

Fire Safety Policy

Date last updated:	01/09/2020
By (Name / Job Title)	Hannah Sapsford – Operations Manager

Dv8 Sussex

12 Queen Square, Brighton, BN1 3FD

and

St Leonards Road, Bexhill, TN40 1HS

RESPONSIBLE PERSON(S) Mr James Sharpe (Principal)
Hannah Sapsford (Operations Manager)

NAMES OF FIRE WARDENS

Brighton Site	Bexhill Site
Kerri Jones	Shani Rogers
Alice Le Hardy	Leon Fenton
Hannah Sapsford	Dave Pine
TBC	Rachael Kamara

Contents:-

- 1 Fire Safety Management
- 2 Fire Risk Assessment
- 3 Hazard spotting
- 4 Fire Evacuation procedure
- 5 Training
- 6 Checking & Maintenance of Fire Provision
- 7 Fire Records & Fire Log
- 8 Fire Wardens

1. Fire Safety Management

A robust fire safety management system should be developed, and it should be integral to all other aspects of the Fire Safety Policy / Procedure and the Fire Strategy document in more complex premises.

It should be noted that Fire Safety Management is key to the continued Safety of all persons using / working / visiting or residing in the premises, and of the property itself, to say nothing of the actual business or trade and any stock involved.

Even premises with every aspect of Fire safety feature having been installed, will suffer poor Fire safety and protection from fire in real terms without the continued input and efforts of quality and robust Fire safety management at all levels within the organization.

Good Fire Safety Management will require “Responsible Persons” and in Dv8’s case a mixture of senior leaders, curriculum and non-curriculum staff have undertaken fire warden training. The delegation of every aspect of Fire safety checks and procedures for both the routine day to day tasks is undertaken by the centre teams with management leading on incident recording/management.

All staff should receive general Fire safety training and the training of senior staff in Fire Warden/ Marshall Training has taken place and everyone is currently up to date with this training. With addition to this, Hannah Sapsford, the Operations Manager for all sites will be commencing IOSH training (Institute of Occupational Safety and Health) in 2021.

Good liaison with Emergency Services is paramount, especially in high risk or life risk premises, and the provision of good but simple plans and drawings to the Fire Service or their location in “Incident Boxes” in the main entrance of the premises is sound managerial practice, providing all the information on the plans is kept up to date. Currently Dv8 stores this information in their central offices both of which are near the main entrance.

Each tier of any Fire Safety Team should understand all the following items: -

- The details of any Fire Risk Assessment and any outstanding issues
 - The details of any Fire Strategy document in more complex premises
 - The procedure to take of discovering a fire
 - The procedure for raising the alarm to other persons in the premises
 - The procedure for calling assistance from the Fire Service
 - The procedure and assembly points for Evacuation for any suspected Fire Incident
 - The procedure and assembly points for any bomb threat
 - How fixed Fire installations work or are activated within the premises
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- The type of number and position of Fire Fighting Equipment and be able to use them
 - What their own area of responsibility is and their specific role both in the non-crisis situation and during any incident

- What the role of the key players involves and who is responsible for serious incidents and actual Fire situations
- How they are required to interact with the Emergency Services
- Knowledge of the position and issues of any disabled persons in the premises
- Knowledge of any special equipment that should either be turned off and isolated or otherwise during any incident.
- Position of all records and / or logbooks
- Position of all relevant plans maps etc of the premises
- Position of the main shut off valves for essential services

Mr James Sharpe is the “responsible person” for all Dv8 Sussex premises in his position of Principal. All day-to-day Fire Safety Management is undertaken by the Operations Manager and Centre Coordinators, all of whom are trained Fire Marshals. There are currently a minimum of 3 trained fire marshals working at each site. These staff members are all full time, and each has a responsibility for ‘sweeping’ a designated floor. Please note both Centres’ have 3 floors and a basement.

These staff are already responsible for dealing with all aspects of Fire Safety and Fire procedures in the premises including day to day routine checks of all Fire safety features, Fire alarms, Fire Fighting Equipment, and means of escape. Additionally, they have responsibility for Incident management during any fire alarm actuation or fire incident, including raising the alarm (if they are the first at the scene, otherwise all staff have a responsibility to raise the alarm) and warning all occupants, ensuring a safe and speedy evacuation of all occupants to the named assembly points.

2. Fire Risk Assessment (FRA)

Under the Regulatory Reform (Fire Safety) Order 2005 enacted on the 1st October 2006 a “suitable and sufficient” Fire Risk Assessment should be carried out on all premises where one or more persons are employed, and the “significant findings of this should be placed on display if 5 or more persons are employed, together with the action taken by the responsible person to deal with these findings.

Good management of fire safety is essential to ensure that fires are unlikely to occur. If a fire does occur, they should be able to be controlled or contained quickly, effectively, and safely. Should a fire start to grow, everyone in the building should be able to escape to a place of total safety easily and quickly.

The risk assessment which the responsible person (or nominated competent person(s)) must carry out will help them ensure that their fire safety procedures, fire prevention measures and fire precautions (plans, systems, and equipment) are all in place and working properly. The risk assessment should identify any issues that need attention.

A fire risk assessment is an organised and methodical look at the premises, using the new guide for offices and shops, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary, to ensure the safety of people in the premises, if a fire does start.

The terms 'hazard' and 'risk' are used in the risk assessment process, and it is important that managers have a clear understanding of how these should be used.

- **Hazard:** anything that has the potential to cause harm.
- **Risk:** the chance of harm occurring.

The responsible person or nominated competent person is required to record the significant findings of the fire risk assessment, the actions to be taken because of the assessment and details of anyone especially at risk must be recorded.

The Fire Risk Assessments are reviewed annually in life risk premises and / or when any substantial changes occur either in the fabric or structure or in the processes or procedures involving the premises. Daily checklist checks are also able to monitor this situation and review any hazards that might occur due to this.

Fire risk assessment reviews should be logged in Dv8's yearly calendar for review, with input from the principal alongside the centre management teams. Other operational staff should also be able to contribute to any areas of risk management with the support from senior managers here too.

3. Hazard Spotting

All staff have a responsibility to check the following items daily or during their own works in the premises or when contractors are working or when changes are made of any kind: -

- Ignition sources and obvious fire hazards
- Faulty electrical cables and wiring
- Poor cooking habits
- Illicit smoking in banned area
- Signs of arson attack
- Means of escape is available for immediate use
- Exit signage is not obscured
- No flammables are being inappropriately stored or used
- Fire Alarm Control Panel Clear of Faults (Fire Drills termly allow for this to be checked)
- Fire Alarm is Operational (Fire alarms checked in both centres ensure this)
- Emergency Lighting is Operational
- Fire Exit Door Operation
- Fire Door Operation & Self Closer are in place
- Fire Extinguisher location/ Date of use and pressure gauges readings
- Portable Appliance Testing (PAT) of all electrical appliances – that they have been checked by a competent and qualified electrician and are recorded as such and logbook or data base.

- Daily health and safety checks allow for the maintenance /storage of equipment to be checked alongside potential hazards and clear fire exit routes to be maintained

4. Fire Evacuation Procedure

RESPONSIBILITIES

IT IS YOUR RESPONSIBILITY to know and understand the fire route laid down for the teaching room or office you are using.

KNOW how best to raise an alarm in your work area

KNOW all exit routes from your work area

KNOW the location and type of fire-fighting equipment available

KNOW the location of the fire evacuation muster points

RAISING THE ALARM

**AT THE FIRST SIGN OF FIRE –
FOLLOW THE FIRE PROCEDURE**

- **Raise the alarm: by ringing 999 SPEAK CLEARLY AND STATE THE ADDRESS AT DV8 and alert the centre management team**
- **Save life – evacuate the hazard area**
- **Fight the fire – with nearest suitable equipment, but only if it is safe to do so.**

FIRE EXTINGUISHERS

Suitable fire-fighting equipment is sited near to particular risks. This equipment is essential during an incident, so never tamper with or move any of the equipment.

All equipment has operating instructions – please read the instructions before use.

Be aware of the type of fire you are fighting.

IF YOU ARE UNSURE – DO NOT ATTEMPT TO USE THE EQUIPMENT.

Fire extinguishers are provided as the first line of defence.

DO NOT MISUSE THEM.

DON'T hang things on them

DON'T hide them away

DON'T misuse them in fun

THE PRINCIPLE OF 'FIRST AID FIRE FIGHTING' AND GOOD PRACTICE FOR AVOIDING FIRE.

- **Be aware** – We are not qualified Fire Fighters.
- Nowhere in the establishment do we have the equipment to deal with serious fires.
- Extinguishers and Hose reels are for 'first aid firefighting' only and should where possible be used by trained staff
- If an area is beginning to fill with smoke or is already smoke logged, never attempt to tackle the fire.
- If you are confronted with smoke conditions keep down low to the floor as the air quality and temperature is more tolerable.
- Good housekeeping is essential for fire prevention – Never allow rubbish to build up if it is avoidable!
- Be careful when handling and storing chemicals. All chemicals at Dv8 are stored on high lockable cupboard.
- Be careful when using gas cylinders.
- Never wedge fire doors open.
- Always report faulty electrical equipment.
- Be aware of the contents of the fire risk assessment for your area of work.
- Daily checks of all classrooms and communal spaces are now in place by the centre teams including the tidying up of rubbish and equipment that could be hazardous.

**AT THE END OF A WORKING DAY, YOU SHOULD THOROUGHLY CHECK YOUR WORK AREA –
LOOK FOR MATERIALS EITHER LEFT DELIBERATELY
OR ACCIDENTALLY WHICH MAY CAUSE FIRE.**

FIRE ROUTINE

- **If you discover a fire (however small), smell smoke or have any reason to believe there may be a fire, you MUST raise the alarm by the most appropriate means:**

PLEASE SPEAK CLEARLY AND STATE THE ADDRESS OF THE PREMISE WHEN SPEAKING TO THE FIRE BRIGADE

**TELEPHONE 999
or Centre Management team
ASK A PASSER BY OR OTHER GUESTS TO CALL 999**

- **The safety of both staff and students is of the utmost importance, the sooner the alarm is activated the sooner management can react to the situation.**
- **If the fire is in your immediate area, commence evacuation, ensuring all staff and students are accounted for. Ensure no one re-enters the building or area unless it has been deemed, by the Fire Warden, SAFE TO DO SO.**
- **If you are competent, you may tackle the fire using the available equipment – this must be done without taking any personal risk and only in the early stages of the fire.**

FIRE DOORS

FIRE DOORS MUST NEVER BE PROPPED OR WEDGED OPEN (unless they are fitted with a Dorgard). THESE DOORS HAVE BEEN FITTED FOR THE SAFETY OF STAFF AND STUDENTS, AND MUST BE KEPT CLOSED AT ALL TIMES.

IT IS ADVISABLE TO CLOSE ANY DOOR WHEN LEAVING A ROOM – THEN, IF A FIRE SHOULD BREAK OUT, IT WILL BE CONFINED AT LEAST FOR A PERIOD OF TIME.

ALL FIRE ESCAPES ARE MARKED WITH A GREEN SIGN WITH THE RUNNING PERSON SYMBOL AND/OR WRITTEN DESCRIPTION.

STAFF MUST KEEP GANGWAYS AND CORRIDORS IN WINGS AND OFFICES UNOBSTRUCTED AND FURNITURE **MUST NOT BE PLACED IN FRONT OF EXIT DOORS.**

Evacuation plans from all Dv8 Sussex premises are broken-down into three phases:

- **HORIZONTAL MOVEMENT**
To move students and staff from the fire area through a fire door to a place of safety.
- **VERTICAL MOVEMENT**
To move students and staff from upper to lower levels.
- **TOTAL BUILDING EVACUATION**
To move students and staff clear of the building.

When an area must be evacuated, staff will instruct students on the route to move to the assembly point.

When evacuating, no time will be allowed for the collection of personal belongings by staff or students.

As stated, the fire wardens will sweep each floor checking all persons are following the fire evacuation procedure, this includes checking the toilets on each floor.

Registers will be taken by tutors at the assembly point. If any person is found to be unaccounted for, the most senior Fire Warden on duty must be informed.

**THERE WILL BE NO UNAUTHORISED
RE-ENTRY INTO THE BUILDING OR AREA.**

ASSEMBLY (MUSTER POINTS)

Each Dv8 Sussex delivery location has a nominated muster point(s). When moving students' members of staff shall man the muster point and evacuation route. All students must be accounted for. This is by using a roll call of the students in that day and sweeping procedures as previously explained.

FIRE ESCAPE LIGHTS AND EXIT LIGHTING

Unless these are operated automatically, essential lights should be switched on during the hours of darkness to illuminate evacuation routes and exits.

CLASSES OF FIRE

Fires are divided into 6 categories:

CLASS A	Fires involving solid material e.g. wood
CLASS B	Fire involving flammable liquids.
CLASS C	Fire involving flammable gases.
CLASS D	Fire involving flammable metals. <u>Leave for the Fire Brigade!</u>
ELECTRICAL	Fire involving electrical equipment.
CLASS F	Fire involving cooking oils.

THE GENERAL RULE FOR FIRE EXTINGUISHERS:

The following is to be used as a general guide only, always **check the symbols on the extinguisher before use and that it is in date**

EXTINGUISHER	CLASS A FIRE	CLASS B FIRE	CLASS C FIRE	CLASS D FIRE	ELECTRICAL FIRE	CLASS F FIRE
WATER	✓	✗	✗	✗	✗	✗
FOAM (AFFF)	✓	✓	✗	✗	✗	✗
CO2	✗	✓	✗	✗	✓	✗
DRY POWDER (ABC)	✓	✓	✓	✓	✓	✗
WET CHEMICAL	✓	✗	✗	✗	✗	✓

All fire extinguishers should be kept in relevant parts of the building.

For example (Dry Powder) used to put out water and electrical based fire should be stored near offices and classrooms. Part of the yearly fire risk assessment reviews for both centres will ensure that this is adhered too.

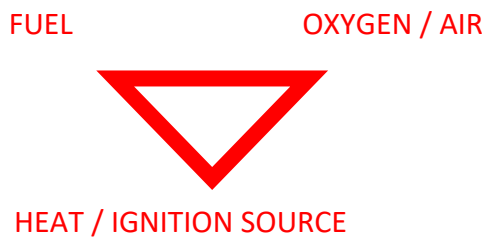
CAUSES OF FIRE

Fire is the direct result of combustion; a chemical reaction involving fuel, oxygen and heat.

HEAT CAN BE TRANSFERRED IN THREE WAYS:

CONVECTION	The physical change produces hot gases which rise, the heat at high level then ignites other combustible materials.
CONDUCTION	Where fire occurs, and through heat transfer within the structure, self-ignition in other areas is possible.
RADIATION	Where there is no direct contact, but the transmission of heat through air causes combustion to occur.

THE FIRE TRIANGLE:



The principle of all firefighting is based on the triangle of fire. For fire to survive it is necessary for all sides of the triangle to be present at the same time.

SMOKING

Dv8 Sussex has a comprehensive smoking policy, this must be adhered to at all times. For more information, speak with a senior leader.

PREVENTION: CHECKLIST

- **CHECK** all fire exits are unobstructed
- **CHECK** that fire doors will open easily
- **CHECK** areas after use for fire hazards
- **CHECK** lighting which may be required in an emergency
- **BE AWARE** of your work area's evacuation plan
- **BE AWARE** of the fire-fighting equipment in your area
- **NEVER** wedge open fire doors

**ANY QUESTIONS OR CONCERNS REGARDING EVACUATION
OF BUILDINGS OR GENERAL FIRE SAFETY SHOULD BE DIRECTED TO A MEMBER OF THE
SENIOR MANAGEMENT TEAM**

**FIRE IS A REAL THREAT; ENSURE YOU ARE TRAINED – YOUR LIFE AND/OR THOSE YOU WORK
WITH COULD DEPEND ON IT!**

**FIRE AWARENESS, EXTINGUISHER HANDLING AND COURSES ARE ALWAYS AVAILABLE.
THESE CAN BE BOOKED THROUGH YOUR LINE MANAGER.**

5. Training

The responsible person (this can be an individual or the company) and nominated competent persons should receive appropriate training including hazard spotting techniques, and the suitable action to take when fire safety problems arise.

All new staff receive first day fire induction training and a refresher every year. It is important in the education industry to ensure that levels of knowledge are kept up to help students during emergency situations.

Fire Wardens have received appropriate training on an annual basis, and this would include;

- Fire policy or code of practice
- Roles and responsibilities

- Properties of fire, smoke behaviour, flashover, backdraft
- Fire extinguisher demos and practice
- Disabled evacuation procedures

6. Checking & Maintenance of Fire Provision

All fire provision equipment must be maintained in accordance with manufacturers, instructions and the relevant B.S. Also, weekly checks are being carried out by staff.

Maintenance items carried out by an approved competent contractor include;

- Fire Alarm Control Panel
- Automatic Fire Detection System (smoke detectors heads etc.)
- Emergency Lighting
- Fire Extinguishers (Due to be out of date April 2016)
- Dry Risers
- Sprinkler System
- Automatic fire shutters
- Fire Exit Doors Operation
- Fire Door Operation and Self Closers

7. Fire Records & Fire Log

Any operational check, testing or maintenance item should be recorded in a fire log.

The records will cover maintenance records of;

1. Fire Alarm Control Panel
2. Automatic Fire Detection System (smoke detectors heads etc.)
3. Emergency Lighting
4. Fire Extinguishers
5. Dry Risers
6. Sprinkler System
7. Automatic fire shutters
8. Fire Exit Doors Operation
9. Fire Door Operation and Self Closers

Fire checks carried out by competent staff in house;

- Fire Alarm Control Panel Clear of Faults
- Fire Alarm Operation
- Emergency Light Operation
- Fire Exit Door Operation
- Fire Door Operation & Self Closer
- Fire Extinguisher location and pressure gauges and Tell-tales

8. Fire Wardens

An appropriate number of Fire Wardens (min of 3 for each centre) are in place. They can carry out the prescribed fire checks and completing the appropriate record sheets in the fire log. The Fire Wardens should be also responsible for carrying out fire inspections within their designated areas, as stated. Dv8 will continually review this allocation in line with any significant changes to centres and student numbers.