Fire safety procedure

Review date: October 2020
Responsible Manager (s): Health and Safety Manager

Applicable to Staff: Yes
Accessible to Students: Yes
Accessible to general public: Yes
(including clients)

Contents

1   Policy statement

B&FC recognises and accepts its responsibilities in respect of fire safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the Regulatory Reform (Fire Safety) Order 2005 and all other relevant fire safety regulations through regular mandatory training and the application of the fire safety procedures.

2. Fire prevention and detection

The College has various fire detection systems in place across all its sites. The main function of the fire detection systems in place is to protect life by ensuring building occupants are made aware that they need to evacuate the buildings as soon as fire or smoke is detected. This includes manual call points, automatic fire detection, appropriately positioned sounders, emergency lighting and clear fire evacuation signs.

2.1 Fire risk assessments

The Director of Capital Projects and Infrastructure is responsible for management of the fire risk assessments. This includes:

- Ensuring that fire risk assessments have been completed for all premises whether owned or leased by B&FC.
- Ensuring that copies of the assessments are up to date and available to view on the campus where the building is situated and that a hard copy summary is available for the fire service in the grab bag at each site. This must include location of significant hazards, isolation points for services and information form the assessment that could be required in a fire situation.
- That any significant findings have been recorded and where identified completed and communicated to relevant employees.
- Undertaking an annual review of the assessments or, additional reviews, following any significant change to the structure, use or circumstances of the premises which could affect the findings of the initial assessment.

2.2 Maintenance and documented checks

Responsibilities and frequencies for documented or visual checks covering fire prevention, detection and fire extinguishing systems are listed below:

Maintenance check	Documented or visual	Frequency	Responsibility
Fire doors	Documented	Monthly	Campus Services Manager
Fire exits including gates	Visual	Daily	Campus Services Manager
Fire extinguisher locations and servicing	Documented	Monthly location check Annual service	Campus Services Manager
Evacuation chair monthly maintenance	Documented	Monthly inspection	Monthly -Campus Services Manager

Maintenance check	Documented or visual	Frequency	Responsibility
		Annual service	Annual – Health and Safety Manager
Emergency lighting and illuminated emergency exit signage	Documented	Monthly inspection Annual service	Monthly - Campus Services Manager Annual – Buildings Services Manager
Fire alarms & call points and visual fire alerts where audible alarms are not in operation	Documented	Weekly in rotation 1 building/week/site Annual service	Campus Services Manager
Servicing of fire lifts	Documented	Monthly service on a rolling program	Buildings Services Manager
Dry risers and Hydrants	Documented	Annual	Buildings Services Manager
Fire signage non electrical	Visual	6 Monthly	Campus Services Manager
Deaf alert pagers	Documented	Annual	Campus Services Manager checks are also completed by reception prior to issue
Fire drills	Documented	6 monthly in each building	Campus Services Manager
Fire curtains	Documented	Annual	Buildings Services Manager

3 Training and information

3.1 Employees

Basic training is provided initially at induction for all employees. This is followed up by mandatory fire evacuation training which must be completed within 12 weeks of an individual's start date. Refresher training is completed annually as part of the annual online health and safety update training. It is the responsibility of the individual to complete the training within the given time frame.

Additional training will be provided by B&FC for specific identified tasks. These are listed below:

1. Fire Marshal training.
2. Fire Warden training to include specific information on documented checks or maintenance schedules and specific evacuation procedures
    i. Fire lift operation
    ii. Utility safety shut off procedures
    iii. Evacuation chair training

      iv.   Solar panel isolation and locations
      v.   Fire panel operation
      vi.   Fire extinguisher

3. Reception staff training to include:
      i.   Fire panel operation
      ii.   Refuge point calls
      iii.   Procedures for communicating with the monitoring centre (System on watch)
      iv.   Procedures to follow when the system is off watch
      v.   Procedures for contacting the Fire Service

3.2 Students

Information on fire safety and fire evacuation procedures is provided to students at induction by their Curriculum area and it is the responsibility of the Head of Curriculum to ensure this is completed. The information given is also made available on Moodle within the student guide.

3.3 Visitors

Information is provided to visitors at reception as they sign in. This explains the actions to be taken if the fire alarm sounds.

3.4 Contractors

The contractor's induction covers evacuation information, and expectations of B&FC in the management of planned work which could impact on evacuations or the integrity of fire systems. It is the responsibility of the Director of Capital Projects and Infrastructure to oversee the management of this process.

4. Roles, responsibilities and procedures for fire evacuation

In the event of a fire alarm activation it is the responsibility of every member of B&FC to ensure that they evacuate the building. All employees must have undertaken fire evacuation assistant training and new employees are required to complete this within their first 12 weeks of employment.

Fire evacuation assistants (All employees not involved in other fire evacuation duties) are responsible for:

- Assisting the evacuation of the area they are working in.
- Checking the areas, they pass to ensure full evacuation has occurred. These checks should include all locations that are easily accessible such as toilets or unlocked store areas.
- Reporting relevant information to the fire marshal. This includes the location of people at refuge points, the cause of any activation and the location if known.

4.1 Actions for all staff if the fire alarm sounds or on discovery of a fire

If a fire is discovered or smoke detected:

1. If the alarm has not already been triggered, trigger or designate someone to activate the first call point they come across on their exit route by raising the cover, if one is fitted, and pushing the plastic screen.

2. Employees should not attempt to tackle a fire, without being competent to do so and having received suitable training, unless their escape route is compromised and use of an extinguisher will facilitate the evacuation. Employees should also not attempt to tackle a fire if they are on their own, the fire is spreading rapidly, the level of smoke is rising, or the escape route may be compromised by staying.

If the fire alarm is activated all Employees must:

1. Ensure all occupants leave the area in an orderly manner and do not stop to collect personal belongings

2. Check the areas passed whilst exiting the building to ensure everyone have evacuated. These checks should include all locations that are easily assessable such as washrooms or unlocked store areas

3. Report any relevant information to the Fire Warden at the assembly point including the location of the fire, the state of clearance of the area you have evacuated, and the presence of any persons at designated refuge points.

4. When exiting the building ensure that students and visitors do not congregate at the exit of the building but move to the nearest assembly point.

5. Do not return to the building until the all clear has been given by the Fire Warden or the emergency services.

6. Whilst waiting for the all clear assist the Fire Warden by ensuring the students and visitors waiting with you do so in an orderly manner and report any issues to the fire marshal.

7. Employees may be asked to undertake an active role in the management of students and visitors or traffic by the Fire Warden.

4.2 Roles and responsibilities

Fire Marshal
(Campus Services Manager/Estates Supervisors/Health and Safety Team/ Duty coordinator or other designated members of staff)

The fire marshal is responsible for:
- Reporting to reception when the fire alarm sounds and coordinating all other roles via radio.
- Deploying the fire wardens as required and taking the final decision about re-entry to the building if the fire service has not been called.

- Instructing the monitoring service through the reception team.
- Retrieving the grab bag held on reception.

The Campus Services Manager is responsible for managing the rota for the role of Fire Marshal at Bispham and UC. The designated on site manager is responsible for the rota at every other site. The Fire Marshall on duty is named behind reception at each site.

The Campus Services Manager is responsible for managing the rota for the role of Fire Warden.

Fire Wardens

(Campus Services Manager/ Estates Supervisors or operatives / Duty Manager or duty coordinator/ plus nominated employees as required)

The fire wardens are responsible for:

- Reporting to the Fire Marshal and deploying, as required, to assist with evacuating, managing the assembly point and anyone evacuating form the building or investigating the cause of the activation.
- Communicating with the Fire Marshal.
- Coordinating the evacuation of individuals or groups from the refuge points
- Noting all areas that have been declared clear as employees exit the building and checking or passing information onto the fire service and the incident controller about areas that may still be occupied.
- Managing traffic with the help of the Estates and security teams and ensuring the fire service are directed to the correct location.
- Making the decision to relocate from the assembly point if it is no longer deemed safe

Reception duties

Reception are responsible for:
- Communicating with the monitoring centre and the Fire Marshal whilst the validity of the event is confirmed.
- Monitoring calls from the refuge points and passing relevant information to the fire marshal.
- Calling the fire service as directed by the fire marshal if the alarm system is off watch or in the event of no contact by the monitoring centre.
- Calling the fire service to advise them they can stand down if an alarm is found to be false after the fire service has been deployed.

When the fire alarm sounds reception must give priority to the evacuation over reception duties.

4.6 Additional assistance

During office hours' employees in selected areas can be asked to deploy to assist with the evacuation by staffing exits to prevent re-entry to the building. These employees will be selected from office areas that are permanently manned during office hours.

4.7 Procedures for exams

Procedures for exams will be determined through risk assessment as the management of the evacuation will be dependent on the nature of the exams and the number of participants. The Head of Student Administration oversees the exams procedures and will liaise with the Campus Services Manager and the Health and Safety Manager when large numbers of students are involved and on a case by case basis where exams would be compromised by an evacuation.

5. linked policies and procedures

7.1 – Fire safety policy
7.2 – Health and safety policy
7.3 – Completion of PEEP's (Personal emergency evacuation plans)

6. Impact assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date:	☐ New or ☒ Revision Please tick as appropriate Expected Implementation Date: October 2018 What is the review date? October 2020
Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	All Equality and Diversity characteristics may be impacted upon. The risk of not considering the needs of all characteristics would affect B&FC's ability to ensure the safety of all persons directly or indirectly who are affected by the organisations activities and prevent B&FC from being compliant with its legal duties under current health and safety legislation.
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☒ Yes ☐ No Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☒ Yes ☐ No Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Evidence is available through the minutes of both the Health and Safety Working group and the Health and Safety Committee and the bi-annual health and safety reports which are reviewed by the Board. Monitoring of ongoing health and safety performance is ensured by regular review of policies and procedures and the inclusion of risk management on the accompanying impact assessment.
Is this policy of a high/medium or low risk?	☐ High ☐ Medium ☒ Low