



**HINCKLEY &  
BOSWORTH**  
EDUCATION PARTNERSHIP

## **Fire Safety Policy 2022-24**

This must be read in conjunction with Glenfield Parish Council Fire Safety Plan

## **Introduction**

Hinckley and Bosworth Education Partnership (Glenfield Annexe) is committed to providing a safe environment for both staff as well as students and will take all steps reasonably practicable, to secure the safety of its staff, students and other persons from fire, by taking general fire precautions in conjunction with Glenfield Parish Council to make its premises safe and complying with all related legislation. The Fire Safety Policy details the organisation and arrangements for fire safety within the Glenfield Annexe. It is the responsibility of all personnel to become conversant with these instructions.

The procedures detailed in The Fire Safety Policy may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to students, visitors and contractors.

Where staff, students or any other person who regularly attends the Glenfield Annexe is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

## **Fire Risk Assessment**

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated employees to implement fire-fighting measures
- provision of adequate training and equipment for those appointed
- arrangements for any necessary contacts with external emergency services • provision of adequate emergency escape facilities

Fire risk assessments are carried out, on behalf of Glenfield Annexe by Glenfield Parish Council and all equipment is checked in line with legislation and a log is kept. The fire alarm is checked with the installer and tested weekly each Friday.

## **Strategy for fire prevention**

Management strategy for fire prevention may be classified as follows:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
- planning for the actions to be taken in the event of fire:
  - training of staff, including any specially delegated function
  - provision of instruction to students
  - display of appropriate fire instruction notices
  - control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, eg process, storage, gas, electricity, contractors on site, vandalism
  - check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
  - monitoring the effectiveness of precautions, eg analysis of evacuation drills, annual review by checklist

### **Issue of general fire notice**

The issue of general fire notices to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

### **Staff training**

The fire officer is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction.

After the initial instruction, all members of staff will receive a refresher induction training at least once every 12 months.

### **Control of risks: training of staff and instruction of students**

#### **Employees**

- The training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
  - Instruction and training for all will include the following points.
    - action to be taken upon discovering a fire
    - action to be taken on hearing the fire alarm
    - method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
    - correct method of calling the fire service
    - location and use of fire-fighting equipment
    - knowledge of escape routes
    - evacuation method for the building, location of assembly point and method of accounting for persons
- stopping machinery, activities and isolating power and fuel supplies where appropriate
  - appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

#### **Students**

Students should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

### **Fire drills and alarm activations**

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a debrief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

**All activations of the fire alarm system will be recorded in the Fire Log Book. The fire service will be informed of all incidents of fire, even if small and extinguished.**

### **Testing of fire alarm systems**

The fire alarm system will be tested weekly by Glenfield Annexe Parish Council Premises Staff. The fire alarm systems will be serviced on an annual basis. Fire detection system is to be maintained and serviced by a competent contractor on an annual basis. All records must be kept on file in the Fire Log Book.

### **Emergency lighting**

The emergency lighting is to be examined on a weekly basis by Glenfield Annexe Parish Council Premises Staff. The log book will be completed indicating any defects and these will be brought to the attention of the Alarm Provider. The emergency lighting will also be inspected and maintained by a competent contractor in line with regulations. All records must be kept on file in the Fire Log Book.

### **Emergency exits**

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity. Glenfield Annexe staff will undertake daily visual check of fire exits when locking and unlocking of the premises.

### **Fire alarms**

Electrical fire alarm operated by breaking a glass release button. The fire alarm is to be

raised no matter how small the fire.

### **Fire-fighting equipment**

There should be the correct type of fire extinguisher at each fire point, depending upon the location. All fire-fighting equipment must be inspected and maintained by a competent contractor annually. Glenfield Annexe Parish Council Premises staff undertake monthly safety checks on fire-fighting equipment. All records must be kept on file in the Fire Log Book.

### **Fire instruction notices**

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement. Glenfield Annexe Parish Council Premises staff will undertake monthly safety checks to ensure that correct signage is displayed and is clear from obstruction and not vandalised in any way.

### **Fire prevention checks**

Regular fire prevention checks should be carried out.

Checks are to include the following.

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged at the end of each working day.
- It is recommended that portable convector heaters are not used in school. All other electric fires must be regularly tested and maintained.

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to the premises being vacated.

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by Staff at the end of the day. Staff must ensure that computers have been closed down and power isolated and that all doors are closed.

### **Housekeeping**

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs, next to or around electrical distribution boards and similar spaces is forbidden.

## Smoking

The Hinckley and Bosworth Education Partnership has a strict 'No Smoking Policy'. Smoking is one of the main causes of fire and is prohibited in the school and the school grounds. The use of e-cigarette on site and school grounds is also prohibited; the charging of these units is also prohibited on school property.

## Refuse and Waste

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.

## Flammable materials

Flammable materials are not to be stored near any form of heating and in accordance with their COSHH risk assessments.

## Electrical appliances

When using electrical appliances, the following rules are observed.

- They are to be switched off and unplugged when not in use.
  - The use of multi-plug adapters as a permanent source of accessing power is prohibited.
  - They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
  - Temporary wiring and extensions are not to be used as a permanent means of power.
  - Electrical faults are to be reported immediately to the Facilities Manager.
  - Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
  - A fuse should never be replaced with one of a higher rating.
  - Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
  - Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorisation of the Facilities Manager.
  - Electrical machinery and/or portable electrical equipment must have undergone pre-use safety checks by end user before use.
  - The charging of mobile phones and mobile devices. These devices must not be left unattended when charging. Staff are prohibited from leaving devices and chargers connected to power supply overnight.
  - Any school electronic equipment (i.e. iPad banks) that may be required to be on charge

overnight, must be connected to an RCD (Residual Current Devices) connected switch. Any charging of this equipment must also be done in a room that has automatic fire protection linked to the school addressable fire alarm system.

## **Paint and solvents**

Paints and solvents suitably marked are to be segregated in properly prepared stores. All chemicals must have an appropriate COSHH risk assessment and be stored and used in line with risk assessment. All paint and solvents should be disposed of correctly.

## **Grounds**

All grounds equipment must be maintained and serviced by a competent person/contractor. All equipment must be locked in a secure location when not in use. Storage of any fuel must be kept in line with risk assessment. Grass and undergrowth is to be kept cut well back from buildings.

Access for emergency vehicles must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

## **Kitchens**

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs. Staff must be trained and made aware of all working practices. All catering equipment must be maintained and serviced by a competent person or contractor. Correct signage must be displayed highlighting emergency isolation valves.

## **Deep-fat fryers**

The principal fire hazard in kitchens is the deep-fat fryer, whether or not it is thermostatically controlled. Cooking oils and fats over-heating or boiling over usually results in a fire that can rapidly involve the ceiling or fume extraction ducting. Fires in fryers usually occur when they are left unattended or when used by unqualified persons. Catering staff are to adhere to the following fire precautions.

- Deep-fat fryers are not to be left unattended when switched on. The appropriate fire precaution notice is to be prominently displayed.
- After use and when oil has sufficiently cooled, deep-fat fryers should be drained and oil strained into a suitable container.
- After repeated use of oil, a residue of food particles can build up and the danger of fire can become progressively higher.
- Defects in cooking apparatus are to be reported immediately.
- In the event of fire, electricity and gas supplies are to be switched off, preferably at the main switch or valve, and appropriate action taken.

Staff are to be aware of the locations of:

- fire alarms and fire-fighting equipment
- main electrical switch or gas isolation valve, which must be indicated by suitable notices
- dampers for isolating ducting in kitchen hoods etc.

### **Disabled and Vulnerable persons**

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level that may need to be crossed. To aid the safe evacuation of the building of disabled or vulnerable persons, a Personal Emergency Evacuation Assessment must be undertaken and a Personal Emergency Evacuation Plan (PEEP) must be put into place and the relevant staff trained and aware of the procedures within the (PEEP).

### **Vandalism and damage limitation**

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of students' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors should be closed when premises are vacated (closing all doors and windows is recommended to limit the spread of smoke damage). Premises are locked down in accordance with Parish Council procedures. Intruder alarm is kept maintained by a competent person or contractor and a call out list is maintained.

### **Furnishings, art displays and decorations**

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
  - Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.



- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

Great care should be taken that educational and display materials, which may be added to a building by the occupants, do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials, for example, Christmas trimmings and displays of autumn leaves. Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and, depending on quantity and location, will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before people have a chance to escape.

In determining what is reasonable by way of display materials and/or decorations, the overriding consideration is whether persons are likely to be trapped as a result of fire involving such materials. This is a difficult area for the lay person to assess as it needs an understanding of how parts of the building contribute to escape routes, and how materials, for example display boarding, may contribute to the spread of fire over its surface. The following guidance can be given concerning materials that form the linings of walls and ceilings (the technical terms are defined in DCSF Building Bulletin 7 (DCSF, 2005) and British Standard 476 (for fire doors), and are essential to understanding which materials are acceptable).

- In 'protected stairways', 'protected corridors' and 'protected lobbies', the surface linings should be 'class 0', ie non-combustible. The meaning of this is that display boards and free-standing displays should not be incorporated in these areas.
- In 'horizontal circulation areas', the linings should be 'class 0', except that 20 per cent of the total wall and ceiling area may be 'class 2'. This means that display boarding may be acceptable in these areas, subject to its area being within the amount given, and that the character of the fire resistance as given in the manufacturer's specification is 'class 1'.
- In new construction, these requirements should have been taken into account at the design stage. However, occupants should ensure that no modifications occur, such as covering or painting that will change the nature of its fire resistance.
- Where there are any areas of doubt, for example whether a certain material is acceptable in terms of the effect that it may have on fire precautions, then the advice of the fire officer should be sought.
- Where displays are provided in other cases, they must be located where they are well clear of any source of ignition.
- Where paper, natural or plastic materials are used for decorations or display, they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.
- Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

## **Storage**

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units and electrical distribution boards.

Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material should be aware of the dangers.

## **Electricity**

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, get it repaired before continuing. Electrical installations should be checked regularly and fixed wiring should be checked every five years as electrical faults are a major cause of accidental fires (Glenfield Annexe PAT testing took place August 2021).

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked in line with procedures by a suitably qualified person.

All persons using portable electrical equipment must undertake pre-use checks, the checks must be recorded and kept for audit purposes.

The current running through electric wiring is a source of heat, and if a fault develops in the wiring, that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse protecting equipment or a circuit blowing, the cause of the failure should be identified before replacing the fuse.

Any replacement of fuses must be with fuses of the same rating.

Electrical socket outlets must not be overloaded, and the use of multi-way adapters inserted directly into the socket outlet is not permissible. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use.

It may be permissible to run up to four items of equipment which draw low amounts of current, for example computer and monitor from a single socket outlet by a fixed plug connected to a purpose-designed, four-socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use.

Flexible cables are to be replaced when worn or damaged. This is not a task expected to be in the ability of most employees, as it will involve partial disassembly of the equipment.

After use, outlets should be switched off, and plugs removed from sockets.

Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the school Facilities Manager.

## **Fire doors**

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit
- the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all doors should be left in the closed position.

## **Contractors**

Building contractors bring a large number of ignition sources to the school. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

The Glenfield Annexe Parish Council should be made aware when hot cutting work is to take place for both the safety of the students and the school.

Only approved contractors may undertake works on site. All contractor must work in line with school's 'Contractors Policy'

## **Fire Log Book**

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained and recorded in the 'Fire Log Book' located in the Premises Office.

- persons with special responsibilities
- fire alarm call point locations and checks
- weekly fire alarm tests
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection
- emergency lighting monthly inspection
  
- fire-fighting equipment routine monthly checks
  
- Lightning protection annual service and monthly checks.
- fire drills
- fire-fighting equipment tests and maintenance by contractors
- training records (quarterly and on induction)
- visits and inspections by the fire service
- Fire escape signage monthly checks

## Tackling fires

**Staff are instructed not attempt to tackle a fire unless it is to aid their escape from the building or have undergone training for the safe use of fire extinguishers.**

### Fire Evacuation Records

Fire evacuation records containing key information will be located in the Main Reception. In the event of a fire alarm being activated these will be taken to the fire assembly point

**Contents (Administration – held in the main office) – taken to assembly point by person in charge of Annexe (Jo Seager).**

#### Copy of risk assessment

1. Fire Safety policy and emergency plan map.
2. Asbestos register.
3. Details of any significant hazards on site e.g. gas cylinders.
4. Visitors log

**Evacuation Records taken to assembly point by person in charge of Annexe (Jo Seager).**

1. Registers, Student contact numbers and pens – in folders
2. Signage for groups

It is the responsibility of teaching staff (**Assembly Point Controllers**) to collect their individual folder and distribute registers.

Completed registers will be returned to Jo Seager. In the event of a student not being present, the tutor will notify Jo Seager to ascertain if the said student is in fact present in school. If the student is in fact known to be absent, the tutor will record this on the register. If there is no known absence and the student has not evacuated site, the **Senior Assembly Point Controllers** will be notified IMMEDIATELY, and they will record this information on their sheets

Upon returning to site, once the fire evacuation has been completed, Jo Seager will reprint ALL registers.

### Fire Marshall packs

These will be stored in folders in the appropriate room as per the sweeping procedure.

They will contain the map of the area to be swept, instructions for the sweep and a map of fire extinguisher locations.

These are for the benefit of staff carrying out a thorough sweep of the building

There will also be a green Hi-Viz fire marshal jacket which the member of staff must wear during the procedure

### Immediate actions to take on discovering a fire or on hearing the fire alarm sound

#### On discovering a fire:

- Activate the nearest alarm call point
- Evacuate the building as per the relevant arrangements for safe evacuation, assisting students, visitors as required and proceed to the designated assembly point.
- Report immediately to the nominated **Fire Assembly Point Controller** and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.

#### On hearing the fire alarm:

Evacuate the building as per the relevant arrangements for safe evacuation, assisting

students, visitors as required and proceed to the designated assembly point. All visitors should remain with the member of staff whom they are visiting.

### **All**

- Do not stop to collect any personal belongings.
- Close windows and doors as you leave if safe to do so.
- Do not tackle a fire unless it is to aid your escape from the building, or have undergone training for the safe use of fire extinguishers.

**PERSONS WITH SPECIFIC RESPONSIBILITIES SHOULD CARRY OUT THE DUTIES THAT HAVE BEEN ALLOCATED TO THEIR ROLE i.e. FIRE MARSHALL, PANEL OFFICER etc.**

### **Other Points**

ALL ALARMS ARE REAL AND MUST BE TREATED AS SUCH

WHICHEVER STAFF MEMBER ARRIVES AT EXIT DOORS FIRST, THEY MUST OPEN UP BOTH SIDES TO ALLOW FOR EASY ACCESS.

TEACHING STAFF SHOULD BE AWARE OF THE NEAREST EXIT TO THEIR ROOM AND BE ABLE TO COMMUNICATE THIS TO STUDENTS IN THE EVENT OF FIRE

### **Methods of alerting persons on site**

Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm.

- The fire alarms sound is continuous bell.
- If the fire alarm fails, persons within the building would be alerted to the need to evacuate the building by key staff vocally alerting all individuals in the school.
- Persons with hearing impairments are alerted by a member of staff as detailed in their individual PEEP.

### **Methods for communicating with the emergency services**

In the event of a confirmed or suspected fire nominated person to place a direct call to the fire service by dialling:

- 999 from an internal phone
- 999 from a mobile

Nominated persons are: Jo Seager (Site Manager), Anne Tookey, Glenfield Parish Council. The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has a fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started? i.e. *cooking, hot working, naked flame, arson.*

**Evacuation Controller** – Responsible for taking overall control of any emergency evacuation of the building/site and communicating with emergency services as required:

- Jo Seager
- Karen Wicks
- (in the event of the absence of both of the above Glenfield Parish Council Premises Officer, Lily Stanniforth-Walker

**Attendance Officer and Student Record Marshals (SRM)** – Responsible for collecting and inputting data of students register on site while maintaining Fire evacuation records .

- Jo Seager
- Karen Wicks
- (in the event of the absence of both of the above Glenfield Parish Council Premises Officer, Lily Stanniforth-Walker

**Visitors Records Marshals (VRM)** - Responsible for the collection of the Administration ,Visitors Log Book and delivering the to the Senior Assembly Point Controller.

- Jo Seager
- Karen Wicks
- (in the event of the absence of both of the above Glenfield Parish Council Premises Officer, Lily Stanniforth-Walker

NB The VRM Is responsible for the accounting of **ALL** visitors by checking the visitors log once evacuation is complete. Any missing visitors must be reported to the Senior assembly Point Controller ASAP

**Assembly Point Controller (APC)** – Responsible for the collection of the Fire evacuation records. On the collection of completed student registers **Assembly Point Controller (APC)** must then cross check registers against absentee's information held by **Student Records Marshals (SRM) and report any issues to the SAPC**

The **Senior APC (SAPC)** is responsible for completing the Fire Marshall checklist as each Fire Marshall confirms that their area has been swept.

#### **Senior APCs**

- Jo Seager
- Karen Wicks
- (in the event of the absence of both of the above Glenfield Parish Council Premises Officer, Lily Stanniforth-Walker

**Fire Marshals** – Responsible for assisting in the safe evacuation of the building by checking/sweeping with identified areas (i.e. toilets, stores and classrooms) within the building and to isolate all machinery, equipment and gas supplies prior to leaving the building (if safe to do so).

The Fire Marshal site plans and procedure will remain in the fire marshal base as identified on sweep plans. **Fire marshals are designated by occupancy of room not individual staff eg the teacher in room will be the fire marshal – whomever that is at the time of the alarm sounding.**

**Control Panel Officers** – Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.

**Control Panel Officers:**

Glenfield Parish Council Premises/Fire Officer.

**PEEP Staff** – All staff who have responsibilities for assisting students in an evacuation are identified in PEEPS. These plans are controlled and they ensure staff are available and are suitably trained.

- Jo Seager
- Karen Wicks
- (in the event of the absence of both of the above Glenfield Parish Council Premises Officer, Lily Stanniforth-Walker

#### **Procedure for Sweeping the Glenfield Annexe Site**

- The site will operate a 'sweep' policy in the event of fire.
- By checking every area, it can therefore be assumed that all adults and children have been evacuated.
- The site will be divided into key areas and the responsibility for checking each area will lie with staff members who are in specific rooms.
- The fire marshal procedure and high viz vests will remain in these rooms at all times.
  - Individual staff members are not assigned to reduce the complication of them teaching in an area on the other side of the school site and having to come back to carry out a full sweep.
- When carrying out a sweep, Fire Marshalls are reminded that they are looking for students and staff and should check all areas carefully including all toilet areas.
- In the event of the fire alarms being activated before school, break, lunch or after school, the responsibility for sweeping the site will be different as identified below
- Outside changing rooms (by a designated member of the PE department – to be decided on a daily basis) and outside toilets (by member of staff sweeping the R block) must also be checked

#### **Exam procedure**

For fire alarms during exam procedure, all students in examinations will have a separate assembly point (on the grass to the side of the car park). Students need to line up in silence otherwise the exam is compromised. Separate registers will be held in the exams. Before exams take place, students will need to have a run through of the fire procedure during exams



### **For evening activities (parents and visitors)**

At these times, any students or adults in the building will be guided to the assembly point by staff. There should be instructions given (ref fire evacuation procedures) at the beginning of the evening or on accompanying documentation.

All visitor badges should contain guidance ref evacuation procedures

Assembly points should be clearly labelled

### **Contractors**

Contractors must be made aware of the procedure and be signed into the visitors log

### **Whole site evacuation**

If the whole site is required to be evacuated whilst there are students on site, an arrangement is in place with Morrisons Supermarket to relocate to their premises.

Parents/carers will be advised of the situation by phone from Lorraine Gough or Anne Tookey.

### **Methods of communicating information relating to fire evacuation**

Teaching and support staff – Fire awareness training, communication of fire and emergency plan within staff meetings, fire drills, debriefs and a copy of the Fire and Emergency Plan will be made available via the Google Drive and Staff Handbook.

Fire Marshals – All staff designated as Fire Marshals will receive specific training in fire awareness and the safe use of extinguisher in order they fully understand their duties. They will also be made aware of the fire and emergency plan via the Google Drive and Staff Handbook. Fire drills and debriefs.

Shared users of site – Consultation in development of fire and emergency plan, communication of relevant information at staff meetings led by responsible manager.

General visitors – will be advised of the evacuation procedure when they sign in at reception.

Contractors – will be advised of the evacuation procedure when they sign in at reception.

### **Specific arrangements to be included within this area when building or refurbishment projects are being undertaken**

Building refurbishment works – Any minor building projects (Less than 30 days) will be risk assessed to identify safe working practices to be followed and the specific fire arrangements for staff and contractors. These specific requirements could be isolating smoke heads to prevent dust activating the building fire alarm system. Where any major building work is planned (over 30 days or 500 man hours) the Construction Design and Management Regulations will be followed by and a CDM Coordinator will be appointed to develop specific evacuation plans for contractors and operators within these areas.

Lettings – As part of letting agreement the fire and evacuation procedure will be issued to the operator along with emergency contact details.

Emergency services – Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information contained in the Fire Information Records.

## **High risk areas/activities**

Within the Glenfield Annexe areas/activities have been identified as high risk with regards to fire/emergency.

Main kitchen - staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.

Gas storage- Access to this area is restricted. There is a locked, high metal surrounding fence. Contractors who may need to access area are familiar with emergency shut-down procedures and are responsible for ensuring these are undertaken.

## **Useful contact names/numbers**

National Grid Gas/Electrical – 0800 111 999

Fire Control Centre – 0116 229 2000

Glenfield Parish Council- 0116 2312498 (Office manned from 8AM-4PM)

Emergency Contact 24hrs-07375918543/07375918542

## **Appendices**

**Appendix A** – Personal Emergency Evacuation Plan (PEEP)

**Appendix B** – Sweep Log

**Appendix C** – Debrief Sheet

## Appendix A.

### Personal Emergency Evacuation Plan: Assessment

#### Why this form is important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Disability Discrimination Act 1995, place duties on you to implement effective arrangements for access and emergency evacuation for employees, visitors and students. You should complete this form so that you may establish any particular needs a relevant person may have to enable them to safely evacuate the building. **This form is confidential**

<b>A</b>	<b>Administration Section</b>				
	Assessor:	Date:	Staff	Student	Visitor

<b>B</b>	<b>Assessment of risk for:</b>	
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<b>C</b>	<b>Description of duties or visit:</b>	
<b>D</b>	<b>Normal Place of Work:</b> (please highlight)	
	Main Site	Grounds

<b>E</b>			
	Yes	No	Don't Know
Would it help you if you were to be provided with a written emergency evacuation procedure?			
Do you require the emergency evacuation procedures to be provided in an alternative format e.g. BSL, Braille, tape, large print etc?			

Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?			
Do you have any problems hearing the fire alarm(s) provided in your place(s) of work/Learning?			
Would you experience any problems raising the alarm if you discovered a fire?			
Is anyone designated to assist you to get out in an emergency?			
Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?			
Do you find the stairs difficult to use?			
Are you dependent on a wheelchair for mobility?			
If you use a wheelchair would you have problems being able to transfer from your wheelchair without assistance?			
General Comments (to include any relevant information not already identified above)			

If you have ticked **“YES”** to any of the above then the Personal Emergency Evacuation Plan in Appendix A should also be completed

## Personal Emergency Evacuation Plan (PEEP)

This form should be completed for an employee, visitor or student who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and kept on file for audit purposes, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Employee
- Employee's department manager
- Facilities Manager Glenfield Parish Council

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur.

<b>A</b>	<b>Alarm System</b>	Yes	No
	Am I able to raise the alarm independently?		
If unable to raise the alarm independently please detail agreed alternative procedures.			

I am informed of an emergency evacuation by:	
Existing audible alarm system:	Vibrating pager:
Visual alarm system:	Other (please specify below):

<b>B</b>	Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

<b>C</b>	Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)
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<b>D</b>	Equipment Provided and its Location
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<b>E</b>	Safe Routes (description of the primary and secondary escape routes)
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A building layout plan should be attached to this form with routes clearly marked.	
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**PEEP DECLARATION**

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur.

<b>Date:</b>		<b>Name:</b>		<b>Signature:</b>			
<b>Date:</b>		<b>Assessor Name:</b>		<b>Position:</b>		<b>Signature:</b>	

Appendix B

<b>Sweeper Log</b>	Date :	Location: Glenfield Annexe	
Name of Assembly Point Controller: (person recording their results below)			
<b>Fire Marshal Plan:</b>	<b>Sweep Clear</b>		<b>Comments</b>
	Yes	No	
<b>1 Office</b>			
<b>2 Main Classroom</b>			
<b>3 Computer Suite</b>			
<b>4 - Medical Room</b>			
<b>5 – Female Toilets</b>			
<b>6 – Male Toilets</b>			
<b>Record here any students/staff/visitors known to be missing from the assembly point</b>			

Appendix C

<b>Debrief Sheet</b>	Date of Event:	Time of Event:	Time taken to evacuate:		
	Zone No.	Detector/Call Point No.			
Where the emergency services in attendance: (please tick)		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Reason for Fire Evacuation:					
All Fire Marshal Staff in attendance: (please tick)		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Sweep taken of all areas of the building: (please tick)		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Comments:					
Was the completion of the fire evacuation a success: (please tick)		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Comments:					

<b>Date:</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>	<b>Position:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>
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