



**Fire Safety Policy**

**2019/20**

# General

1.1. CANTO Learning, hereby referred to as ‘the College’, is a responsible employer that takes its fire safety duties seriously. For that reason this policy has been formulated to help the College comply with its legal obligations to staff, students and visitors under the Regulatory Reform (Fire Safety) Order 2005, hereby referred to as ‘the Order’.

The College is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other persons who may be affected by its activities.

1.2. This policy addresses our obligation under The Order that requires the College to:

1. Develop a policy to minimize the risks associated with fire
2. Reduce the risk of an outbreak of fire
3. Reduce the risk of the spread of fire
4. Provide a means of escape
5. Demonstrate preventive action
6. Maintain documentation and records in respect of fire safety management

1.3. This fire safety policy also forms part of the College's general health and safety policy.

# The Responsible Person

2.1. The College has appointed a responsible person who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto College property and of anyone not on the premises but who may be affected.

2.2. The body appointed as the responsible person is: Benjamin Byrne.

2.3. The responsible body must ensure that competent persons carry out Fire Safety Risk Assessments (see Section 9, below).

# Fire marshals

3.1. The College's Fire Marshal is appointed to identify fire hazards within the premises. The Fire Marshal will report any hazards to the appropriate person.

3.2. The appointed Fire Marshal is: BB.

3.3 The Marshal will:

1. Make contact with the Northamptonshire Fire and Rescue Service
2. Assist in evacuations
3. Provide essential information to the Northamptonshire Fire and Rescue Service

# Competent Persons

4.1 The College will appoint competent persons to carry out the following duties:

1. Carry out risk assessments
2. Advise Fire Marshals
3. Assist with fire drills
   1. The competent persons include the Responsible person stated above, Haydn Dear, the work placement coach, all Job Coaches.
   2. A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for nominated competent persons.

# Documentation & Records

5.1. The College documents and keeps records to prove that we have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time upon request, unless otherwise stated:

1. This fire safety policy
2. Fire evacuation procedures
3. Copies of all risk assessments
4. Records of all fire training
5. A record of all fire drills (at least four per year) listing all evacuation times, name check times and any other comments.
6. Records of weekly tests of fire alarms and auto-release doors.
7. Record of annual inspection and testing of all firefighting equipment
8. Records of periodic tests of emergency lighting
9. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
10. Records of any unwanted alarm activations and action taken and pass information on for action where appropriate

# Duties of the Staff

6.1. ('Staff' includes all employees, Trustees and volunteers of the College)

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. Staff are also expected to co-operate fully in complying with any procedures that the College may introduce as a measure to protect their safety and well-being, and the safety of students and visitors.

6.2. The following staff members have specific responsible for ensuring the emergency exits are unobstructed daily:

|  |  |
| --- | --- |
| Unlocking Emergency Exits | |
| Staff room + Green zone north | SB |
| Green zone south | HD |
| Green zone central | SH |
| Purple Zone | ZL; BB |

6.3 The following staff are responsible for clearing the specified zones within the building and reporting this to the appointed Fire Marshal at the designated fire assembly point:

|  |  |
| --- | --- |
| Clearing the Building | |
| Green Zone | NH; DT (HD cover) |
| Blue Zone | AO; LR |
| Yellow Zone | SH; TW |
| Orange Zone | LS; SB |
| Silver Zone | HD; TM |
| Purple Zone (ground floor) | ZL; JS |
| Purple Zone (first floor) | BB; CD |

# Communication

7.1. The College will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and will consult with employees on all matters of the fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.

7.2. The College will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

# Procedures

8.1. The College has introduced the following procedures in order to maintain high standards of fire safety:

8.2. The fire evacuation procedures will be practiced at least four times annually.

1. In the event of an evacuation, all persons, including students, staff, visitors, contractors or other guests, will need to exit the building and make their way to the meeting point at the edge of the car park as signposted.
2. Students will need to form a line behind the post corresponding the colour of their keyworker zone. It is the responsibility of keyworkers to ensure students know where to go and how to conduct themselves during an evacuation. Staff will be given a register of students for each zone to complete.
3. Administrative staff will ensure all visitors, contractors, staff and other guests are accounted for.
4. All unaccounted for individuals should be reported to the Fire Marshal without delay along with the last known location of the individual(s).
5. All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours as far as reasonably possible (e.g. any evening staff may be required to attend during the day).
6. It is College policy that the Fire Warden, BB, will be trained in the use of fire extinguishers. Other staff will be given training or instruction in the operation of firefighting equipment as appropriate.
7. All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
8. Firefighting equipment will be provided. In general this means fire extinguishers, but additional provision of fire blankets may be made where deemed appropriate by the findings of a risk assessment.
9. All fire related equipment will be regularly serviced and maintained by Churches Fire Security Ltd. If any member of the College notices defective or missing equipment, they must report it to a competent person.
10. All available solutions to fire prevention will be examined by the College and innovative practices and equipment will be adopted as appropriate.
11. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
12. Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
13. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. All staff are required to ensure that any fire door provided remains closed at all times other than excluding automatic release doors.
14. Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
15. In the event of a total failure of the fire detection/alarm systems occurs students, staff, visitors and any other person on the premises will be directed to the canteen pending assessment of the situation. An engineer may be called to rectify the fault if required. If the fault cannot be rectified the college may need to close until the fire detection/alarm systems can be reinstated.
16. Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers and to indicate the emergency exit routes.
17. In the normal course of their work, housekeeping staff will make it their business to ensure that students, staff, visitors and other users of the College premises keep exits and walkways clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.
18. This policy will be included as part of the terms and conditions of employment. Failure to co-operate may be treated as a disciplinary matter.

# Risk Assessments

9.1. Following the training of the competent person, that persons shall make, record, review and, where applicable, revise the Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or a change of use.

9.2. The Fire Safety Risk Assessments must take into consideration everyone who may enter the premises, whether they are employees, students, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with additional needs.

9.3. All staff have a duty to identify all potential or actual hazards and to make this information available to those who carry out the risk assessments.

9.4. A 'five step' approach will be taken as follows:

Step 1 Identify potential fire hazards in the workplace.

Step 2 Decide who might be in danger, in the event of a fire, within the workplace or while trying to escape from it and note their location.

Step 3 Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).

Step 4 Record findings and details of the action taken as a result.

Step 5 Keep the assessment under review and revise it when necessary.

9.5 This policy statement will be regularly reviewed and updated as necessary.

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