

# Fire Policy.VI.5

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<u>Next review date:</u>	<u>August 2026</u>
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## **Aim**

It is the overall aim of The Clover Learning Community to minimise the risks to students and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

## **Fire safety management**

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with JCH Safety Ltd (service level agreement provider) on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety Logbook is kept up to date and accessible

## **Fire procedures**

Notices displaying the fire procedures are displayed at each fire alarm call point. See Fire Procedures for most up to date procedures.



## **Persons responsible for fire safety –**

Responsible Person:	Jadie Wardle (Head of Centre)  The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))
Competent person: JCH Safety Ltd.	Jonathan Hegarty B.A. (Hons) CMIOSH SIIRSM AiFireE JCH Safety Ltd www.jchsafety.co.uk
Fire safety training, induction and revision	Responsible person
Fire risk assessments	Competent person
Fire drills	Responsible person
Updating of logbook / recording	Responsible person
Checks on call points	Responsible person
Checks on emergency lighting	Responsible person
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person to ensure <b>BTS Ltd</b> Check the fire alarm systems bi-annually and AtoZ Services service fire extinguisher equipment annually

## Fire safety training

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire-fighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

### In addition:

- All staff will undertake online Basic Fire Awareness Training provided by JCH Safety Ltd.
- Fire Marshals will undertake online Fire Marshal Training every two years.
- All agency staff to be given fire procedure information with induction pack

- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Logbook located in the office.

### Fire Risk Assessment appraisal

This will be carried out on a bi-annual basis by the competent person: JCH Safety Ltd.

All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

### Evacuation Drills

The procedure for emergency evacuation is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the front reception area. Fire drills are executed by the responsible person via this panel.

Evacuation drills will be carried out a **minimum** of 6 monthly.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

### Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff	Jadie Wardle (Head of Centre)	Most senior person in section
Evacuation of students	Learning mentors	Learning support assistant
Collection of registers and staff/ visitor signing in book/ sheets	Head of Centre	Deputy Head of Centre
Collection of learning community phone	Head of Centre	Deputy Head of Centre
Checking of toilets	Responsible Person	Deputy Fire Marshal
Checking rooms	Fire Marshal	Deputy Fire Marshal
Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Head of Centre	Deputy Head of Centre

In general, all staff and students will assemble at the agreed assembly point (**carpark behind the garden area**), unless the source of the fire makes this impossible. Responsible Person will

immediately do a head count and call the register. Absentees will immediately be reported to the Responsible Person.

### **Fire Doors and exits**

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

### **Follow up to evacuation drills**

Drills must be recorded in the Fire Safety Logbook. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the health and safety consultant, JCH Safety Ltd. will periodically check the Fire Safety Logbook and the evacuation schedule.

### **Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in the office, in the reception and in the staff toilet.

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>
Fire alarm	weekly	Checking indicator light each morning
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Annually	Servicing/ Battery test
Emergency lighting – Function test	annually	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers	Annual service plan	Service (extended service)

Records for these tests are kept in the Fire Safety Logbook located in the office.

## Disabled students/members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

## Fire Procedure

In accordance with the fire procedure, a fire plan has been devised.

See below;

Action on discovering a fire	<ul style="list-style-type: none"><li>• Raise the attention of others by sounding the fire alarm.</li><li>• Evacuate all occupants according to fire procedure.</li><li>• On hearing the unscheduled alarm, Head or next in charge to call 999, ask for Fire service stating fire at: Clover Learning Community, Executive House, Mill Lane, Blaby, Leicestershire. LE8 4FG</li><li>• Notify a senior manager as soon as possible and give precise details about fire.</li><li>• Use fire-fighting equipment only if necessary to make your escape.</li></ul>
What to do if the fire alarm  Sounds	<ul style="list-style-type: none"><li>• Follow fire procedure and evacuate all occupants to the assembly point.</li><li>• Admin staff to collect registers, signing in book and phone</li><li>• Ensure all windows and doors are closed.</li><li>• All areas to be checked for occupants.</li><li>• Keep silent to ensure instructions from the Manager can be heard</li></ul>
Liaison with Emergency Services	On arrival the emergency services will require the following information: <ul style="list-style-type: none"><li>• Where is the fire located? – give site map</li><li>• What does the fire involve?</li><li>• Are all persons evacuated from the building?</li></ul>
Escape routes and fire exit  Use	<ul style="list-style-type: none"><li>• Means for escape routes are checked daily.</li><li>• Doors currently without thumb screws or quick release handles must be <b>unlocked</b> while in use</li><li>• Staff must be aware of alternative routes.</li></ul>
Fire-fighting equipment use	<ul style="list-style-type: none"><li>• Fire-fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire-fighting.</li></ul>
Responsibilities and duties  to assist in case of fire	<ul style="list-style-type: none"><li>• All persons have a responsibility to ensure the building is evacuated immediately. Safety of all occupants is our priority at all times</li><li>• Once evacuation complete fire procedure to be put into place</li></ul>