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CAMBRIDGE

Fire Safety Policy

2021/2022

ABBHEY COLLEGE CAMBRIDGE

Fire Safety Policy

Abbey College Cambridge

The ACC Senior Leadership Team are responsible for this policy:

Julian Davies, Principal

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Mike Corbett, Director of Operations

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	Mike Corbett	June 2021
Approved by SLT and Published:		June 2021
Next Review:	Mike Corbett	June 2022

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

Introduction

The College aims to put in place management structures and working practices that provide proper control of the Fire hazards arising from the College’s activities. The College undertakes:

- To consult with staff, students and others on matters affecting Fire hazards.
- To provide information and guidance for staff, students, visitors, contractors and other people.
- To ensure that staff and students understand and are ready to act upon their responsibilities.
- To review and revise this policy statement at intervals of not more than 12 months.

Corporate responsibilities

Management responsibilities	
Overall and final responsibility for Fire Safety policy and practice	Mark Hanley-Browne Chief Executive, Alpha Plus Group
Day-to-day responsibility	Julian Davies Principal, Abbey College Cambridge
Delegated day-to-day responsibility	Jenny Maskell Site Manager, Abbey College Cambridge

Abbey College Cambridge Fire Committee		
Jenny Maskell Committee members are per the Health and Safety Committee: See Appendix 1	Fire Officer	Chair

The Fire Team for each building is displayed on notice boards in all staff rooms, and available to all staff at [See Appendix 2](#)

Organisation

It is the duty of the Principal to appoint a Fire Officer who is also a member of the Health and Safety Committee. It is the duty of the Principal to ensure that the College’s Fire Officer publishes a robust Fire Plan that is practised at defined intervals.

Fire Safety Policy

It is the duty of the Principal to establish a Health & Safety at Work Committee and to ensure that the College's Health & Safety at Work Officer publishes a robust Health & Safety Policy and that the Policy is carried out. It is the duty of the Fire Officer to ensure that the Fire Plan and Fire Orders are consistent with the College's Health & Safety Policy and Contingency Plan.

College Fire Officer, College Health & Safety Officer and College First Aid Officer

The Site Manager is the College's Fire Officer, Health & Safety Officer and First Aid Officer and assisted by the Operations Director as required.

Fire Wardens and other posts

It is the duty of the Principal to appoint Fire Wardens, Assembly Point Coordinators and First Aiders for each building. It is the duty of the Fire Wardens, Assembly Point Coordinators and First Aiders to assist the Fire Officer.

Training

It is the duty of the Principal to ensure that the Fire Officer has received training in Fire & Security, First Aid and the general and statutory provisions of Health & Safety at Work legislation. It is the duty of the Principal to ensure that all staff receive Fire Awareness training. It is the duty of the Principal to ensure that the building Fire Wardens, Assembly Point Coordinators and First Aiders are trained in their duties.

Briefing and Instruction

It is the duty of the Principal to ensure that all new staff and new students are briefed in detail on their responsibilities with respect to Fire or other Immediate Threat to Security. It is the duty of the Principal to ensure that all staff, students, visitors and contractors are routinely briefed on the College's Fire Procedures and College Lockdown Policy. Fire Notices are to be displayed on the walls and on notice boards in all rooms and general areas of each of the College's teaching buildings.

Individual responsibilities

All staff and students have a responsibility for their personal safety and the safety of others. It is the duty of the person who discovers an emergency to respond to that

emergency without delay. It is the duty of the person who discovers an emergency to warn the other occupants of the building.

All staff and students undertake:

- To co-operate on all Fire, Health & Safety and First Aid matters.
- To take care of their own health and safety and to use practices and equipment provided to safeguard the health and safety of others.
- To report matters of concern to the College Fire Officer or Fire Committee.
- To familiarise themselves with the College's Fire procedures.
- To familiarise themselves with the Fire Safety procedures laid down in:
 - The College's Staff Handbook.
 - The College's Student Handbook.
 - The Fire, First Aid and Health & Safety notices displayed throughout the College.

Review

The College's Fire Safety policy is available to all staff and students. The Fire Committee is to meet annually to review Fire hazards and to take steps to minimise the risks.

Consultation with employees

Consultation with employees is to take place annually as an agenda item at a general staff meeting.

Management of Risk

The College's Risk Register addresses areas of risk that impact on the Fire Safety of staff, students and other persons, together with the risk reduction and mitigating measures the College has put into effect.

The College has an effective system of risk assessment and risk reduction that identifies and seeks to reduce the risk to staff and students from inherent hazards in the College's buildings, activities or grounds.

Fire Safety Risk Assessment

Fire Safety 2000 Ltd has been contracted by the Alpha Plus Group to undertake Fire Safety Risk Assessments of the College's activities, buildings and equipment. The Executive Head of Property, Alpha Plus Group Ltd, is responsible for ensuring that the action required is implemented and for checking that the action taken has removed

or reduced the risks. The Principal will approve the action required to eliminate or control the risks.

Fire Extinguishers

Chubb Ltd has been contracted by the Alpha Plus Group to inspect and to service the College's fire extinguishers. The Executive Head of Property, Alpha Plus Group Ltd, is responsible for ensuring that the action required is implemented and for checking that the action taken has removed or reduced the risks. The Principal will approve the action required to eliminate or control the risks.

Fire Alarms & Emergency Lighting

The Alarm Company and Cromwell Fire have been contracted by the Alpha Plus Group to inspect and service the fire alarms and emergency lighting in the College's buildings. The Executive Head of Property, Alpha Plus Group Ltd, is responsible for ensuring that the action required is implemented and for checking that the action taken has removed or reduced the risks. The Principal will approve the action required to eliminate or control the risks.

Fire Drills

A fire drill is to be conducted in each building at least once per term. The Fire Officer will arrange and execute the fire drills. It is the duty of all building occupants to evacuate the building in accordance with the directions given in this policy statement. It is the duty of the Fire Officer to maintain a record of all drills. In the event of a fire evacuation not initiated by a drill, this will then remove the need for any further drills in that building during that term.

Testing of Fire Alarms & Emergency Lighting

The College's Fire Alarms and Emergency Lights are to be tested in accordance with statutory requirements. The Alarm Company and Cromwell Fire are responsible for carrying out the periodic, statutory checks of the fire alarm and emergency lighting.

The caretakers are responsible for carrying out the weekly statutory checks of the fire alarm in the College buildings. It is the duty of the caretakers to maintain a record of all checks.

Response to Fire or other Immediate Threat to Security

- It is the duty of the person who discovers the emergency to respond to that emergency without delay.
- The authority to invoke the emergency egress of a building in response to a Fire or other Immediate Threat to Security is vested in the person who discovers the emergency.
- No authority needs to be sought.
- Promulgation of the decision is the responsibility of the person who discovers the emergency.

Site evacuation brought about by Fire or other Immediate Threat to Security

- The authority to evacuate a building in response to a Fire or other Immediate Threat to Security is vested in the person who discovers the emergency.
- It is the duty of the person who discovers the emergency to warn the other occupants of the building.
- The signal for evacuation is given by a combination of Fire Alarm and Voice.
- The evacuation of a building is conducted according to the routinely practised Fire Drills, irrespective of whether the required egress is the consequence of Fire or other Immediate Threat to Security.
- The Fire Wardens take charge of the egress.
- Where the fire alarm is not directly monitored by a monitoring company, the Fire Wardens call the Fire Brigade during the evacuation when it is safe to do so.
- The occupants of the building assemble at the designated assembly point for the building(s) concerned.
- The Assembly Point Coordinator ensures all visitors remain at the Assembly Point.
- The Assembly Point Coordinator informs the Fire Officer of any persons known to have been in the building when the alarm was sounded who are not at the Assembly Point.
- The Fire Officer is the key point of contact with the Emergency Services once they have arrived.
- The Principal or Director of Operations will decide if the incident needs to be reported to Head Office, wider stakeholders and, if necessary, the APG PR company to handle the media as per the Media Policy.
- It is the duty of the College's Fire Officer to ensure that the Fire Wardens are properly trained.

Examples of when immediate egress is necessary

- Fire or Suspicion of Fire.
- Spillage of dangerous chemicals in a college laboratory.

- Major fault in the electrical supplies to a building.
- Flood

General mobilisation of safety, first aid or evacuation-assistance teams

- The Building Fire Wardens and First Aid Teams are deployed in all cases of evacuation brought about by Fire or other Immediate Threat to Security.
- The mobilisation of the First Aid Teams occurs automatically, in parallel with the deployment of the Fire Teams.
- The business of the First Aid Teams is routinely practised at the same time as the routinely practised Fire Drills, irrespective of whether the required egress is the consequence of Fire or other Immediate Threat to Security.
- It is the duty of the College's Fire Officer to ensure that the Fire Teams are properly trained.
- It is the duty of the College's Health & Safety at Work Officer to ensure that the First Aid Teams are properly trained.
- The College has an evacuation-assistance team, appointed by the Fire Officer. [See Appendix 2.](#)

Mobilisation of first aid teams consequent upon injury or illness

- The First Aid Teams are deployed in all cases of injury or illness.
- It is the duty of the person who discovers the injury or illness to summon assistance from the First Aid Teams.

Site evacuation brought about by Fire or other Immediate Threat to Security

- It is the duty of the Fire Wardens to account for all personnel in the building at the time of egress.
- The Fire Wardens are assisted in this task as follows:
 - For students: House masters and tutors within each house
 - For staff: Assembly Point Coordinator;
 - For visitors and contractors: Assembly Point Coordinator and the Reception staff.

Brief to be delivered to all staff and students

It is the duty of all staff and students to familiarise themselves with the emergency signage posted in each building.

Fire Safety Policy

- Ensure you have an understanding of your nearest fire exit and fire exit routes within the building you are working. This may not be the route you usually use for general access/exit routes.
- Ensure you know the Fire Assembly Point for the building so you can direct others as you evacuate.
- If you discover a fire you should immediately raise the alarm by breaking the glass on a red fire call point situated near each exit on each floor of the building.
- Ensure all students, staff and visitors evacuate your immediate area. Fire Wardens will also sweep the whole building.
- If possible, as you evacuate ensure all doors and windows are closed behind you. This will slow the spread of smoke, fire and will help protect the escape route.
- Evacuate calmly, but quickly – do not take any belongings with you.
- Once at the Assembly point you must take direction from the Assembly Point Co-ordinator who will be wearing a yellow hi-visibility top. If you have noted any problems on your evacuation, please report this immediately to the Assembly Point Co-ordinator.
- At the Assembly Point, staff and students go to their designated house area. Athena and Neptune are on the grass area, Zeus and Jupiter are at the end closest to Harrison Drive, Hera and Juno next, and then Apollo closest to the Fire Assembly Point. Once there, please ensure the students remain quiet and organised.
- Ensure the safety of those around you. Keep students, staff, and visitors off roads as much as possible. Divert traffic if required – this is for protection and also to allow the Emergency Services free access.
- Do not leave the Assembly point until directed by the Fire Team or the Emergency Services. You may be asked to assist during the evacuation.
- Do not re-enter the building until directed by the Fire Team or the Emergency Services.

Caught in Smoke

Do not try to run through smoke. If you encounter smoke, either turn back and escape through an alternate escape route, or crawl along the floor to escape (smoke rises) and use the Emergency Lights to guide you.

Use of Fire Extinguishers

Fire extinguishers should only be used to enable occupants to exit a building if their exit is blocked by a fire. They are not to be used to attempt to extinguish a fire if all building occupants have exited.

Location of Fire Exits, Fire Call Points, Fire Extinguishers and Fire Assembly Points
[See Appendix 3.](#)

Appendix 1

H&S Committee Members
Jenny Maskell
Julian Davies
Valerie Whyborn
Jo Wexler
Stephanie Stafford
Dawn Kent
Helen Winter
Louis Ling
Sarah Webb
Alison Bignell
Carolyn Dunn
Simon Fry
Erica Botha
Kim Willmott
Phil White
Daniel Gabbittas
Elisha Reid
Sian Beeston
Lucy Hart
Ben Coomber

Appendix 2

Abbey College, Cambridge - Fire Team

Fire Team, Homerton Gardens – <u>Block A</u> 9.00am-5.00pm Monday-Friday Term Time		
General	Jenny Maskell	Fire Officer
	Mike Corbett	Sub-Fire Officer
	John Menzies	Assembly Point Co-ordinator
	David Shah	Assembly Point Co-ordinator
	Elisha Reid	Assembly Point Co-ordinator
5th Floor	Stephanie Stafford	Fire Warden
4th & 5th Floor	Erica Botha	Fire Warden
	Zsanett Veres	Fire Warden
	Victoria Robeson	Fire Warden
	Mary Woodruff	Fire Warden
	Carolyn Dunn	Fire Warden
	Kim Willmott	<i>First Aid Team</i> /Fire Warden
3rd Floor	Robert Stuart	Fire Warden
	Jo Wexler	Fire Warden
	Matthew Taylor	Fire Warden
2nd Floor	James Norton	Fire Warden
	Neil Mackenzie	Fire Warden
	Richard Stott	Fire Warden
1st Floor	Serena O'Connor	Fire Warden
	Patrick Williams	Fire Warden
	Alison MacDonald	Fire Warden
	Allan Smith	Fire Warden
Grd Floor		
	Catering	Fire Warden
	Valerie Whyborn	<i>First Aid Team</i> /Fire Warden
	House Parents on Duty	Fire Warden

Abbey College, Cambridge - Fire Team

Fire Safety Policy

Fire Team, Homerton Gardens – <u>Block B</u>		
9.00am-5.00pm Monday-Friday Term Time		
General	Jenny Maskell	Fire Officer
	Mike Corbett	Sub-Fire Officer
	John Menzies	Assembly Point Co-ordinator
	David Shah	Assembly Point Co-ordinator
	Elisha Reid	Assembly Point Co-ordinator
2nd Floor	Ed Davidson	Fire Warden
	John Morgan	Fire Warden
	Laura Senior	Fire Warden
	Nick Holmes	Fire Warden
1st & Grd Floor	Mike Oswell	Fire Warden
	John Hughes	Fire Warden
	Bill Gilthorpe	Fire Warden
FIRE EVACUATION –ASSISTANCE TEAM	Mike Corbett Jenny Maskell Jan Brylewski Wal Wesolowski Security	

<p>Fire Team, Homerton Gardens – <u>Block A & B</u> 5.00pm-9.00am Monday-Friday and All Weekends 24/7 Term Times</p>		
	<ul style="list-style-type: none"> - All Staff on Duty, taking Club/Gym Activity - Security 	Fire Warden/Assembly Point Co-ordinator
	The Duty Staff Rota is the responsibility of the Director of Boarding and is held by all Pastoral Staff.	

Abbey College, Cambridge - Fire Team

<p>Fire Team - <u>Purbeck House</u> 24/7 - All Times</p>		
	<ul style="list-style-type: none"> - All Pastoral Duty Staff as per Rota - All Staff living on site and visiting site - CRM staff on Site 	Fire Warden/Assembly Point Co-Ordinator
	The Duty Staff Rota is the responsibility of the Director of Boarding and is held by all Pastoral Staff.	

<p>Fire Team - <u>Tripes</u> 24/7 - All Times</p>		
	<ul style="list-style-type: none"> - All Pastoral Duty Staff as per Rota - All Staff living on site and visiting site - Flagship staff on site 	Fire Warden/Assembly Point Co-Ordinator
	The Duty Staff Rota is the responsibility of the Director of Boarding and is held by all Pastoral Staff.	

Fire Team – <u>Orchard House</u> 24/7 - All Times	
- All Pastoral Duty Staff as per Rota - All Staff Living and visiting Site	Fire Warden/Assembly Point Co-Ordinator
	The Duty Staff Rota is the responsibility of the Director of Boarding and is held by all Pastoral Staff.

Appendix 3

FIRE ASSEMBLY POINT		Outside Cookery School/NEC building	
Block A			
Floor	Fire Exits	Call Points	Fire Extinguishers
Ground	<ul style="list-style-type: none"> ▪ Reception main doors ▪ Main hall ▪ Reception lobby ▪ Base of stairwell one ▪ Undercroft back door ▪ Base of stairwell two ▪ Dining Area ▪ Base of stairwell three 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	Corridors and fire exit routes
First	<ul style="list-style-type: none"> ▪ Stairwell 1 – Education ▪ Stairwell 2 – Accommodation ▪ Stairwell 3 – Accommodation 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	
Second	<ul style="list-style-type: none"> ▪ Stairwell 1 – Education ▪ Stairwell 2 – Accommodation ▪ Stairwell 3 - Accommodation 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	
Third	<ul style="list-style-type: none"> ▪ Stairwell 1 – Education ▪ Stairwell 2 – Accommodation ▪ Stairwell 3 - Accommodation 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	
Fourth	<ul style="list-style-type: none"> ▪ Stairwell 1 – Offices ▪ Stairwell 2 – Accommodation ▪ Stairwell 3 - Accommodation 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	
Fifth	<ul style="list-style-type: none"> ▪ Stairwell 1 – Accommodation ▪ Stairwell 2 – Accommodation 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	

FIRE ASSEMBLY POINT		Outside Cookery School/NEC building	
Block B			
Floor	Fire Exits	Call Points	Fire Extinguishers
Ground	<ul style="list-style-type: none"> ▪ Main entrance doors 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	Corridors and fire exit routes

Fire Safety Policy

First	<ul style="list-style-type: none"> ▪ Stairwell 1 ▪ Stairwell 2 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	
Second	<ul style="list-style-type: none"> ▪ Stairwell 1 ▪ Stairwell 2 	<ul style="list-style-type: none"> ▪ Located at each fire exit point 	

Purbeck Road			
FIRE ASSEMBLY POINT		Outside Cookery School/NEC building	
Floor	Fire Exits	Call Points	Fire Extinguishers
All Floors	<ul style="list-style-type: none"> ▪ Each exit level 	<ul style="list-style-type: none"> ▪ Each exit level 	Corridors and fire exit routes

Tripes Court			
FIRE ASSEMBLY POINT		Homerton Street, opposite Tripes	
Floor	Fire Exits	Call Points	Fire Extinguishers
All Floors	<ul style="list-style-type: none"> ▪ Each exit level 	<ul style="list-style-type: none"> ▪ Each exit level 	Corridors and fire exit routes

Orchard House			
FIRE ASSEMBLY POINT		Grass Area to front of building	
Floor	Fire Exits	Call Points	Fire Extinguishers
All Floors	<ul style="list-style-type: none"> ▪ Each exit level 	<ul style="list-style-type: none"> ▪ Each exit level 	Corridors and fire exit routes