

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Fire Procedure & Risk Assessment



Introduction

Build-a-Future's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School in ensuring the staff, learners and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessment at Build-a-Future is designed to help to respond calmly and effectively if fire breaks out in one of our buildings.

It is the responsibility of the School Lead to ensure that:

- The Fire Safety Policy is kept under regular review
- The Fire Safety Policy is available to the entire School
- There are clear instructions on where to go in the event of a fire
- Fire Induction training is given to staff
- Procedures for emergency evacuation are regularly tested
- Fire Risk Assessments are regularly reviewed and updated
- Fire prevention measures are followed
- Fire procedures and risk assessments are reviewed when a building is altered, extended or rebuilt
- Records are kept of all fire practices
- Certificates for the maintenance of firefighting equipment are current

Build-a-Future contracts to Firestop to carry out all maintenance of firefighting equipment.

Emergency Evacuation Notice

- If you discover a fire, set off the nearest alarm and leave the building by the nearest exit and make your way to the Fire Assembly Point.
- If you are responsible for a class, leave quietly in an orderly fashion through the nearest exit and make your way to the Fire Assembly Point.
- If possible shut doors and windows behind you.
- Call the Emergency Services if the alarm sounds and it has not been established that it is a false alarm.
- If you have a disabled learner in your class, you should help them evacuate the building via a safe evacuation route.
- You are to remain in the Fire Assembly Point where a register will be taken to ensure all staff and learners are accounted for. You are to wait in the Fire Assembly Point until you are given the all clear by the Fire Marshall.
- *On no account should anyone return to any burning building until given permission by the Fire and Emergency Service*

New staff and Learners

All new staff and learners should be given a full site induction on their first day of attending. This includes showing where the emergency exits and escape routes are located and walk

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with them to the outdoor assembly point. Fire action notices are displayed on the walls of rooms and in corridors.

The safe evacuation of all staff, learners and visitors is our priority, protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Build-a-Future is a non-smoking site and all learners will have smoking paraphernalia removed from their person when they first come onto site in the morning.

Visitors and Contractors

All visitors and contractors are required to sign in at reception using the visitors book and on hearing the alarm should make their way to the Fire Assembly Point.

Fire Practices

- Build-a-Future holds regular Fire Drills which are logged in the School Leads office.
- There are escape routes from all buildings
- Fire notices and signs are displayed in all buildings
- Fire extinguishers are located in buildings in accordance with the recommendations of our professional advisors Firestop
- All exits are illuminated by emergency lighting
- Keep fire routes and exits clear at all times.
- An annual service of all fire equipment
- Certificate of inspection on display

Electrical Safety

- Regular portable appliance testing takes place
- All power tools and equipment are switched off at the end of the working day
- All computers, projectors, computers and equipment are switched off by their users every evening and during holidays and weekends
- All heaters are to be switched off when rooms are not in use throughout the working day and should be checked at the end of each working day

Safe Storage

- All flammable materials used in teaching or maintenance are locked in purpose made storage containers
- Combustible material such as paper, books, personal belongings and furniture are managed appropriately to reduce the risk of fire

Rubbish

- Flammable rubbish is stored away in appropriate storage containers
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored appropriately

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Risk of Arson

Any persons entering the site that has a recent/ serial history of arson will have any matches, lighters or other ignition equipment confiscated while on the premises.

A full risk assessment will be carried out prior to allowing such person/ persons on site.

Roles and Responsibilities

Fire Marshall – Chris Jones, Kelley Ellis & Leighton Ingamells

Fire Register – Adam Webb

In his absence – Chris Jones

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Fire Risk Assessment

This document is completed as a record of a fire risk assessment as required by Regulatory Reform (Fire safety) Order 2005

Premises Particulars

Name and address	Build-a-Future Main Street West Ashby Lincolnshire LN9 5PT
Use of premises	Training School for 14-16 year olds Alternative Curriculum Post 16 – Work experience
Owners	Chris and Michelle Jones
Telephone Number	01507 524015
Date of Risk Assessment	09 June 2015
Date of Review	02/03/2017
Name of person carrying out Fire Risk Assessment	Chris Jones & Adam Webb

Statement of Policy

- It is the policy of Build-a-Future to protect all persons including employees, learners, contractors and visitors from potential injury and damage to their health which might arise from work activities.

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- Build-a-Future will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose
- Build-a-Future will give a high level of commitment to health and safety and will comply with all statutory requirements.

Ignition	
Identify all potential ignition sources	Electrical, tools, extensions, smoking, welding (fabrication workshop) cookers in canteen, computers, naked flames, fixed/ portable heaters, machinery, lighting equipment, arson
Identify all potential fuel sources	Petrol, wood, rubbish, paper and wood dust, cleaning chemicals, oil, COSHH, flammable liquids/ gases, plastics, rubber, foam, furniture, furnishings, textiles, display materials
Identify all sources of oxygen	N/A
People at Risk	
Identify people at risk	Staff, learners, visitors and contractors, persons whose mobility, hearing or eyesight is impaired
Why are they at risk	Unfamiliar with lay out of School
Fire Detection/ Warning System	
Do the existing means of detection ensure if a fire is discovered the occupants can escape to a place of safety	New alarm detection and sounding system fitted October 2016 – audible throughout entire facility
Can the alarm be clearly heard and understood by everyone throughout the premises	New alarm detection and sounding system fitted October 2016 – audible throughout entire facility
Fire Fighting Equipment/ Facilities	
Are the extinguishers of the correct type and quantity	YES – checked by Firestop
Are they located close to the fire hazards and can the user locate them without exposing themselves to risks	YES
Are the extinguishers visible and their location and type indicated	YES – checked by Firestop
Are the extinguishers checked regularly	YES – checked by Firestop
Are there procedures in place to provide access for emergency service and facilities maintained that have been provided for the safety of people	YES
Escape Routes and Exits	

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Is the building constructed so that if there is a fire, heat and smoke will not spread uncontrolled through the building so that people are unable to use the escape routes	YES – clear escape routes throughout the buildings and workshops
Can people escape to a place of total safety in a reasonable time	YES – clear escape routes and assembly point
Are existing escape routes adequate for the number and type of people that may be in the building	YES
Are the exits in the right place and lead directly to a place of total safety	YES
In the event of a fire could all exits be affected or will at least one route from any part of the premises remain available	YES
Are the escape routes and exits kept clear at all times	YES
Do the doors on escape routes open in the direction of escape	YES
Can all escape route doors be opened easily and immediately in the event of an emergency	YES
Will everybody on the premises be able to safely use the escape routes from the premises	YES
Is everybody aware of the importance of maintaining the safety of escape routes	YES
Emergency Lighting	
Are the premises used during periods of darkness	YES – areas of site used in darker evenings. Lighting is provided on walkways, exits and escape routes
Will there always be sufficient lighting to safely use escape routes	YES
Is there a back-up power supply for the emergency lighting	YES
Signs and Notices	
Are escape routes and exits, location of firefighting equipment indicated by appropriate signs	YES
Are notices and signs maintained so that they continue to be correct, legible and understood	YES
Installation, Testing and Maintenance	
Are regular checks carried out on all fire doors, escape routes and associated lighting and signs	YES
Is all firefighting equipment regularly checked	YES
Are the fire detection and the fire alarm regularly checked	YES

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Are those who test and maintain the equipment competent to do so	YES – checked by Firestop
Is there a record of tests and maintenance of the systems	YES – held in top office
Are the fire drills regularly carried out	YES – termly
Do staff receive fire training and are training records maintained	YES – ongoing as and when needed
Building Plan	
Is there an emergency plan and are the details recorded	YES – held in top office
Is the plan readily available to all	YES – held in top office

Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Equipment	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices	Check all systems for state of repair and operation. Test operation of systems, self-contained alarms and manually operated devices.
Emergency lighting equipment including self-contained units and torches	Operate torches and replace batteries as required. Repair or replace any defective unit.
Firefighting equipment	Full check and test by competent service engineer.

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