

THE APOLLO EDUCATION PROJECT

The Apollo Education Project: Fire Safety Policy for Evacuation and Management Procedures

INTRODUCTION

This policy and the procedures will be brought to the attention of all staff based at Apollo Education Project.

These fire safety measures should, in the event of a fire, assist in safeguarding the lives of pupil, staff and visitors. It is important that all staff understand the fire safety issues and procedures and are familiar with the fire safety precautions. This policy and fire procedures are a legal requirement under The Fire Precautions (Workplace) Regulations 1997/99. These regulations also require that all employees comply with the policy and procedures. The LA, Director and Centre Manager are deemed to be the responsible persons under the above regulations.

The Local Authority Health Safety Section Fire Safety Officer is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing the Apollo Education Project Fire Safety Policy standards and procedures.

OBJECTIVES

The objectives of this policy are:

- To safeguard all persons on Apollo Education Project premises from death or injury in the event of a fire.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching and education, damage buildings and equipment and harm the environment.

FIRE SAFETY MANAGEMENT

Responsibilities for the fire safety management of the Apollo Education Project will include

- Fire safety training for Provision employed staff and pupils
- Fire safety induction training for all temporary staff
- Fire Risk Assessment awareness and review
- Awareness of Fire Notices and Fire Evacuation Procedures
- Fire drills to be carried out at least once per term
- Fire Safety Logbook
- Regular fire safety reports to the Director
- Reporting of any missing, damaged or malfunctioning fire safety equipment
- Producing a Personal Emergency Evacuation Plan for any pupil or staff member requiring special consideration in the event of an emergency evacuation
- Checking fire safety equipment

- Ensuring fire escapes routes are unblocked
- Fire safety inspections

THE CENTRE MANAGER

The Centre Manager is responsible for testing the fire alarm on a weekly basis and keeping a record in the Fire Log Book which is held at the Provision.

GENERAL STAFF AND PUPIL TRAINING TOPICS

Regular in house staff fire 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 assembly points
- Evacuation and roll call procedures

ADDITIONAL STAFF TRAINING TOPICS

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

FIRE NOTICES

A Provision fire action notice will be provided in every occupied room and circulation areas within the Provision. Each notice will include the following information:

- What to do in the event of a fire
- Location of nearest exit point
- Location of assembly points

DISCOVERY OF A FIRE

Any member of staff discovering a fire must immediately raise the alarm by breaking the glass in the nearest Fire Alarm Break Glass Call Point.

If it is unsafe 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 Director.

FIRE EVACUATION PROCEDURES

Full evacuation of the Provision buildings is required on all actuations of the fire alarm. When an alarm is activated, the fire alarms will immediately sound and all occupants are to evacuate the building and to proceed to the designated assembly points. The assembly points are the numbered points on both yards.

Immediately following the fire alarm activation, nominated staff in the main office will telephone the Emergency Services by dialling **999** and stating:

**The Apollo Education Project
90 Old Bedford Road
Luton
Beds
LU2 7PD**

And provide 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.

ROLL CALL AT ASSEMBLY POINT

The Director will supervise the evacuation and roll call in the event of the Director being off the premises this duty will be undertaken by the Centre Manager. A roll call will be carried out to determine that all occupants are accounted for. Any missing persons must be reported to the Director immediately.

The Director/Centre Manager will report to the Fire Brigade Officer on his/her 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.

Following the roll call staff and pupils will await instructions.

When you hear the fire alarm (which is the continuous ringing of the bell) then the priority is to evacuate the children as quickly as possible by the nearest available exit to the designated assembly point.

Next review date: September 2016