

Fire and Evacuation Procedures

Primary person responsible for updates to this policy: Chris Randell

Job title: Principal

Last review date: October 2021

Next review date: July 2022

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers.

Fire and Evacuation Procedures and Risk Assessments

Alpha Plus is responsible for ensuring the fire risk assessment is undertaken and implemented. Abbey College is responsible for organising at least two fire practices a year at the Cheapside premises.

The implementing of fire evacuation drills at Clydsdale House is the responsibility of Almero Student and the Director of Accommodation. The minimum requirement is two per year at least one of which is organised at the most appropriate time to involve the majority of students.

Our methods of sharing fire safety information:

All students undertake a fire walk as part of their induction both at college and at Clydsdale House.

All new staff will be provided with training on our fire evacuation procedure as part of their induction. Subsequent training will include the termly fire drill, feedback from fire drills and any relevant fire safety updates via email notification and briefings. This may be expanded upon in staff CPD days in September and January as required.

Fire safety information is shared with visitors and contractors via signs around the college and their Visitor/Contractor badges, which have information on the fire evacuation procedures on the reverse of the badge. Contractors are also requested to read through a 'Site Induction' which contains information on our fire evacuation procedures.

In the Homestay, the host is responsible for ensuring fire safety procedures are followed.

Some key areas of risk include:

- Asbestos
- Chemicals
- Confined spaces
- Display screens
- Electricity
- Falling objects
- Fire and explosion
- Manual handling of dangerous or heavy substances
- Medication
- Noise
- Passive smoking
- Slips, trips and falls

Stress

- Temperatures
- Traffic

Violence to staff
Work equipment
Work-related arm disorders
Working alone
Working at heights
Working environment

Maintenance systems

There are daily checks by our Health and Safety Officer on the following:

- Fire extinguishers (which are inspected annually by Chubb Fire & Security Ltd, a BAFE registered company)
- Fire exits/escape routes
- Emergency lighting (visual check)

The fire safety signs/notices are checked monthly by our Health and Safety Officer.

The fire alarm is tested weekly by our maintenance contractor and annually by Alert Fire and Security, a BAFE registered company.

There are monthly checks by our maintenance contractor on the following:

- Emergency lighting
- Dry Risers

The emergency lighting is tested for compliance with current recommendations half yearly by an electrical contractor, currently TJ Warr Electrical.

There is 'preventative maintenance' on our fire alarm and smoke/heat detectors every six months by Alert Fire and Security.

Portable Appliance Testing at Abbey College Manchester and our student accommodation is completed annually by PAT Safe Ltd.

There is a Minor Electrical Installation inspection (requirements for electrical installations BS7671) approximately every five years which is organised by PP Projects.

The annual Fire Risk Assessment for Abbey College is completed by Keith Simmons G.I.FireE (Fire Safety 2000)

The annual Fire Risk Assessment for Clydsdale House House is organised by Almero Student.

The annual gas installation report is currently completed by Commercial Installations, a Gas Safe registered company.

The fume cupboard in the Chemistry Laboratory is currently inspected annually by Fumetec Ltd, a ISO 9001 registered company.

Records of checks and certificates are kept in reception and on the Alpha Plus Group Maintenance Sharepoint.

Fire Wardens:

In term time the following members of staff are nominally responsible to check the classrooms on their designated level have been evacuated (the toilets on floors 5 to 1 will be checked by one of the Lab Technicians (PW/LH):

- Name(s) of 1st Floor Fire Warden:-MJ/MC/RJ/JS
- Name(s) of 2nd Floor Fire Warden:-GB/DD/LR/RL
- Name(s) of 3rd Floor Fire Warden:-MLe/LD/SP/DP
- Name(s) of 4th Floor Fire Warden:-CR/MS/FH/NW
- Name(s) of 5th Floor Fire Warden:-JuM/PK/PW/LH/AW

The Basement and Ground Floor Warden’s will check the classrooms, offices and toilets on their designated floors:

- Basement Fire Warden:- MW (Marc A in her absence)
- Name(s) of Ground Floor Fire Warden:-IS/KS/ KB

Fire Marshal Details:

Those trained in the use of fire extinguishers:

Staff member	Training Course Title	Renewal Date
PW	Fire Marshal	07 January 2023
JS	Fire Marshal	07 January 2023
LH	Fire Marshal	30 November 2023

Fire Evacuation Procedures

1. On Discovering a Fire:

- a. Raise the alarm by pressing the nearest ‘break glass’ point (if the alarm has not yet been activated) and alert people nearby by shouting “FIRE”. Admin staff will fully open the front door (time permitting).
- b. Staff trained in using a fire extinguisher (*see above*) may attempt to extinguish the fire by using fire- fighting equipment if the situation is safe to do so. Make sure that the fire will not impede your escape route.
- c. If the fire gets out of control, close the door and leave the area by following the evacuation procedure (*see wall notices*)
- d. Disabled exit: Anyone disabled will take lessons on the ground floor only. This will include students who are immobile due to being on crutches.

Fire Wardens should inform the incident Controller (Chris Randell or in his absence a member of SLT) at the assembly area that their level is clear.

However, if you are not present on your designated floor please do not return to that floor as all members of staff have a responsibility to check each floor is clear of students. In the holidays, staff are responsible for any students who they have brought into the college for lessons or to study. Whoever is on a floor should check that floor is clear.

1. On Hearing The Fire Alarm:

- a. Evacuate the building by the nearest available staircase/exit. Leave all belongings. Close the doors behind you. There are exit stairs at both ends of the corridor. **DO NOT** use the lifts.
- b. Teaching Staff who are in lesson should make a mental note of who is not in lesson if possible: Teachers and the study teacher should head count their class as they leave the room and then count them in line on Pall Mall. If anyone is missing they should alert the incident controller (Chris Randell or in his absence a member of SLT).
- c. Be considerate: walk in an orderly manner to the assembly area, do not run. All staff to encourage orderly movement from their floor. Fire Marshalls will wear a yellow vest and will guide the students from the building and across the road on Cheapside. The Fire Marshalls are as follows:

On Cheapside: KB/Student Services staff/Reception staff

On the corner on Cheapside (by Sports Direct): CN

By Fire Door at side of building: MA (MA or person in his absence to tell first person to exit the side fire exit to open the gate in the ginnel)

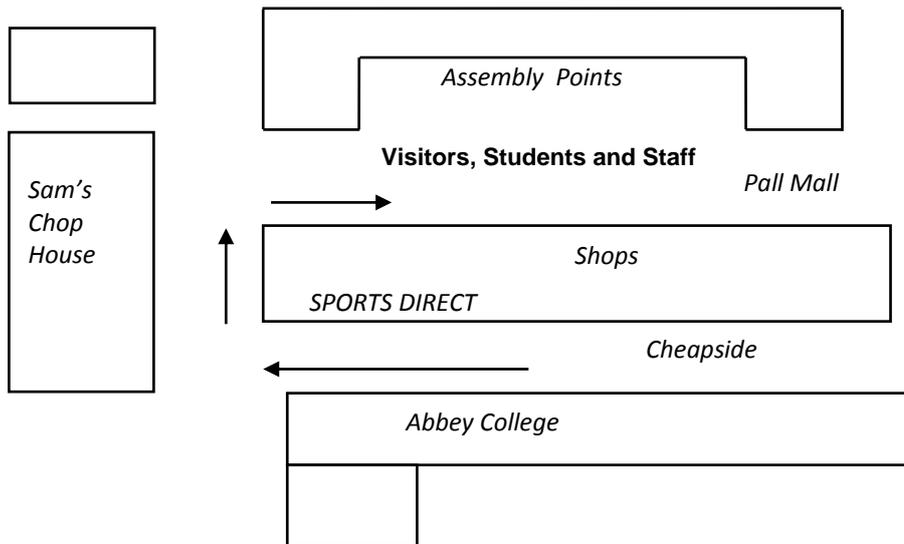
KB or in his absence MA will take the Student Signing In book along with the Chapel Pass. The Fire Marshal with the Student Signing In book should stand with the Incident Controller (Chris Randell or in his absence a member of SLT) at the assembly area.

Fire Safety at the Chapel

Staff should be familiar with the fire procedure at the Chapel which is as follows: If the fire bell rings staff and students must congregate at the back door of the chapel and wait until the Fire Marshall gives permission to re-enter the building. The Fire Marshalls at the Chapel are the Chapel Keeper and the Minister. In case of neither of them being on the premises the Fire Warden for the Chapel is the Fire Warden from the Observatory Offices next door; the two buildings are linked and if the alarm goes off in the Chapel it will go off in the Observatory. The Fire Marshall from the Observatory will be recognizable as he will be wearing a high Visibility jacket. If it is safe to return to the Chapel, do so under instruction from the Fire Marshall. If not, bring the students back to Cheapside and into the college. There is a First Aid Box located in the kitchen on the ground floor.

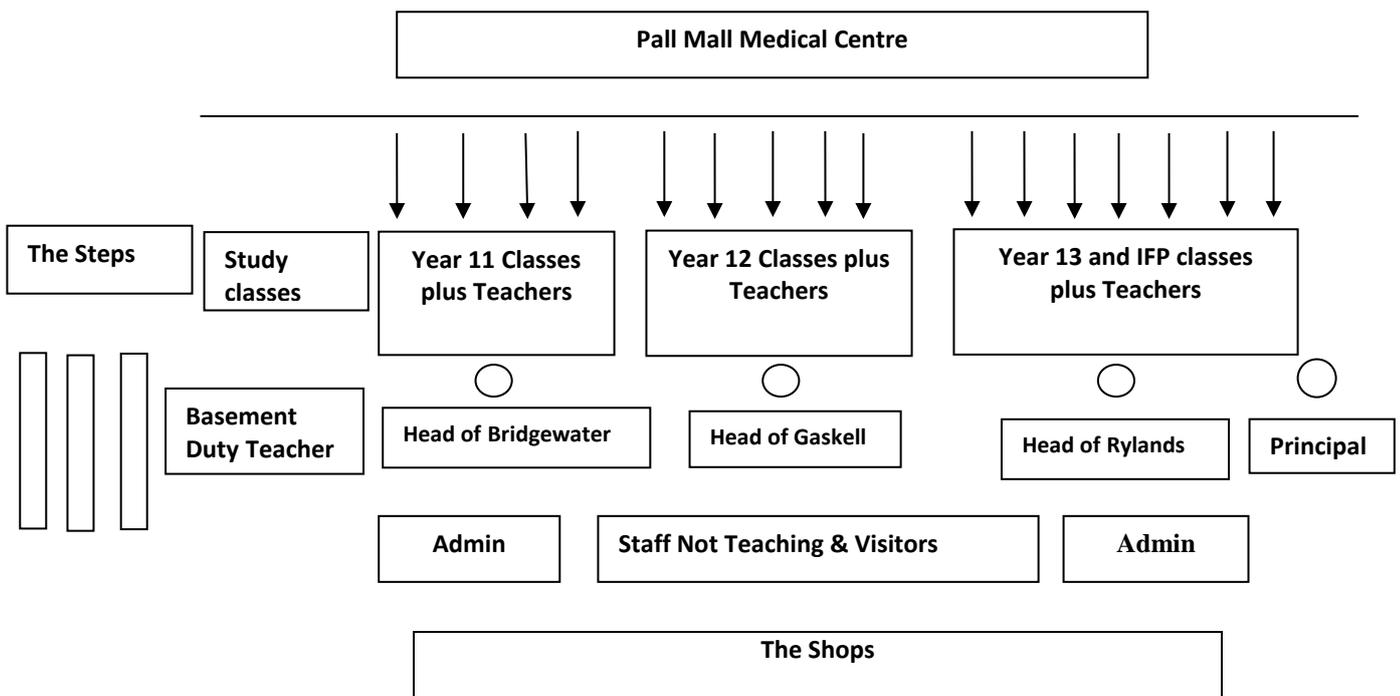
- d. The assembly area is The Mall opposite the row of shops. Each class should form an orderly line with the teacher at the head in the designated year group area. Students on study periods should stand in line with the Study Teacher. Students on a free period should stand in an orderly line and a teacher will be designated to stand with them. **Visitors** report to an administrator who will have the Visitor book.

The assembly area is the footpath opposite the row of shops as shown:



DO NOT RETURN TO THE BUILDING UNTIL CLEARANCE IS GIVEN BY THE PRINCIPAL

Places to stand during a Fire drill or Fire alarm



- e. Staff must register the students in their class and pass information of who is absent and present to HHs (including the name of anyone missing who had been in lesson) then return and stay with students. HHs are to report to the Principal via the Admin Team, if necessary, who is present and absent.
- f. The Principal will liaise with the Fire Wardens to determine whether the alarm is false or whether they should attempt to put the fire out.
- g. The Principal will call the Fire Brigade.
- h. The Principal will liaise with the person covering reception at the front door as a point of contact for the Fire Brigade. Students arriving at college during the alarm will be sent to the assembly area.
- i. The Admin Team should liaise outside Sports Direct.
- j. Do not return into the building until the Principal gives clearance.
- k. In the absence of Key staff, please note the following;

Usual Staff	In their Absence
Principal	Deputy or Assistant Principal
Assistant Principal	Deputy or Assistant Principal
Head of Bridgewater Head of Gaskell	Assistant HoH
Head of Rylands	Assistant HoH

- l. Staff must have already familiarised themselves with the route of exit via both fire escapes from the building to the street.
 - 2. Caught in Smoke
 - a. If you are caught in smoke on your way out, crawl to escape.
 - b. Do Not try to run through smoke. If you encounter smoke, turn back and escape through an alternate escape route.

Security Gates:

In event of a fire alarm being sounded in the building the Security Gates will automatically open. The Gates are directly linked to the buildings fire panel, ensuring reliability in case of fire.

Power Cut:

In the event of a power outage the motors that control the gates opening/closing disengage so the gates can be simply pushed into the open position. Once a power connection is re-established the gates will cycle through their normal procedures, and then resume their previous state (I.E: Closed or Open)

The following is the Fire evacuation procedure for Clydsdale House House.

ANY PERSON DISCOVERING A FIRE

- Raise the alarm within your immediate area
 - Leave by the nearest safe exit
- Operate the manual call point at the final exit

ON HEARING THE FIRE ALARM

- Leave the building following the exit signs by the nearest safe exit route
 - Close all doors behind you
 - Report to the assembly point – TBA
- Ensure that the emergency services have been called using the '999' system

Do Not
take risks or stop to collect belongings

Do Not
return to the building for any reason until authorised to do so

Do Not
use the lift

Residents who require assistance e.g. due to having walking difficulties proceed to the refuges which are situated in the fire exit stairwells. Site staff can be contacted using the communications equipment at the refuge point.