



Tuition, Medical and Behaviour Support Service

Fire Safety Policy

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Responsibility:	Lindsay Crozier

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1. Organisation and Responsibilities for fire safety and evacuation

1.1 The Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety Risk Assessments and ensure the safety of the staff and any person who may legally come onto Service property and of anyone not on the premises but who may be affected.

At TMBSS the 'Responsible Person' is the Head of Service. The day to day responsibility for ensuring the management of the risks is delegated to the Centre Managers (see Appendix 3).

1.2. Competent Persons

The competent persons under this Policy are:

Health and Safety Co-ordinator (See appendix 3)

Training and supervision will be provided for nominated competent persons where required.

Other competent persons may occasionally be appointed or hired for the purposes of advice on technical issues or preparing assessments or reports.

1.3 The Centre Manager duties are:

- advise the Fire Wardens\Marshals.
- assist with fire drills.
- ensure that the Responsible Person is notified of any fires, false activations or any problems associated with the fire systems and associated equipment.
- make reports to the Governors and/or Health and Safety Committee as required.
- liaise with the Fire Service when required
- review and maintain the following documents:
 - records of weekly tests of fire alarms, call points, emergency lighting and fire doors.
 - records of annual inspection and testing of all firefighting equipment
 - records of periodic tests of emergency lighting.
 - records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
 - records of all fires and false activations together with associated reports and follow up actions.
 - records of inspection, risk assessment and maintenance of electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety
 - plans of the Service Buildings.
- Will give information to new staff on induction, regarding Fire Safety, Emergency Evacuation Procedures, Staff responsibilities for Evacuation and Hazard Reporting.
- Are responsible for Risk Assessments for activities in their area, which will include reporting any fire hazards to the competent persons. (This is especially prevalent in Secondary Schools).

- Will complete a PEEP (Personal Emergency Evacuation Plan) for any member of staff that they manage who may need assistance or special arrangements during an emergency evacuation of the building they are occupying. This information must be reported to the competent persons.

1.4 The Health and Safety Co-ordinator Duties:

- carry out or arrange for the Fire Risk Assessments for the Service to be undertaken. review and maintain fire safety signage
- suggest appropriate changes to existing or planned new buildings where required for the purposes of Fire Safety
- write reports for Governors for the School Development and Performance Committee
- update the Responsible Person or delegate(s) on changes to legislation, advice or other material facts relating to Fire Safety within the Service.
- liaise with the Shropshire Fire and Rescue Service when required
- review and maintain the following documents:
 - this Fire Safety Policy
 - copies of all Fire Risk Assessments
 - the Fire and Emergency Evacuation procedures
 - Fire and Emergency Evacuation plans (routes)
 - records of all fire drills and (at least three per year) listing evacuation times and any actions required
 - records of all fire training for staff including the fire drills which should list the members of staff in attendance.

1.5 Fire Wardens

The Service's Fire Wardens' are TMBSS staff – please see Appendix 4

The Wardens:

- liaise with the competent persons
- make contact with and provide essential information to the Shropshire Fire and Rescue service if required and/or from instruction from the Competent Persons.
- assist in evacuations and drills

1.6 All Staff

All Staff ('Staff' includes all employees of the Service) carry out the following duties:

- Take reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work, all staff will ensure that they, and their pupils, visitors and other users of the Service buildings, keep exits and lobbies 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 are not removed or covered over.
- Co-operate fully in complying with any procedures that the Service may introduce as measures to protect the safety and well-being of all staff, pupils and visitors.
- Assist with the Fire and Emergency Evacuation procedures in the way described in Appendix 1 Discovery of a fire and the emergency evacuation procedures.
- Report any hazards or defective or missing fire safety equipment to Reception\Administrator\ and/or the Competent Persons.

- Ensure the Centre Manager is made aware of any students that may require a PEEP (Personal Emergency Evacuation Plan) or special arrangements during an emergency evacuation of the building.

2. Documentation & Records

The Service documents and keeps records to prove responsible actions. The records detailed in Section 1.3 will be kept in good order, up to date and available for scrutiny at any time in the Service Buildings by the “Competent Persons” indicated.

3. Communication

The Service will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with employees on matters of fire safety policy and arrangements. Staff will be informed of any changes that are made to the fire safety procedures and the outcome of the fire risk assessments.

Fire safety information will form part of the induction training for new members of staff. The Service will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. See Appendix 1 for procedures on discovery of a fire and emergency evacuation.

3.1 Evacuation notices

A school evacuation notice will be provided in every occupied room and in circulation areas in the Service. Each notice will include the following information:

- what to do in the event of a fire.
- the location of the nearest exit point.
- the location of muster\assembly points.

4. Procedures

The Service has the following procedures in order to maintain high standards of fire safety:

The fire and emergency evacuation procedures will be practised at least three times termly. See Appendix 1 Fire Safety Action Plan on discovery of a fire and emergency evacuation. See Appendix 2 for details of the procedures for staff to follow in each area.

All staff will be given fire safety information by their line manager as part of the induction process. It will be identified whether more formal fire safety training including the use of fire extinguishers will be required. Key staff will be trained and especially those working in high risk areas. Refresher training will be organised as appropriate. Further training will be required if there are any changes in procedures or alterations to the premise that may affect fire safety.

All pupils will have an overview of the emergency evacuation procedures explained to them as part of their induction into the Service. Specific emergency evacuation procedures for each room in which they study will also be explained to pupils as part of the induction for each subject.

Regular in-house staff/pupil training will include the following main topics:

- fire prevention.
- action to be taken if a fire is discovered.
- how to raise an alarm.
- action to be taken on hearing an alarm.
- location of evacuation zones and muster points.
- evacuation and roll call procedures.

Additional staff training topics

- location and operation of fire panel.
- fire Service Call Procedures.
- location and use of fire safety equipment.
- fire prevention in high risk area.
- safe evacuation of staff/pupils with specific needs e.g. physical and or those for whom English is not the first language.

Personal Emergency Evacuation Plans (PEEPs) will be in place for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

Key staff and those working in high risk areas e.g. kitchens, science, D&T will be nominated by the competent persons and trained in the use of fire extinguishers, whether or not they have been given specific fire-fighting duties.

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.

Firefighting equipment will be provided. In general this means fire extinguishers and fire blankets. The fire blankets are in the kitchen's and food technology areas.

All fire related equipment will be regularly serviced and maintained by a competent person or contractor and recorded in the Fire Safety Log Book. If any member of staff notices defective or missing equipment, they must report it to reception/administrator and/or competent person.

An appropriate fire detection and alarm system has been installed throughout the Centre buildings. The alarm systems will be tested weekly. Staff will be told when a test is scheduled.

Emergency lighting has been provided for escape routes where applicable.

The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors so far as is practicable.

These provisions will be kept in good order as part of our regular maintenance schedule.

All staff are required to ensure that any fire door provided remains closed at all times.

Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.

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, fire alarm call points and, to indicate the emergency exit routes.

In the normal course of their work all staff will make it their business to ensure that pupils, staff, visitors and other users of the Service buildings keep exits and lobbies 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.

5. Risk Assessments

Competent Persons shall make, record, review and, where applicable, revise Fire Safety Risk Assessment at regular intervals. They should also be carried out if there has been any significant change in the physical layout of a building, staircase, change of use, or installation of additional fire alarms or firefighting equipment.

The Competent Persons may require occasional external assessments and may contract competent organisations to do this work.

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

Centre Managers have a duty to identify all hazardous substances and other potential or actual hazards, incorporate these into their own Risk Assessments, and make this information available to the competent persons who carry out Fire Risk Assessments.

6. Smoking

Smoking is prohibited throughout the Service and grounds. This policy applies to all staff, pupils, contractors and visitors

Appendix 1

Tuition, Medical and Behaviour Support Service

Fire Action Plan

DISCOVERY OF A FIRE

- Any member of staff discovering a fire must immediately operate the fire alarm by breaking the glass in the nearest Fire Alarm Break Glass Call Point.
- If it is not safe to attack or extinguish the fire, close the door to the affected area and leave the building.
- The location of the fire should be reported to the Centre Manager. (or other nominated person in absence of Centre Manager).

FIRE EVACUATION PROCEDURES

- Full evacuation of the Service buildings is required on the activation of an alarm.
- When an alarm is activated, the fire alarms will immediately sound for all occupants to evacuate the building and to assemble at the designated muster points.
- The muster points located at (dependent upon Centre – see below).

Immediately following fire alarm activation, nominated staff in the Administration office will telephone the Emergency Services stating the Name and location of the Centre that a fire has been found in and any other relevant information.

If the alarm is found to be a false alarm, staff and pupils will return to the building once the alarm has been silenced and the building declared safe to reoccupy.

Muster Points for Centres:

Bridgnorth Education Centre

- The muster point is located in on the car park of Bridgnorth Education Centre
- An additional muster point will be the end of Captain's Road, by Oldbury Wells School.

Harlescott Education Centre

- The muster point is located in the playground at the back of Centre
- An additional muster point will be the grassed area in front of centre/top of car park

Hook A Gate Education Centre

- The muster points is located at the top of the car park (by the Sundorne Road) on the left side.
- An additional muster point will be Shrewsbury Sports Village.

Ludlow

- The muster points is located outside – turn left at the entrance and go down to the wooden bench.
- An additional muster point will be right out of the entrance and go up to the 2nd Chinese Restaurant.

Monkmoor

- The muster points is located on the MUGA area.
- An additional muster point is located through the Severndale Building, out of their main doors and assemble on the MUGA area.

Oswestry

- The muster point is located at the entrance to the car park.
- An additional muster point will be the college's grey storage building

Sundorne

- The muster points located at the top of the car park (by the Sundorne Road) on the left side.
- An additional muster point will be Shrewsbury Sports Village.

Hospital Provisions

To follow the Hospital's Fire Safety Policy and Procedures.

Appendix 2:

Information for STAFF

When you hear the fire alarm (which is the continuous ringing) then the priority is to evacuate the pupils as quickly as possible to a designated muster\assembly point.

The procedure that follows stipulates the details for each part of the Centre.

In the event of an evacuation all teaching staff will act as Fire Wardens for the classroom they are teaching in, ensuring the safe evacuation of all children.

Non-teaching/support staff will act as Fire Wardens for the area in which they are working.

The role of the fire warden is:

- To check that all rooms (including classrooms, store rooms and toilets) within the designated area are empty.
- To direct staff, pupils and visitors to the nearest alternative exit in the event that an escape route is blocked and to note the location of the blockage and report it to the Centre Manager.
- To note the location of any person refusing to leave or requiring assistance and reporting this to the Centre Manager.
- To report to the Centre Manager that the area is clear and pass on any relevant information.

Visitors to Service will be required to sign in and admin staff/or the member of staff they are visiting will be responsible for their evacuation and identification at roll calls.

Roll call at assembly points

The Centre Manager will supervise the evacuation and roll call. In the event of the Centre Manager being off the premises this duty will be undertaken by the nominated person.

Admin staff will bring out class registers, staff signing in book and visitors signing in book and issue to staff.

A roll call will be carried out to determine that all occupants of the building and grounds are accounted for. Following the roll call registers will be returned to admin staff and staff and pupils will await further instructions.

Any missing persons will be reported to the Centre Manager immediately.

The Centre Manager will report to the Fire Services Officer on arrival:

- That all persons are accounted for or, if not, their possible location.
- Where the fire is believed to be located and, if known, what is involved.

Appendix 3

Responsible Person

Head of Service

Greg Portman

Bridgnorth Education Centre

Claire Vaughan

Rebecca Watters

Harlescott Education Centre

Catherine Lyth

Greg Portman

Hook A Gate Education Centre

Lisa Bloomer

Andrew Rudge

Ludlow Education Centre

Andre Savchenko

Adrian Pople

Monkmoor Education Centre

Catherine Lyth

Helen Pope

Oswestry Education Centre

Alison Harper

Emma Wainwright

Sundorne Education Centre

James Pearson

Lisa Garside

Competent Person

Lindsay Crozier

Health and Safety Co-ordinator

Appendix 4

Fire Wardens

Bridgnorth Education Centre

Melica Dewhurst
Claire Vaughan
Rebecca Watters

Harlescott Education Centre

Catherine Lyth
Kath Nicholas

Hook A Gate Education Centre

Kim Fawke
Charlotte Maclachlan
Katie Geen

Ludlow Education Centre

Adrian Pople
Karen Angell

Monkmoor Education Centre

Helen Pope
Elie Miles

Oswestry Education Centre

Phil Parkinson

Sundorne Education Centre

Elaine Aston
Lisa Garside