



Fire Procedure Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP024	June 2019	June 2020	Principal

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Empowering learners to shape their future

FIRE PROCEDURE POLICY

1. Application

- 1.1 This is appropriate to all staff, visitors and service providers at Horizons College Segal Centre Campus. For Headlands Campus refer to Headlands Fire Procedure Policy.

2. Purpose

- 2.1 This Fire procedure is an operational document that helps to define the fire procedure.

3. Fire Procedure

3.1 Introduction:

- a. It is Horizons College policy that all practicable steps are taken to prevent the occurrence of fire.
- b. Fire is not inevitable. It is normally the result of poor management practices or carelessness by occupants. The prevention of fire is therefore the responsibility of all site users.
- c. Any defects or failure in procedures that may affect fire safety must be reported to the Principal of Horizons College.

3.2 Prevention:

- a. Precautions must be taken to minimise the possibilities of a fire. This can be assisted by good safety practices such as:
 - Smoking is prohibited in all parts of the buildings and site.
 - Flammable materials are to be stored in a marked fire retardant cupboard that is located in the store room.
 - Minimise all loose papers and flammable materials by placing them in closed cupboards or drawers at night.
 - Wastepaper is to be removed regularly so it is not allowed to accumulate.
 - Electrical circuits should not be overloaded.
 - Horizons College maintains all fire extinguishers and alarm systems.

3.3 Action on Discovering a Fire:

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- a. Fire Action Notices (Appendix 2) are displayed at every "Break Glass" call point. All staff must be familiar with the instructions.
- b. Alert others and immediately operate the nearest fire alarm call point by breaking the glass.
- c. Follow procedures for calling the **Fire Brigade**:
 - Phone **999**;
 - Quote the site address:

❖ **Horizons College**
Stratton Road
Swindon
SN1 2PN

3.4 Action on Hearing the Fire (The fire alarm in this building is a continuous siren sound):

- a. Leave the building immediately, using the nearest, safe exit.
- b. Do not collect personal belongings.
- c. Use the nearest available exit.
- d. Go to your designated Assembly Point:
Stratton Road: At the side of the building in Marshgate and report to a responsible person.
Headlands: Carpark at the front by Mr Shifter.
- e. Do not re-enter the building until you are told that is safe to do so.

3.5 ***NOTE: If there is time and it is safe to do so close all doors on your way out.***

4. Staff with Responsibilities / Duties

4.1 Fire Marshall:

- a. The Fire Marshall (Principal of Horizons College or Senior member of staff) should complete the following steps in order:
 - Immediately check the fire alarm panel indication system and determine the location of the fire alert and possible fire;
 - Investigate activation to determine if it is a genuine emergency;
 - Ensure that a Master key and Fire Panel Key is available for use by the emergency services if required;

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- Ensure that the Visitors' Logbook is taken to the Assembly Point to accurately account for the visitors within it;
- Liaise with the staff advising them when the facility is available to re-enter or is closed;
- Complete a written record in the Fire Record Folder;
- Complete a written record to the Principal of Horizons College and Authority Representative within three working days of the incident.

5. All Horizons College staff

5.1 It is the duty of all site-based staff to:

- a. Know what to do in the event of a fire. This includes taking care of the people within their own organisation and their visitors.
- b. Know how to use the portable fire appliances (if appropriate). NB. These must only be used at times of life safety. **The Horizons College policy is evacuation, not fire-fighting.**
- c. Make certain that they are familiar with the fire alarm sound and all the means of escape.
- d. Prevent, where possible, any cause of fire.
- e. Ensure when leaving all rooms at night that all kettles, televisions, fans and heaters are disconnected from their electrical supply source.
- f. Report to the Principal of Horizons College and the administrator any worn electrical leads or faulty electrical connections.

6. The Horizons College Fire Marshalls

6.1 The responsibilities of the Horizons College Fire Marshalls in the event of a fire are to:

- a. Instruct all Horizons College staff / pupils / visitors / contractors to make their way to the nearest available safe exit, evacuate the building and assemble at the designated Assembly Point.
- b. Ensure that Tutors have their registers and the Receptionist has the visitors record and offsite forms folder.
- c. Check that the area under their control is cleared of all the Horizons College staff / learners / visitors / contractors. (Check offices, nearest toilets and storerooms).
- d. Where possible, if it is safe to do so, make sure that all doors and windows are closed during the evacuation process. Once the area has been checked report to the Principal

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of Horizons College or Senior member of staff, stating whether their area is clear, or not.

- e. Await instructions to return to the Horizons College. It is essential that all staff / learners / visitors remain together and do not wander away from the Assembly Points.

7. Horizons College Leadership Team (Including Tutors)

7.1 The responsibilities of the Horizons College Leadership Team are:

- a. To ensure that staff are familiar with local fire procedures.
- b. To ensure that new staff are made aware of fire procedures.
- c. To ensure that arrangements for the evacuation of disabled persons are in place.
- d. Be aware of / address potential fire hazards, informing the Principal of Horizons College.
- e. Advise the Principal of Horizons College if fire escape routes and fire doors are obstructed, wedged open or locked shut.
- f. Report any fire extinguishers / blanket concerns.

8. Visiting Disabled Persons

8.1 Any person, who believes that they may be unable to respond to the emergency evacuation of the premises, either due to mobility or sensory disability / impairment, must inform the Horizons College so that Personal Evacuation Plans can be undertaken.

9. Contractors

9.1 All contractors are to familiarise themselves with the fire evacuation procedure before starting work in both Campuses. In the event of a fire, the contractor must make their area safe (if it is safe to do so), evacuate the building and collect at the designated Muster Point. Only after the Fire Marshall (Principal of Horizons College or Senior member of staff assuming that role) or the Fire Brigade has advised that the building is safe to return to, are contractors allowed back into the building.

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Appendix 1 – Fire Muster Points

1. Segal Centre Campus

1.1 The Fire Muster Point for Horizons College Segal Centre Campus, visitors, contractors are as follows:

- a. Towards the rear of the right-hand side of the building in Marshgate.

1.2 Segal Centre Campus Fire Marshalls List:

- a. Principal of Horizons College – fire panel and door entry system.
- b. Reception/Admin - front of the building.
- c. All other Horizons College staff as appropriate.

1.3 Fire Alarm:

- a. In the event of the fire alarm sounding follow these procedures:
 - Fire Wardens:
 - ❖ Receptionist – will stand outside the front of the building and direct the occupants (learners, staff and visitors towards the end of the car park and left towards the fire assembly point then take the registers and the visitor's folder to the Tutors at the Fire Assembly point
 - ❖ Tutor Falcon Class - will stand outside the classroom and direct the occupants (learners, staff and visitors) to the Fire Assembly point, the other side of the bollards at the side of the building.

1.4 Evacuating the Building:

- a. Upon hearing the fire alarm siren, staff should accompany learners and visitors to the fire assembly point.
- b. In the event of a Fire the Fire Control Officer in consultation with the Receptionist should inform the staff in Roman Glass and phone 999.
- c. Tutors - Check that all learners and staff are present by taking the registers.

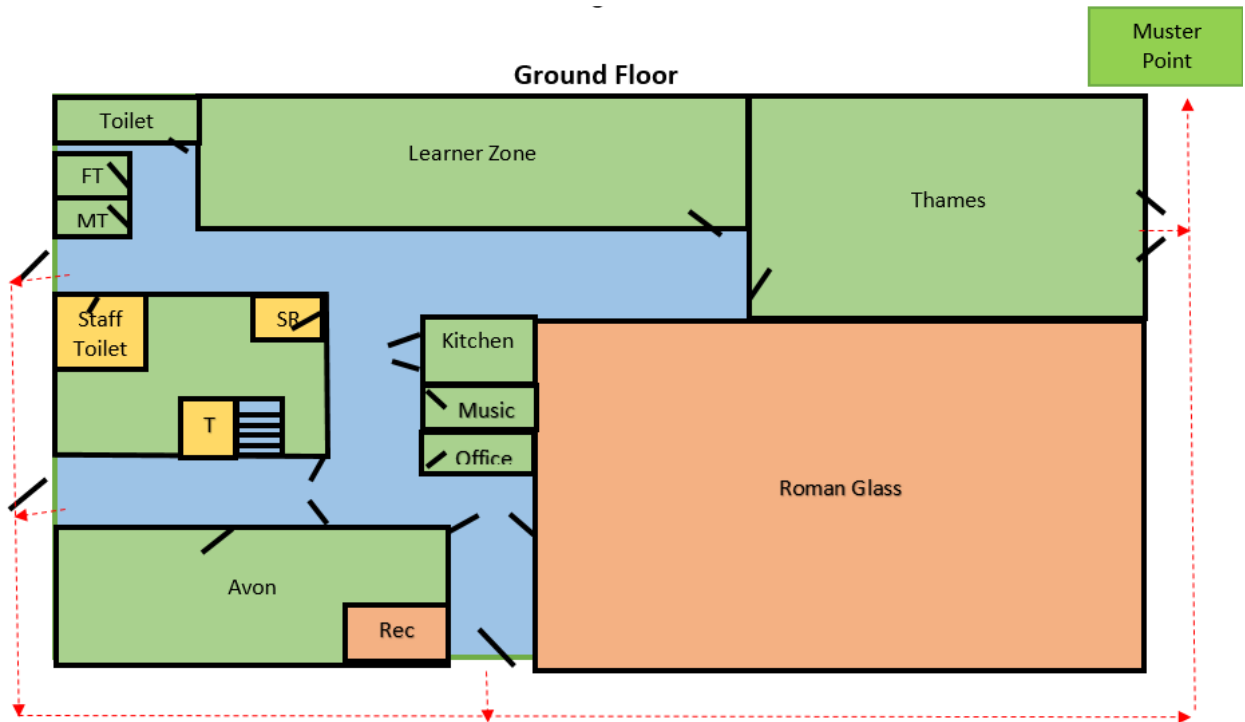
1.5 Returning to the Building:

- a. Return to the building only after the Fire Control Officer or Deputy have:
 - Checked that the building is safe to return;
 - Reset the fire alarm;
 - Reset the electronic door closures;

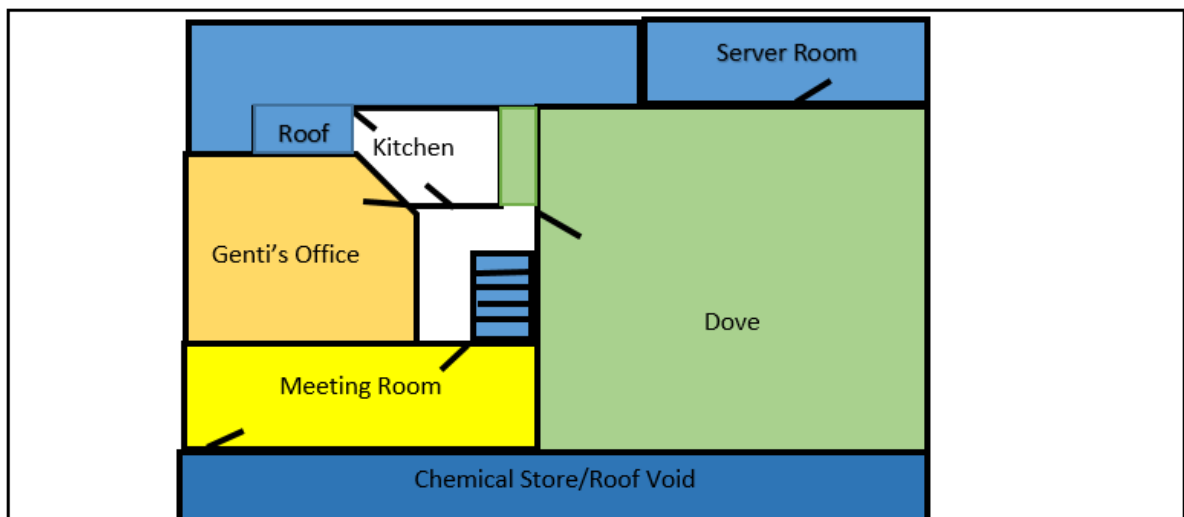
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- Told staff it is safe to return to the building.

Stratton Road Campus



First Floor



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Signed Principal

Signed Chair of Governors

Date