



## **Fire Policy and Procedures** **Outside School Day (Weekdays 4 – close, weekends 8am – 1pm)**

Wellacre is committed to ensuring the safety of all students, staff and visitors to the school.

Wellacre operates mainly in the whole school block with occasional use of the Main Reception Building. Facilities are available for hire to outside agencies and community groups, during the day, after school and at the weekend.

The fire alarm system sounds in **ALL** areas. This can be identified as a continuous ringing of **BELL OR CLAXON**.

### **A. Fire Procedure**

1. All hirers must keep a register of participants within their group and be aware of all fire exits and assembly points.
2. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) should hold the out of hours lettings mobile **until 7pm (07940399953)**. **After 7pm until 9pm assistance will be available via the duty mobile (07800581639)**.
3. On discovering of a fire, sound the alarm, using the nearest red fire call point.
4. Before 7pm the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will check the fire alarm board to establish the location of the fire. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will establish if the alarm is real or false. Once the situation has been confirmed the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) will:
  - (a) **If the fire alarm is real telephone 999 immediately** and then telephone the duty mobile on **07800581639**.
  - (b) If the fire alarm is false telephone **0844 80 999 90** using password **WILLOW** and then telephone the duty mobile on **07800581639**.
5. **After 7pm external lettings on the all-weather pitch or field should ring the Fire Brigade on hearing the continuous ringing of BELL or CLAXON. They should assemble on the field away from the main building. Once they have rang the Fire Brigade they should ring the duty mobile on 07800581639.**
6. The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) and their deputies will receive training from the Site Manager on the functions of the alarm panel and how to reset if necessary.
7. Emergency evacuation procedures are on display in each room. Fire procedures are displayed in the public foyer areas and at public points throughout the school, including the toilet areas.
8. All staff visitors & hirers should leave in an orderly manner; leaving personal belongings behind and assemble on the **front car park**.
9. In the event the external door maglocks do not disengage during an evacuation, please press the Green 'emergency door release' button to release the door.

10. Before 7pm, once the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) has established if the alarm is real or false they should go the front car park. **The Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) should liaise with staff, visitors and hirers to identify any missing persons.**
11. Before 7pm, in the case of a false alarm, only the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) must give the instruction for staff, visitors & hirers re-enter the building.
12. Before 7pm, in the case of a real alarm, the Cleaning Supervisor (evenings) or Lettings Supervisor (weekends) should liaise with the fire brigade and report any missing persons.
13. **After 7pm, external lettings on the all-weather pitch or field must liaise directly with the Fire Brigade. If a false alarm is established with the Fire Brigade, only then can the letting continue.**
14. In the event of a fire no attempts should be made to put it out. Firefighting equipment must only be used as a means of escape.
15. The secondary evacuation point will be the main school field at the rear of the main building.
16. The Fire Policy and Procedures will be reviewed and amended as necessary to address new issues by the Business Director and the Site Manager.

## B. Principles of fire prevention

1. All staff, visitors & hirers will be responsible for ensuring that they carry out any instruction which needs to be enforced to guarantee the safety of all e.g. no smoking policy, safe storage of flammable materials, avoiding blocking of access routes/exit areas etc.
2. The buildings fire alarm will be tested weekly by the Site Manager and the emergency lighting system monthly by an external contractor, in accordance with current regulations. Findings will be recorded in the appropriate **Fire Log Book** and electronically on our property management companies software. In their absence, the Deputy Site Manager will assume responsibility for ensuring that the fire alarms are tested by a competent person. The programme for testing can be found on pages 3 and 4
3. The **Fire Log Book** is currently kept in the Site Office. It must be available for inspection by the Fire Officer or use by other authorised personnel such as the fire alarm engineer.
4. Electrical equipment is to be PAT tested as far as is reasonably practicable, safe and without risk to health.
5. Fire extinguishers are to be tested every twelve months by a properly authorised company and kept in good repair. This will be organised by the Site Manager.
6. Fire Risk assessments are to be carried out every two years in accordance with current policy. All required actions will be addressed to ensure minimal risk and safety of all.
7. Internal Fire doors are to be kept closed and unlocked at all times.
8. During the working day all final fire exit doors are to be unlocked and access routes clear from obstructions. The Site Manager/Deputy Site Manager will be responsible for making sure that all fire doors and access routes are not blocked when opening up the school each day and throughout the day will be vigilant at all times.
9. To reduce the risk of fire, non-essential electrical appliances will be switched off at the end of the day. The site staff will be responsible for carrying out a final check of every room before locking up the centre for the night.
10. Computer monitors will be switched off during the day if they are not being used for a sustained length of time to reduce the risk of fire.
11. All staff/hirers are to be aware of the location of their nearest fire extinguishers in the building (Note: their use in extinguishing a fire is limited. Their purpose is to get past a fire).
12. Secondary evacuation points are to be identified and reviewed annually.
13. Contractors and Site Staff must comply with Hot Works Procedure. Permits are issued by the Site Manager.
14. During school leave periods all waste bins/skips must be emptied and the containers secured away from any building.