisher and water fire extinguisher if welding is to be carried out). They will provide evidence that staff who carry out works have received suitable fire extinguisher training.

Hot works will be given at start time, an approximate finish time, and details of any checks for smouldering after works have been completed. The fire marshal in the area works are carried out must be informed prior to work commencing.

# Fire Evacuation Procedure

This fire evacuation procedure has been designed by the health and safety manager specifically to match the needs of ILS. There are specific duties for key members of staff who have responsibilities in the event of a fire in the building.

## Raising the alarm

- If a fire is discovered, or another emergency requiring the building to be evacuated, the alarm should be raised by turning the key in a red alarm point.
- On hearing the alarm the team Admin Officer in charge of the site will check the position where the alarm has been triggered by looking at the board by the front reception.
- Admin Officer will contact the Premises Manager by walkie talkie to investigate the location of the emergency and relay the information from the panel.

## Response to an alarm being raised

- All ambulant students will be escorted from the building as stated in their PEEP's to the designated assembly point (Playground).
- Every alarm should be treated as an emergency and the building should be evacuated.

## Response to the alarm by class teams

- Once in the place of safety, students will be supervised by staff as necessary while registers are checked. The class should be registered in their tutor groups.
- If students are outside the classroom they will be escorted into the assembly area – “Hard court in the playground”.

## Roles of staff in the event of fire

- Reception staff will check the position where the alarm has been triggered by looking at the board by the front door. They will liaise with the Premises Manager.
- Reception staff will allocate the register to another staff member to review.
- If a student is having an epileptic seizure when the alarm is raised they will be moved, as soon as it safe for them, using slide sheets to evacuate the building.
- If the alarm is raised during the lunch period, staff on their lunch break will leave the building via the nearest exit and meet the students and remaining staff in the place of safety (assembly point).
- Staff in the staffroom during lunch period will evacuate the building via the nearest exit and meet students and remaining staff in the designated area (Playground).

## If a student is not leaving the building

Every effort should be made to move the student into the refuge or an external space. Reception should be made aware of the location of the student.

## Fire Action Procedure For Visitors

- If a visitor discovers a fire they should inform a member of staff immediately (All staff members will be able to operate the key operated fire alarm points).
- On hearing the alarm, visitors must leave the building immediately and report to the front playground.
- Visitors will be provided with passes detailing the fire procedures.