

## **SOUTH BANK UNIVERSITY ACADEMY**

### **Fire Safety and Evacuation Policy and Procedures**

#### **Introduction**

The Regulatory Reform (Fire Safety) Order (RRFSO) places the responsibility for fire safety in the workplace on the employer. The University Engineering Academy South Bank Fire Safety and Evacuation Policy and Procedures detail how the Academy will implement this policy and identifies responsible persons as defined within the legislation.

#### **Aim**

The Academy is committed to the provision of a healthy and safe working and learning environment as determined by the Health & Safety Policy.

The Academy shall have in place procedures which will ensure the safe and swift exit of anyone in an emergency from a building which is owned or controlled by the Academy.

In the event of fire, the safety of life shall over-ride all other considerations.

In accordance with the Regulatory Reform (Fire Safety) Order, appropriate precautions and equipment will be in place to:

- Prevent fires
- Detect fires should they arise
- Pre-plan, train staff & practice fire drills
- Appoint & train fire wardens
- Maintain fire detection and firefighting equipment.

#### **Fire and Emergency Procedure**

Proper fire precautions are designed to minimise the spread of fire within buildings, thus protecting all people who use the buildings in normal and emergency situations.

#### **Assessment of Fire Risk**

The main tool for management of fire risk within the Academy will be risk assessment. Fire Safety Procedure will identify:

- Staff responsible for implementation of the fire risk assessment.
- The method and frequency of the assessment.

## Roles and Responsibilities

### List of Key Personnel & Roles

Role	Name
Principal	John Taylor
Operations Manager/Emergency Coordinator	Jason Philipsz
Facilities Manager/Deputy Emergency Coordinator	Nacer Rezig
Receptionist/Administrator	Natasha Padmore

### Fire Wardens

Name
Jason Badu
Dorraine Robinson
Ronke Okeya
Akeem Edwards
Marisa Ferguson

### **Principal**

As the *Responsible person*, as designated in the Regulatory Reform (Fire Safety) Order 2005, responsibilities are:

- Take such general fire precautions to ensure the safety of staff, students and others
- Ensure a suitable and sufficient risk assessment relating to fire precautions is made, recorded and reviewed as necessary
- Ensure arrangements for and implementation of preventative and protective precautions
- Appoint competent person(s) to assist
- Provide information and training regarding fire precautions staff, young workers, visitors, students and others
- Co-operate and co-ordinate with other responsible persons in shared workplaces

### **Vice Principal**

Responsible for assisting the Principal in execution of duties under the Regulatory Reform (Fire Safety) Order 2005 and deputising as necessary.

### **Trust Business Manager**

- Engaging Fire Consultant
- Implementing Property & Environment fire precaution requirements
- Assist the Director of Property & Environment in the duties above
- Liaising with Fire Consultant
- Keep up to date with legislation & disseminate information as necessary
- Co-ordinate fire wardens
- Scheduling and ensuring completion of fire drills
- Audit fire arrangements
- Arrange fire warden training
- Assist with general staff familiarisation and training sessions
- Review fire procedures and circulate
- Provide fire procedure details in relevant Academy documents such as Fire Safety Booklets, visitor's book, splash page, staff familiarisation induction.

### **Fire Consultant (External Consultant)**

- Carry out suitable and sufficient fire risk assessments on Academy grounds
- Provide action plan with priorities
- Advise as required on refurbishments & new build projects
- Provide advice via telephone
- Advise Academy of any changes in legislation and any actions necessary.

### **Operations Manager**

- Assist the Trust Business Manager in the duties above
- Ensure firefighting equipment maintained & tested
- Ensure detection system maintained and tested
- Ensure alarm system maintained & tested
- Ensure monitoring system are fully functional

- Ensure emergency lighting maintained & tested
- Ensure fire signs provided and maintained
- Ensure gas systems maintained and tested
- Ensure Electrical systems maintained & tested (PAT/fixed)
- Control of Contractors particularly hot work
- Liaison with Fire authority
- Local Exhaust Ventilation (LEV) maintained & tested
- Grounds maintenance & waste removal.

### **All Managers**

Within their areas:

- Assist with the nomination of fire wardens
- Ensure LEV, portable appliances and other equipment is maintained and tested
- Maintain good housekeeping standards
- Ensure escape routes kept clear, fire doors kept shut
- Report defects to Academy Business Manager as required
- Help ensure firefighting equipment is not misused
- Control hot work
- Uphold no smoking policy
- Ensure staff receive necessary fire training.

### **Fire Wardens**

- Direct staff and students to stairways in order to maintain orderly evacuation.
- Check that all rooms and toilets etc. in their designated area have been evacuated.
- If anyone remains in the building because of injury or disablement, advise the Facilities Manager of the numbers and exact location.
- Guard doors during incident to prevent re-entry to building.
- Duties do not include firefighting unless specific training has been given.
- Direct persons to assembly points
- Assist with return to building or relocation to a safe place
- Feedback any issues to the Academy Business Manager.

### **All Staff**

- Take reasonable care of themselves and others
- Co-operate with the Academy to enable employer duties to be complied with
- Report any serious or immediate danger. Report any matter which may represent a shortcoming in fire protection arrangements.

## **ACTION TO BE TAKEN IN CASE OF FIRE**

**(During normal Academy hours 08:00-16:00)**

### **All teachers and staff**

#### **If You Discover a Fire**

On discovery of a fire, sound the alarm by pressing one of the break glass callpoints. This will automatically sound the alarm.

#### **On Hearing the Alarm**

Except for those in authority evacuate in complete silence. **DO NOT** use lifts.

Site staff will locate the nearest fire panel and forward the relevant information to the Fire Brigade.

- On hearing the alarm evacuate the building by the nearest exit. Each class will move in single file under the direction of the teacher.
- Do not run under any circumstances.
- If it is safe to do so, electrical appliances should be switched off and unplugged. Doors and windows, where applicable, should be closed before vacating your area.
- Under no circumstances must any person return to collect their personal belongings from another area.
- On fire evacuation, the maglocks to the gates on Dawes Street and Trafalgar Street fail safe open. This will allow evacuation through fire exits to the street and back in to the assembly point in the playground. Once the fire alarm system is reset, the maglocks reactivate and the premises team will check all external entrances.

**Each class will leave the building by the nearest FIRE EXIT**

**The Assembly point is: In the main playground**

## Evacuation Procedure

- Persons in the vicinity **who are competent to use extinguishers** should attack the fire with the extinguishers, provided if it is safe to do so. Only use an extinguisher if you have been trained to do so. Do not put yourself at risk.
- It is the primary duty of teachers to ensure their students evacuate the building.
- **Do not re-enter the building until instructed to do so.**
- Teachers will accompany the group that they are teaching to the Assembly point, ensuring the students remain calm and walk at all times.
- Fire Wardens will carry out a final sweep within their area to ensure it has been evacuated and cleared.
- Academy support staff will conduct their own roll call.
- When a completed roll is taken by each area, the register will be returned to the Emergency Coordinator.
- Any contractors on site will report to the Site Premises staff at the front of the building.

### Procedure for evacuation of students taking exams

The Exams Officer will instruct invigilators to go to the main assembly point and a register will be taken and returned to the Emergency Coordinator.

### Procedure for evacuation of mobility challenged people

On Ground Floor:

Mobility challenged people should be evacuated with others in their area and escorted to the designated safety refuge point.

On First/Second/Third Floor:

The teacher is responsible for making sure any mobility challenged students in their class get to the designated safety refuge point.

Students who cannot use the stairs but are capable of transferring or being transferred, **without lifting problems**, into the fire evacuation chairs, should do so. Evacuation of these students will be carried out by two trained evacuation chair staff.

**The Emergency Coordinator must ensure that the premises satisfy all requirements for the safety of personnel before re-occupation of the building takes place**

## **Fire evacuation in the lunch hour**

In the event of a fire evacuation during the break/lunch hour, staff on the Academy site will undertake duties as per standard fire drill procedures.

### **Duties of Site Staff**

In the event of a fire evacuation during break/lunch hour site staff on the Academy grounds will undertake duties as per standard fire drill procedures.