**Aim**

It is the overall aim of Uneek Learning to minimise the risks to staff and employees, 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.

**Fire safety management -**

Main duties are:

\* To minimise risk from fire through thorough risk assessments

\* To ensure adequate staff/ fire warden training has taken place

\* To produce an emergency plan and put up fire notices

\* To conduct fire drills

\*To check adequacy of fire fighting apparatus and its maintenance

\* To implement recommendations from the Fire Risk Assessment

\* To consult with the LA Fire Risk Assessment officer 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 Safety Log Book is kept up to date and accessible

**Fire procedures**

Notices outlining the fire exit procedures are displayed in classrooms, offices and kitchen area at both sites. Pictogram of ‘running person’ above fire exit doors on both sites and emergency lighting above fire exit doors.

**Persons responsible for fire safety –**

|  |  |
| --- | --- |
| Responsible Persons – Chris Edwards/ Tom Crawley (Fire Marshalls) and Jay Treacy  (Senior Person) / Emily Wittering  (Senior Person) | The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building) |
| Competent people- Jay Treacy-Education Director- NEBOSH Level 5 Health & Safety Management in the Workplace  Chris Edwards –Premises Officer- IOSH Managing Safety at Work/ Fire Marshall  Tom Crawley- Fire Marshall  Emily Wittering – Business Manager- Fire Marshall/ First Aid | A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc. |
| Fire safety training, induction and revision – Emily Wittering/ Jay Treacy | Responsible person or nominated Competent person |
| Fire risk assessments  Jay Treacy/ Tim Payne/ Amp Fire | Responsible person or nominated Competent person |
| Fire drills  Chris Edwards/ Tom Crawley | Responsible person or nominated Competent person |
| Updating of logbook / recording  Emily Wittering/ Chris Edwards | Competent person |
| Checks on emergency lighting  Amp Fire Ltd / Chris Edwards/ | Competent person- see weekly Building Checklist |
| Fire escapes unobstructed  All staff responsible | All members of staff |
| Check all fire detection and protection systems are maintained  Chris Edwards weekly building check and AMP Fire Protection to complete annual checks / call outs where required as per contract | Responsible person or nominated Competent person |

**Fire safety training**

All staff will have internal training annually during the month of September

(Inset day) . This will include:

* Understanding the emergency plan/ fire procedure
* The importance of fire doors
* Any significant findings of the Fire Risk Assessment
* 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
* All staff sign to agree they have been shown and understand fire exit procedure, following initial training – (staff induction checklist in staff file)
* New staff to be taken through annual training schedule as part of induction package

**Fire Risk Assessment appraisal**

This will be carried out on an annual basis by the Nominated persons.

All issues that present a fire risk will be actioned as per the priority rating.

**Evacuation Drills**

Fire drills are executed by the nominated person/competent person via this panel.

Evacuation drills will be carried out on at least a termly basis.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

**Staff roles and responsibility in the event of an evacuation alarm**

|  |  |  |
| --- | --- | --- |
| Action | Person responsible | In case of absence |
| Evacuation of all staff | Tom Crawley / Chris Edwards – Fire Marshall | Most senior person in section |
| Evacuation of students | Class Tutors | Learning Mentors |
| Collection of registers and staff/ visitor signing in book/ sheets | Jay / Emily to take register & visitor book | Tom Crawley/ Chris Edwards |
| Collection of Work mobile phone | Emily Wittering/ Jay Treacy | Tom Crawley / Paul Skyers |
| Checking of toilets | Tom Crawley/ Chris Edwards | Jay Treacy/ Emily Wittering |
| Checking rooms | Tom Crawley / Chris Edwards | Jay Treacy/ Emily Wittering |
| Calling the fire brigade | Emily Wittering/ Jay Treacy | Paul Skyers/ Tom Crawley |
| Meeting the fire brigade | Emily Wittering/ Jay Treacy | Paul Skyers/ Tom Crawley |

In general, all staff/ students/ visitors will assemble at the agreed assembly point ( Car Park area opposite building with ‘Fire Assembly Point’ sign on wall/ yellow X marking on ground) , unless the source of the fire makes this impossible. Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

**Fire Doors and exits**

All doors should be closed after the last person has excited. 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 must be recorded in the Fire Safety Log Book. The log book is located on wall next to the Fire Alarm panel, in a locked cabinet. This is located by the entrance door to the building. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, Jay Treacy/ Tim Payne will periodically check the Fire Safety Log Book and the evacuation schedule.

**Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

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

|  |  |  |
| --- | --- | --- |
| System | Frequency | Method of test |
| Smoke Detector | Weekly | Press button until it alarms- Fridays end of day |
| Smoke Detector | Every 3 months | Hoover it out/ make sure no dust in it – AMP Fire Protection |
| Smoke detector | Annually & when required as part of contract | Servicing - AMP Fire Protection |
| Emergency lighting – Function test | Annually & when required as part of contract | Momentary operation of test switch or circuit breaker. |
| Emergency lighting – discharge test | Annual | Switched on and left for at least the duration of the battery e.g. an hour or 3 hours. |
| Fire extinguishers | Annual service plan | Service (extended service) |

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

**Disabled pupils/members of staff**

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 not wholly rely on the fire and rescue service.

**Fire Procedure**

In accordance with the fire procedure, a fire plan has been devised. See below;

|  |  |
| --- | --- |
| Action on discovering a fire | * Raise the attention of others by activating nearest call point. * Evacuate all occupants according to fire procedure. * On hearing alarm, Nominated Person or next in charge to call 999, ask for Fire service stating fire at Uneek Learning, 11 Wood Street, Hinckley, LE10 1JQ * Notify Jay Treacy/ Tim Payne as soon as possible and give precise details about fire. * Use fire-fighting equipment **only if necessary** to make your escape. |
| What to do if the fire alarm sounds | * Follow fire procedure and evacuate all occupants to the assembly point. * Designated staff to collect registers, signing in book and phone * Ensure all windows and doors are closed. * All areas to be checked for occupants. * Keep silent to ensure instructions from the Fire Marshall/ Nominated Person can be heard |
| Liaison with Emergency  Services | On arrival the emergency services will require the following information:   * Where is the fire located? * 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. * Staff must be aware of alternative routes. |
| Fire-fighting equipment use | * Fire-fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire-fighting. |
| Responsibilities and duties  to assist in case of fire | * All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times * Once evacuation complete fire procedure to be put into place |

This Policy will be reviewed annually. Next review due by 1stSept 2026.