

<b>Local Procedure Title</b>	<b>Fire Precaution and Emergency Procedures</b>
<b>Site</b>	<b>Progression House</b>
<b>ECS Policy number and title</b>	<b>H&amp;S 13 V10: Fire Safety</b>
<b>Local Procedure reference</b>	<b>24b</b>
<b>Local Procedure date</b>	<b>December 2018</b>
<b>Local Procedure review date</b>	<b>August 2019</b>
<b>Local Procedure Author(s)</b>	<b>J Wookey</b>
<b>Local Procedure Ratification</b>	<b>Checked and Approved by:</b>

**ADMINISTRATION STAFF / SLT WILL CALL THE FIRE BRIGADE**

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

- Location of Progression 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 Progression 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:-

- Push Button alarms located in communal areas. Lift Perspex lid and push button to activate alarm.

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.

**An in/out signing sheet is situated in the Reception. On entering or leaving site all members of staff, students 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.**

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 staff member in reception / senior management will call the fire brigade and ask the operator for the fire service. The address is Progression House, 39-41 Station Road, Hinckley, Leicestershire, LE10 1AP.

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 premises office, if on duty and if safe to do so, will check the fire panel to confirm which zone the fire is in.

The fire assembly area is located in the car park to the rear of the building.

**The staff member in reception 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. 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.

If there are no management on site, contact Sketchley management.

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

**If it is not a drill, students should be taken to Sainsbury's café by staff leaving a member of staff to wait for the fire brigade and parents are to be informed.**

A report of the roll call will be given to the Fire Officer (Timothy Hughes).

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:**

- Assess 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 fire fighting appliances and warning devices

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

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|---------------|------------------|
| Fire Officer  | - Timothy Hughes |
| Fire Marshals | - Leigh Boat     |
|               | - Elizabeth Goss |
|               | - Sarah Rastall  |
|               | - Melissa Cox    |
|               | - Lia Del Busso  |
|               | - Adam Render    |
|               | - Emma Bursill   |