



# Fire Policy

Reviewed	Date of Next Review	Responsibility
June 2024	June 2025	Principal

## Our Mission:

**'To enable students to live and work without barriers.'**

## Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together.
- **Compassion** – we act with trust, honesty, and kindness in everything we do.
- **Inclusion** – we treat each other fairly and with respect.
- **Innovation** – we encourage thoughtful, creative, and aspirational ideas.
- **Pride** – we encourage each other to be proud of who we are and what we do.

This policy relates to fire information across all aspects of the work of Fairfield Trust (FT) including the Fairfield Animal Centre (FAC) and The Weavers pub.

## **Fire Precautions**

All areas of the Trust are part of a Risk Assessment carried out annually.

Appropriate precautions against the risks presented by fire are taken across the whole organisation. Typically, these include fire extinguishers/alarm systems, smoke detectors and an evacuation procedure.

Fire drills are carried out termly (3 x per year) for the college, residential sites & FAC. A log is kept of all Fire Evacuation occurrences including the planned drills.

During term time, on each site there are designated Fire Marshals who work as part of the fire team, each with designated responsibilities as outlined in the Fire Evacuation Process (Appendix 1).

At weekends, all staff working in the public areas (animal centre & the pub) act as Fire Marshals, and they lead on evacuation procedures and the recording of any incidents.

In residential settings, all staff are responsible for ensuring evacuation of the properties. Personal Emergency Evacuation Plans (PEEPs) are in place for specifically named young people, in all properties.

There are staff across the college, residential areas and FAC, who have a designated role as fire marshals and receive full fire marshal training, which is refreshed every 3 years.

All other staff receive a generic fire safety briefing refreshed annually.

## **Fire Emergency Evacuation Plan**

We operate a simultaneous evacuation procedure; this means in the case of fire or suspected fire, everyone on site should react by making their way, via the nearest escape routes to the Fire Assembly Point.

In the unlikely event that a fire is detected in or near the area of a Fire Assembly Point, the Fire Marshal in charge of that area will advise of a temporary assembly point.

### **Action on hearing the fire alarm: -**

- Upon the sound of the fire alarm, everyone on site should leave the buildings by the nearest safe route as identified by fire exit signage and proceed to the designated Fire Assembly Point
- All staff should support students and members of the public to exit safely, advising them where their designated Fire Assembly Point is.
- Fire Marshals who will be identified by fluorescent waistcoats will assist to ensure that the building is clear and that everyone assembles at the appropriate Fire Assembly Point
- No one should re-enter any part of the site until the "all clear" approval is given. The only exception to this will be for Fire Marshals or the Emergency Services

### **Personal Emergency Evacuation Plan (PEEP)**

Personal Emergency Evacuation Plans are in place for specifically named students. All staff that work with these students should ensure that they are familiar with the contents of the PEEP, as they will be responsible for supporting the young person in the event of the fire alarm and evacuation.

### **Checking the buildings during an alarm: -**

Fire Marshals will sweep the buildings to check that everyone has evacuated. They will also confirm that all areas within the building are clear and that everyone is accounted for at the designated Fire Assembly Point. This information will be passed to the Lead Fire Safety Officer.

## Fire Assembly Points



We have designated assembly points on all sites, and everyone should make their way to and report to one of these as below.

- College canteen/Doggy Daycare - all staff and students from this area to the front assembly point in the public car park.
- Rest of college site – all staff, students, and visitors in all other areas to the rear assembly point next to the outdoor horse arena.
- FAC Café, Café Toilets, Animal Centre, Patio, Event Room & Boot Room - all staff, students, and members of the public from these areas to the front assembly point (A) in the public car park.
- FAC Kitchen & Back of House – all staff, students, and members of the public from this area to the area in front of the barn in the animal centre (D).
- The Weavers – all staff, customers, and students to the fire evacuation point, opposite the pub, across the road, next to High Street road sign.

It is vital that everyone remains in the area of the assembly points until confirmation that the building and external areas are safe.

Fire Marshals will

- insist that everyone stays in the areas until confirmation is given. No one should attempt to re-enter the building until the “all clear” approval has been given by the Lead Fire Officer.
- confirm all students and staff are accounted for.

### Calling Emergency Services

If a fire is detected, then the Fire Service will be called. A named Fire Marshal will undertake the responsibility of calling the Fire Service after instruction by the Lead Fire Officer. This Fire Marshal will be the main liaison with the Emergency Services and will await their arrival at the designated fire point.

### Lead Fire Officer

The Lead Fire Officer is responsible for ensuring that the Fire Emergency Evacuation Plan is effective and will remain as the person in charge in the event of an evacuation. A Fire Drill should be carried out termly (3 times a year). This drill process will be recorded within the Fire Safety Log and any action points noted and shared with the Fire Safety Team to ensure practice is improved if necessary.

### Testing the Fire Alarm

A weekly Fire Alarm Test will occur and will include the audible sound.

### Maintenance checks of Fire Equipment, Exits and Assembly Points

Regular routine checks will be carried out by the maintenance team, this will include checking all fire-related equipment, exits, exit routes, signage, and assembly points. These checks will be recorded in the Fire Safety Log.

The maintenance team will report any issues to the Lead Fire Officer.

Any member of staff noticing an issue with any Fire Safety Equipment or concerns relating to Fire Safety should inform a Fire Marshal or the Lead Fire Officer.

## **Fire Marshals**

Fire Marshals are responsible for:

- Checking general Fire Safety as they conduct their daily work.
- Ensuring and supporting colleagues to know the location of the fire alarm call points.
- Ensuring regular use of and passing checks of primary and secondary escape routes.
- Supporting the evacuation procedure to assist students, employees, and members of the public to nearest exits and Fire Assembly Points
- Confirming that designated areas of the buildings are clear, and everyone accounted for during an evacuation.

### **Fire Safety Team nominated staff: -**

Staff across all sites have nominated duties relating to Fire Safety and in the event of an alarm and evacuation situation. The person named as Deputy will undertake these duties if the staff member is off site for any reason.

Fire Marshals are responsible for ensuring that if they are off site at any point then a deputy is available to carry out their Fire Safety related duties.

BY ORDER OF THE BOARD

**Graeme Athey**  
**Principal**

June 2024

# Appendix 1

## Fire Emergency Evacuation Plan

### College Register & Fire Lists

- ✓ Registers are taken twice a day.
- ✓ Tutor takes the register at 9.00am and 1.00pm.
- ✓ Learners going to work experience, placement etc. are marked as W on register before departure.
- ✓ The registers close at 9.15am and 1.15pm to allow for Fire List to be generated.
- ✓ Late/absent learners followed up and recorded by Reception and Fire List updated.

### Action on hearing the fire alarm.

- Everyone to leave the buildings by the nearest safe route go to a Fire Assembly Point.
- Fire Marshalls will commence checking and sweep of building as part of the evacuation process confirm that all areas within the building are clear.
- No one should re-enter the building until instructed to do so.

### Fire Assembly Points

- We have one Fire Assembly Point in the rear college car park. There are numbered lining up points for tutor groups and a separate point for all other staff and visitors.
- Tutor groups will line up in silence. Photocards will be given out to all tutors. The Fire Marshalls will then check if all students/staff are present and correct.

### Tutor Groups Assembly Numbers

1. Abi
2. Amy
3. Caroline (Work Skills1)
4. Kerrie
5. Ed
6. Dee
7. Anne
8. Mary-Jane
9. Neil
10. Leann
11. Jess (Work Skills 2)
12. Robin & all other staff

### Personal Emergency Evacuation Plan (PEEP)

Some learners have a specific plan for evacuation as they are not able to follow the college's process. Tutors will need to be aware of specific needs.

### Calling Emergency Services

If there is a fire, the Lead Fire Officer will call the Fire Brigade. The Lead Fire Officer will meet the Fire Brigade at the front of the college.

### Fire Marshalls

Fire Marshalls are responsible for:

- Supporting the evacuation procedure.
- Confirming designated areas of the building are clear.

# Evacuation Procedure

## ALARM SOUNDS

1. Fire Marshalls collect radio and hi-vis and commence sweep and clear of building.
2. All staff, learners and visitors evacuated to the Fire Assembly Point.
3. Session tutors sweep their classroom and evacuate to rear Fire Assembly Point
4. Siobhan Perry leads roll call at rear Fire Assembly Point
5. Learners line up in tutor groups- next to assigned number at rear Fire Assembly Point.
  - a. Fire lists given out.
  - b. Question: are all your learners accounted for? Yes/No
  - c. Are all visitors/staff accounted for?
  - d. If not, commence secondary checks- signing out book, absence lists, daily briefing etc.
6. Site Manager or Deputy to check panel for location and confirm next steps; Decision to call Fire Brigade determined by Lead Fire Officer.
7. Nobody to re-enter until Fire Marshall gives 'all clear.'
8. Following evacuation: Note evacuation accordingly on SchoolPod/review process and PEEPS where needed.

Fire Safety Team Roles	
<b>Lead Fire Officer:</b>	<p><b>Graeme Athey</b> <b>Vicky Dunicliffe</b></p> <ul style="list-style-type: none"> <li>• Collect radio- evacuate.</li> <li>• Liaison with Fire Marshall and emergency services in the event of a fire.</li> <li>• Position self at college entrance in case of fire.</li> <li>• Coordinate emergency services if needed.</li> </ul>
<b>Fire Marshalls</b>	<p><b>Tutors-</b> grab walkie talkie, clear classroom, and close door- evacuate.</p> <p><b>Tamasin-</b>Sweep office corridor/Reception/Common Room.</p> <p><b>Fiona/Trolley-</b> Sweep Student Corridor, toilets, and Hub.</p> <p><b>Siobhan-</b> Hand out photocards/lead roll call lines 1/2/3/4</p> <p><b>Shelley-</b> lead roll call lines 5/6/7/8</p> <p><b>Vicki H-</b> lead roll call lines 9/10/11/12</p> <p><b>Darren-</b> Sweep office, check Canteen.</p> <p><b>Lindsay-</b> Sweep office, check Canteen. Supervise assessment students and confirm their evacuation.</p> <p><b>Kate/Sue -</b> Lead secondary checks for missing people with Reception.</p> <p><b>Lauraine/Liz-</b> collect radio, 1 x grab bag, and tray from Reception. Support with secondary checks for missing people.</p> <p><b>Rupert Hughes</b></p> <ul style="list-style-type: none"> <li>• Check panel for location and visual confirmation of situation to Lead Fire Officer.</li> <li>• Lead alarm functions in the event of a fire alarm to include alarm re set, building checks</li> </ul>