

Brampton College Fire Procedures Policy

The College Fire Officer is the Bursar, Nick Webb, and the deputy is one of the Principal, John Wilson.

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 wardens 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 closed and locked when not needed for ventilation.
- 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 in emergencies and 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 wardens 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 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. Students are not allowed in the labs without a teacher being present and are kept locked when not in use.

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.

Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan (PEEP) is a means by which arrangements are made to ensure that an individual's physical or mental abilities or other circumstances do not prevent evacuation from happening. The Bursar or responsible person should ensure that a PEEP is generated for every member of staff or student with a disability, where this may affect their ability to respond to an emergency. The PEEP shall set out the adjustments necessary for maintaining their personal safety.

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the premises with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

Procedure for PEEPs:

- identify all persons that may require assistance during an evacuation, including those requiring assistance on a temporary basis /short term (e.g. leg in cast)
- develop a Personal Emergency Evacuation Plan (PEEP) with the person requiring assistance and include the staff that will be involved in the evacuation
- provide relevant training for the designated assistants (building layout and exit routes, disability dignity and fire procedures) and enable practice if possible
- consult with the person requiring the PEEP and take due account of their wishes

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