

## Brampton College Fire Procedures Policy

**The College Fire Officer is the Bursar, Nick Webb, and the deputy is one of the College's two Vice Principals, Sarah Sephton.**

**Fire drills** take place at least twice in an academic year. These take place without warning to the majority of staff, but Senior Leadership will be advised of the times, as will any staff where serious Health & Safety issues may arise as a consequence of the drill taking place unannounced e.g. the laboratory technician. Some drills will include the blocking of a main exit route to simulate what might happen in the case of a real fire to ensure that staff and students are aware of alternative routes they may need to use in such cases.

Fire drills are logged in a manual kept for this purpose in the Bursar's Office. The time taken for complete evacuation of the building is recorded, along with any recommendations for improving the safety measures involved before the next drill.

**Fire alarms** are tested weekly and a record of the tests is kept in a log in the Bursar's office. They will be tested from a different fire point each week to ensure that each break point is working satisfactorily. The system is inspected by a Fire Alarm Maintenance Company on an annual basis.

**Fire extinguishers** are tested by a properly authorised company once a year. Staff will be trained in the use of the fire extinguishers but advised that their main objective is to ensure the safety of themselves and their students by leaving by the nearest fire exit rather than trying to tackle the blaze themselves.

The **procedure to be followed in the event of a fire** is attached as a separate document. This procedure is updated regularly, and a copy is given to all staff. Each room in the College has instructions attached to the wall just inside the door outlining the key procedures for evacuation. There is also a map indicating the main escape route in red and an alternative route in blue to use if the main route is blocked.

**Fire officers** have been designated for each floor of the main building and the annexe. Their duty is to ensure that their part of the building has been fully evacuated and to report this to the Fire Officer in charge on the day.

It is the duty of the College Fire Officer or deputy to call the **emergency services** (999) in the case of a fire. This call will be made from within the building if it is safe to do so, otherwise a mobile phone will be used.

The College Fire Officer will determine when it is safe to re-enter the building after an alarm has been sounded. This decision will be made in conjunction with the emergency services.

If it is not possible to return to the building the students will be sent home. Those who do not have access to their homes will be held in the nearest convenient location until their parents have been contacted.

**To reduce the risk of fire**, the College has adopted the following procedures:

- All **flammable materials**, such as flammable chemicals used in science or art lessons, are securely locked away at all times when not in use in appropriate storage units.
- All rubbish/waste is removed from the building daily.
- Internal lighting is regularly checked to make sure it is working properly and does not present a fire risk.
- All windows are shut and locked.
- All internal doors are kept closed (to prevent the spread of fire).
- Intruder and fire alarm systems are set at the end of each day.
- All external doors are properly secured.
- **Smoking is not allowed** in the College buildings or the surrounding areas.
- All electrical equipment is regularly PAT tested for faults that could lead to a fire being started.
- An isolating valve has been fitted in each laboratory to enable gas supplies to be shut off at the end of each day's activities.

**Fire risk assessment** – Fire precautions are checked on a regular basis throughout the year by the College Fire Officer. This process includes a tour around the buildings of the College to ensure that all proper fire precautions and notices are in place, and to assess the need for any further provision.

**Staff training** – All of the fire marshals have/or will have taken part in fire safety training and all staff are reminded at the start of the academic year about fire procedures.

### **Laboratory safety**

All hazardous materials are stored in two metal safety cabinets conforming to appropriate BS standards. Accidents need to be recorded in the central accident log which is available in the Health and Safety electronic folder. At the end of each day a check is carried out by the Laboratory Technician to ensure that all the gas is switched off, chemical cupboards locked and that the labs are locked. The labs are locked when not in use as students are not allowed in the labs without a teacher being present.

The labs have been fitted with emergency buttons, which allow for gas and electricity to be cut off in emergencies. Floor surfaces are non-slip and meet all standards required by HAS regulations. A fume cupboard is installed in one of the labs and this is maintained by external contractors. Corrosive and flammable materials are stored separately in a chemical storeroom. Individual hazard cards are kept on each chemical currently being stored on the premises. A first aid kit is provided in each lab along with fire extinguishers.

The College subscribes to the CLEAPSS organisation, which provides appropriate advice on all Health and Safety matters. The Laboratory Technician maintains the hazard cards system and is responsible to the Head of Chemistry for the safe keeping of all dangerous materials.

**A policy on accidents and first aid is available upon request.**