

Local Procedure Title	Fire Precaution and Emergency Procedures
Site	Forest House
ECS Policy number and title	H&S 13 V10: Fire Safety
Local Procedure reference	24a
Local Procedure date	December 2018
Local Procedure review date	September 2019
Local Procedure Author(s)	J Wookey
Local Procedure Ratification	Checked and Approved by:

ADMINISTRATION STAFF / SLT WILL CALL THE FIRE BRIGADE

The Fire Authority has been notified, in writing, of the following details:-

- Location of Forest House
- Number of children on site
- Minimum and maximum ages of the young people
- Any physical impairment that would affect safety

All staff must make themselves familiar with the contents of this plan, attend fire training sessions as planned and complete the fire training element of the Health and Safety training FFG module.

All fabrics provided at Forest House are flame retardant, including curtains and upholstered furniture.

Smoke and heat detectors are situated throughout the building, in the event of a fire these will automatically set off the fire alarm system. Red fire boxes mounted on the walls throughout the building will activate the fire alarm system. The type in use:-

- Break Glass alarms located in communal areas with closed boxes. Pull open box and push button

Small fires may be tackled when it is considered safe to do so. Tackling a fire must not be attempted unless it is small enough to be put out with one extinguisher.

Fire exits are clearly marked.

The Senior Manager on duty will be responsible for running the fire plan with the assistance of other responsible persons.

The fire alarm is a continuous siren.

Any fob activated door will be released on the sounding of the alarm.

It is the responsibility of all staff to ensure the safety of themselves, the young people in their care and those with whom they work.

Staff should make themselves familiar with the following:-

Fire Procedure

If you discover a fire or you see or smell smoke **raise the alarm at once – do not hesitate**. Activate the nearest alarm by pressing. The administrator / senior management will call the fire brigade. Ask the operator for the fire service. The address is Priory Forest House, Forest Road, Narborough, Leicestershire, LE19 3EQ.

On hearing the fire alarm staff must ensure that all pupils and staff evacuate the building immediately using the shortest possible route. If possible close the windows and doors. Do not delay departure by gathering together personal belongings or 'irreplaceable' items.

The fire assembly area is at the top of the car park on the grass as signed.

A member of the administration team will collect the class registers, staff signing in book and visitors signing book and take a roll call of those present at the assembly point. Each class teacher will register their students and report to the Fire Officer or Marshall in charge. A spare set of master keys will also be taken to the assembly point.

If you are host to a visitor or contractor in the building you are responsible for ensuring that they are escorted safely from the building and that they go to the assembly point.

New block

If the fire alarm sounds in the new block only evacuation will be to the main school building.

If the main school alarm is sounding evacuation will be to the front of the school via the gate to the right side of the building – this has a code lock. **Code number: 8003**.

Staff, pupils and visitors will assemble at the entrance to the car park

An in/out signing sheet is situated in the Reception. On entering or leaving site all members of staff will please sign in and out. Each arrival and departure (such as lunch, a trip etc) should be recorded separately. Visitors will also be recorded.

A report of the roll call will be given to the Fire Officer (Paul Faulkner).

In the event of a known false alarm the Fire Officer will silence the alarm, reset the system and give the all clear before anyone is allowed back into the building.

If the Fire Brigade is in attendance everyone will wait until they have given the all clear before anyone is allowed back into the building. The Senior Fire Officer will advise on any further action.

The member of staff responsible for running the fire plan is to record information concerning the drill or alarm in the Fire Alarm Log record kept in the administration office.

Any outbreak of fire is reported to a member of the Management Team immediately.

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of the fire alarm call points within the premises and method of operation
- The location of fire fighting equipment within the premises and method of operation
- All escape routes within the premises
- The purpose of fire resisting doors and their locations within the premises
- Evacuation procedures for the premises and the location of the assembly point

Fire prevention and safety

- Should you consider that something or someone presents a fire risk within the premises report it at once to the management
- Do not leave large amounts of combustible materials around the workplace
- Do not obstruct ventilation grilles on electrical equipment
- Do not obstruct fire escapes, fire exits or any fire related equipment
- Observe the rules for using electrical equipment
- Never prop open a fire door

Never tackle a fire unless:

- You are sure you will not put your own safety or anyone else's at risk
- You know what is burning (e.g. is electricity involved?)
- You know how to use fire extinguishers

If fighting a fire:

- Access the size and type of fire
- Select the correct extinguisher
- Read the instructions and test operation
- Keep a safe means of escape
- Keep low to avoid heat and smoke
- Direct jet or nozzle at the base of the fire
- Ensure the fire is out

Staff are trained in fire safety, how to operate extinguishers and fire blankets, which extinguishers to use on electrical or fat fires, the importance of following the fire procedure and responding quickly to the alarm.

Fire drills are carried out regularly, once a term. The full fire procedure is to be followed (except for calling the fire brigade).

The fire warning system is tested each week.

Recording

A record is kept of the following events, noting the date, time and description of the occurrence, the duration and any hazards encountered. The Fire Log Book is kept in the Maintenance Managers Office.

Fire drill

- Alarm check office in
- Comments from the Fire Officer's reports
- Electrical equipment inspections
- Fire Extinguisher examination
- Location of firefighting appliances and warning devices

Plans showing the location of firefighting equipment break glasses and alarms are included in this procedure book.

Fire Officer	- Paul Faulkner
Fire Marshals	- Hannah Loomes
	- Emma Bursill
	- Stephen Canessa
	- Rachel Kerry
	- Daniel Morrison
	- Alison Marsden
	- Tracey Sidwell