



# Fairfield Farm College

## Fire Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P038	New	June 2019	Principal

To provide young people with opportunities to be successful and make a positive contribution within their community.

Fairfield Farm Trust (a registered charity) provides flexible residential, day and weekend courses for students covering independence, vocational, communication and work based experience training. Fairfield Farm College is a Specialist College for students with learning disabilities. We offer opportunities for training in farming, horticulture, catering, equine & stable management, independence skills, customer service and office based skills.

This policy relates to fire information across all aspects of the work of Fairfield Farm College (FFC).

## **Fire Precautions**

All buildings on the main college site are part of a full Fire Risk Assessment, which is carried out by an independent contractor every 3-years.

All residential buildings are part of a full Fire Risk Assessment carried out by an independent contractor annually.

Appropriate precautions against the risks presented by fire are taken across the whole organisation. Typically, these include; fire extinguishers/alarm systems, smoke detectors and defined evacuation procedure (Fire Action Notices).

Fire drills are carried out termly (3 times per year) for the college and residential sites. A log is kept of all Fire Evacuation occurrences including the planned drills.

On the college site there are designated Fire Marshals who work as part of the fire team. The Fire Marshals work in line with the Fire Emergency Evacuation Procedure; they lead the evacuation and checking process in the event of an alarm that occurs Monday to Friday. They also offer advice and training to all other staff.

At weekends, all staff on the college site working in the public areas (café, shop and Post Office) act as Fire Marshals and they lead on evacuation procedure and the recording of an incident.

In the residential settings, all staff are responsible for ensuring evacuation of the property as defined within the Residential Fire Emergency Evacuation Plan (FEPP)

All staff across the college and residential areas with a designated role as fire marshal receive full fire marshal training, which is refreshed every three years.

All other college staff receive a generic fire safety briefing refreshed every two years.

## **Fire Emergency Evacuation Plan (College site)**

We operate a **simultaneous evacuation procedure**, this means in the case of fire or suspected fire, everyone on site should react to the warning signal given (the alarm) at the same time by making their way, via the nearest escape routes, to a place of safety (Fire Assembly Point) away from the premises.

In the unlikely event that a fire is detected in or near the area of a Fire Assembly Point, the Fire Marshal in charge of that area will advise of a temporary assembly point.

## Action on hearing the fire alarm

- Upon the sound of the fire alarm, everyone on site should leave the buildings by the nearest safe route as identified by fire exit signage and proceed to the designated Fire Assembly Point
- All staff should support students and members of the public to exit safely advising them where their designated Fire Assembly Point is
- Fire Marshals who will be identified by fluorescent waistcoats will assist to ensure that the building is clear and that everyone assembles at the appropriate Fire Assembly Point
- **No one should not re-enter any part of the site until the "all clear" approval is given. The only exception to this will be for Fire Marshals or the Emergency Services**

## Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plans are in place for specific named students. All staff that work with these students should ensure that they are familiar with the contents of the PEEP, as they will be responsible for supporting the student in the event of the fire alarm and evacuation.

The PEEP may also identify a refuge point if appropriate. The refuge point can be used as a safe resting place or as a place to wait until it is safe to exit the building. Refuge areas provide a place of relative safety before being assisted to a final exit. With good communication links to the refuge area, it may not be necessary to evacuate from the refuge point, if the fire does not pose a risk or the alarm has been activated accidentally.

Refuge points will be signed as such and should be kept free from obstruction. It is essential that the location of a refuge point does not have any adverse effect on the means of escape for anyone.

A designated staff member as identified in the PEEP should report who is at the refuge point i.e. the person that is unable to be evacuated from the building to the responsible person in charge of the evacuation (Vice Principal / Principal). If required the fire and rescue services can be informed of the refuge points when they arrive.

## Checking the buildings during an alarm

Fire Marshals will sweep the buildings to check that everyone has evacuated. They will also confirm that all areas within the building are clear and that everyone is accounted for at the designated Fire Assembly Point. This information will be passed to the Lead Fire Safety Officer.

## Fire Assembly Points



We have two designated assembly points on the college site and everyone on site should make their way to and report to one of these as below.

- 1. Café, Shop and Post Office – all staff, students and members of the public from these area to the front assembly point in the public car park**
- 2. Rest of college site – all staff, students and visitors in all other areas to the rear assembly point next to the outdoor horse arena**

It is vital that everyone remains in the area of the assembly point until confirmation that the building and external areas are safe.

Fire Marshals will insist that everyone stays in the area until confirmation is given. No one should attempt to re-enter the building until the "all clear" approval has been given by the Lead Fire Officer.

The Fire Marshals at each assembly point will ask tutors / WBL mentors to confirm that all students are accounted for as per registration to that session.

Fire Marshals at the rear assembly point will also confirm that all visitors are present as per the visitor sign in system. Reception team will provide the visitor register to the Fire Marshal.

Fire Marshals at the front assembly point will confirm that all members of the public have evacuated the public areas, the public areas are clear and everyone is assembled at the front Fire Assembly Point.

## **Calling Emergency Services**

If a fire is detected then the Fire Service will be called. A named Fire Marshal will undertake the responsibility of calling the Fire Service after instruction by the Lead Fire Officer. This Fire Marshal will be the main liaison with the Emergency Services and will await their arrival at the designated fire point at the front of the college site.

## **Lead Fire Officer**

The Lead Fire Officer is responsible for ensuring that the Fire Emergency Evacuation Plan is effective and will remain as the person in charge in the event of an evacuation. A Fire Drill should be carried out termly (3 times a year). This drill process will be recorded within the Fire Safety Log and any action points noted and shared with the Fire Safety Team to ensure practice is improved if necessary.

## **Testing the Fire Alarm**

A weekly Fire Alarm Test will occur on a Friday morning at 08.00am. This will include the audible sound.

## **Maintenance checks of Fire Equipment, Exits and Assembly Points**

Regular routine checks will be carried out by the maintenance team, this will include checking all fire related equipment, exits, exit routes, signage and assembly points. These checks will be recorded in the Fire Safety Log.

Maintenance team will report any issues to the Lead Fire Officer (Tina Pagett).

Any member of staff noticing an issue with any Fire Safety Equipment or concerns relating to Fire Safety should inform a Fire Marshal or the Lead Fire Officer (Tina Pagett).

## **Fire Marshals**

Fire Marshals are responsible for:

- Checking general Fire Safety as they conduct their daily work
- Ensuring and supporting colleagues to know the location of the fire alarm call points.
- Ensuring regular use of and passing checks of primary and secondary escape routes.

- Supporting the evacuation procedure to assist students, employees and members of the public to nearest exits and Fire Assembly Points
- Confirming that designated areas of the building are clear and everyone accounted for during an evacuation

### **Fire Safety Team nominated staff**

Staff named below have nominated duties relating to Fire Safety and in the event of an alarm and evacuation situation. The person named as Deputy will undertake these duties if the staff member is off site for any reason.

Fire Marshals are responsible for ensuring that if they are off site at any point then a deputy is available to carry out their Fire Safety related duties.

#### **Lead Fire Officer:**

Tina Pagett, Principal

#### **Fire Safety Team (Marshals) and responsibilities:**

##### **Liaison with emergency services in the event of a fire**

Richard Wiltshire

Deputy: Janet Jones

##### **Evacuation checks and lead for Fire Assembly Point at front of building (members of public, students, staff and visitors)**

Clair Beaty-Pownall

Deputy: Helen Beer

##### **Evacuation checks and lead for Fire Assembly Point at rear of building (students, staff and visitors)**

Graeme Athey

Deputy: Kerry Pearce/Fiona Ellis

##### **Collating visitor information and student information for presentation at Fire Assembly Point**

Kay Flanagan

Deputy: Reception cover staff member

##### **Alarm functions in the event of a fire alarm to include alarm re set, building checks and confirmation of the need to call emergency services**

Stuart Millar/Rob Overend

Deputy: Richard Wiltshire

##### **Routine maintenance and checks of Fire Safety Equipment**

Stuart Millar and Rob Overend

BY ORDER OF THE BOARD

**Tina Pagett**

**Principal**

**June 2018**

