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WOOLSTON 6th FORM COLLEGE

FIRE SAFETY MANAGEMENT PLAN

*Reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Woolston 6th Form College**

**Aim**

It is the overall aim for Woolston 6th Form College is to minimise the risks to staff and students, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

**Building Location: Holes Lane, Woolston WA1 4LS**

 **Responsible Persons Joanne Mullineux -Tel: 01925 811617**

**For the Building: Lucinda Duffy - Tel: 01925 811534**

Date issued :Enter DateDate reviewed :Enter date

**Fire Safety Management**

Main duties are:

* To minimise risk from fire through thorough risk assessments
* To ensure adequate staff/ fire awareness training has taken place
* To produce an emergency plan and put up fire notices
* To conduct fire drills
* To check adequacy of firefighting equipment and its maintenance
* To implement recommendations from the Fire Risk Assessment
* To consult with the LA on matters of fire safety
* To conduct regular fire safety inspections and record the findings
* To make frequent informal checks
* To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
* To check fire detection and protection systems are maintained and tested and records kept
* To ensure Fire Log Book is kept up to date and accessible

**Fire Procedures -** notices displaying the fire procedures are displayed at each fire alarm call point throughout the building.

**Persons Responsible for Fire Safety**

|  |  |
| --- | --- |
| Overall fire safety | Louise Messham |
| Fire safety training, induction and revision  | Louise Messham |
| Fire risk assessments  | Health & Safety In Care  |
| Fire drills  | Louise Messham  |
| Updating of log book / recording  | Louise Messham |
| Checks on call points | Maintenance Officer |
| Checks on emergency lighting  | Equans /Roc (sub contractors) |
| Fire escapes unobstructed  | All members of staff  |
| Check all fire detection and protection systems are maintained  | Maintenance Officer |

|  |  |  |
| --- | --- | --- |
| **Building** | **Responsible Person**  | **Deputy** |
| Woolston 6th Form College | Lucinda DuffyTelephone:01925 811534Based at Fox Wood School | Joanne MullineuxTelephone:01925 811617Based at Green Lane School |

**Fire Warden(s) for the Building**

**This area below needs to be populated with the appointed senior fire warden and deputy details.**

|  |  |  |
| --- | --- | --- |
| **BUILDING** | **SENIOR FIRE WARDEN** | **DEPUTY** |
| Woolston 6th Form College | Louise MesshamTelephone 01925 811447EXT 1343 | Vickie WhiteheadTelephone:01925 811447EXT 1306 |



**Fire Action**



**Operate the fire alarm using the nearest call point**

**On hearing the alarm leave the building IMMEDIATELY**





**Leave the room shutting the door behind you**





**Proceed to the assembly point – corner of car park**

**Do not take risks**

**Do not collect personal items**

**Do not return to the building until authorised to do so by the Fire Warden**



**The fire alarm will be tested on a weekly basis.**

**FIRE ALARM TEST**

The fire alarm sound for this building is:

**Beeping sound**

The fire alarm for this building will be tested on:

**Thursday at 4 pm**

**By the Maintenance Officer**

**Additional Information**

**Informing the Emergency Services**

|  |
| --- |
| **1.** If calling the emergency service dial 999. You will then receive a series of prompts, which will require you to provide the following additional information.1. State which service you require.
* For **bomb warnings** or suspect packages you will require the **Police**.
* For **fire emergency** you will require the **Fire & Rescue Service** only.
1. State your name, telephone number and the address.
* **Woolston 6th Form College**

**Holes Lane, Woolston, Warrington WA1 4LS** **Telephone: 01925 811447**1. If possible try and give an exact location and nature of incident.
2. Make your exit from the building, or in the event of a bomb evacuation follow instructions from the responsible person for the building
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**Fire Safety Training**

Specific training for the Responsible Person and the nominated person responsible for Health and Safety will be undertaken at least every three years.

All staff will have internal training annually during the month of **September**. This will include:

* Understanding the emergency plan/ fire procedure
* The importance of fire doors
* The significant findings of the Fire Risk Assessment
* Appropriate use of firefighting equipment e.g. fire extinguishers, fire blankets to protect escape routes
* Reporting to the assembly area
* Exit routes including alternatives
* General matters of fire safety e.g. keeping combustibles away from possible ignition sources
* Assisting visitors and any disabled persons from the building

**In addition:**

* Fire extinguisher training
* All visitors / supply staff to be given fire procedure information leaflet
* New staff to be taken through the required training as per induction information

All records of training and induction to be recorded in Fire Log Book located in the office.

**Fire Risk Assessment**

A Fire Risk Assessment will be completed for Woolston 6th Form College and will be carried out by Building Control and will be located at Reception. There will be a review carried out annually or following any significant change which includes the building or staff particularly those involved in fire safety.

Reviews of the assessments are conducted by Lynne Ledgard

All issues that present a fire risk to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures.

**Evacuation Drills**

The procedure for emergency evacuation is displayed by each fire alarm call point. (See Appendix for plan of where call points are situated).

The main alarm indicator panel is in the two storey block at Green Lane School.

A repeater panel is in reception at Fox Wood School showing all information required, and the whole system is also linked to Woolston 6th Form College.

Fire drills are executed using the panel located in the Green Lane School building.

Evacuation drills should be carried out termly.

**Staff Roles and Responsibility in the Event of an Evacuation Alarm**

At morning briefings fire wardens are allocated on a daily basis and this is recorded on the staff briefing sheet.

The person responsible for staff and visitor role call is allocated on a daily basis in staff briefing and recorded on the staff briefing sheet.

|  |  |
| --- | --- |
| **Action**  | **Person Responsible** |
| Evacuation of all staff  | Nominated fire warden |
| Collection of registers/Clip Boards/ visitor sign in sheets | Maree Smith |
| Visitors Book/signing in sheets | Maree Smith |
| Wait for Phone Call | Maree Smith |
| Checking toilets (all areas) | Nominated fire warden |
| Checking rooms  | Nominated fire warden |
| Meeting the fire brigade  | Nominated fire warden |
| Role Call | Nominated fire warden |

In general all staff / visitors will assemble at the Assembly Point, unless the source of the fire makes this impossible.

The Fire Warden will immediately carry out a head count and if appropriate call the register.

Absentees will immediately be reported to the Headteacher using the walkie talkie.

**For emergencies switch to 1 on walkie talkie.**

**Fire Doors and Exits**

All doors should be closed after the last person has exited**.** This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

**Follow up to Evacuation Drills**

Drills are recorded in the Fire Log Book located in the office. The timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation as soon as possible.

**Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by Manchester Working Group.

Routine tests will also be carried out on the systems and precautions as detailed in the table below.

A plan of where fire extinguishers are located, and their specific use, can be found in Reception.

|  |  |  |  |
| --- | --- | --- | --- |
| **System** | **Frequency** | **Method of Test** | **Person responsible** |
| Fire alarm  | Weekly  | Test key operation of different call points each week in rotation. Include a check on any door linked to the fire alarm panel by electro-magnetic hold-back devices  | Maintenance Officer |
| Fire alarm  | Daily  | Visual check of panel for fault indications  | Maintenance Officer |
| All external and internal doors  | Daily  | Confirmation that doors open and that they are not obstructed  | Maintenance Officer |
| Emergency lighting | Daily  | Visual check that emergency lighting is operational | Maintenance Officer |
| Emergency lighting  | Monthly  | Operation of test switch or circuit breaker. | Maintenance Officer |
| Emergency lighting – discharge test  | Annual  | Switched on and left for at least the duration of the battery e.g. an hour or 3 hours. | Manchester Working Group |
| Fire extinguishers, fire blankets  | Weekly  | Check that seals are intact, equipment has not been removed or tampered  | Maintenance Officer |
| Fire extinguishers, fire blankets | Annual | Checked/serviced/maintained by an approved contractor | Manchester Working Group |

Records for these tests are kept in the Fire Log Book located in the main office.

**Disabled Pupils / Employees**

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and must not rely on Cheshire Fire and Rescue Service. For the benefit of all our students, we have a Group Emergency Evacuation Plan (GEEP)

**Fire Plan**

In accordance with the fire procedure, a fire plan has been devised. This is located in the office.This plan was originally written by Lynne Ledgard, but is reviewed by Vickie Whitehead, with support from Louise Messham, SLT and College lead and will be revisited annually according to legal requirements.

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**WOOLSTON 6TH FORM COLLEGE - FIRE ACTION PLAN**

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| --- | --- |
| **Action on discovering a fire**  | * Raise the attention of others by sounding the fire alarm.
* Evacuate all occupants according to fire procedure.
* Notify a senior manager as soon as possible and give precise details about fire.
* Use fire-fighting equipment only if necessary to make your escape.
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| **What to do if the fire alarm sounds**  | * Follow fire procedure and evacuate all occupants to the assembly point.
* Office staff to collect registers, signing in books, mobile phone, educational visits log.
* Ensure all windows and doors are closed.
* All areas to be checked for occupants by fire warden.
* Form teams to perform head count
* Keep silent to ensure instructions from Senior Manager can be heard.
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| **Liaison with Emergency Services**  | * On arrival the emergency services will require the following information:
* Where is the fire located? – give site map
* What does the fire involve?
* Are all persons evacuated from the building?
 |
| **Escape routes and fire exit use**  | * Means for escape routes are checked daily.
* Doors currently without thumb screws or quick release handles must be unlocked while in use.
* Main exits will automatically open in the case of the fire alarm sounding
* Staff must be aware of alternative routes.
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| **Firefighting equipment use**  | * Firefighting equipment is provided to assist in securing your means of escape.
* No person should put themselves and others at risk when firefighting.
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| **Responsibilities and duties to assist in case of fire** | * All persons have a responsibility to ensure the building is evacuated immediately since the safety of all occupants is our priority at all times.
* Once evacuation is complete fire procedure to be put into place.
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