Fire Procedure Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP024	September 2026	September 2027	Principal

Fire is not inevitable. It is normally the result of poor management practices or carelessness by occupants. The prevention of fire is therefore the responsibility of all site users. Any defects or failure in procedures that may affect fire safety must be reported in writing to the Facilities Manager

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SECTION 1 – STAFF PLANNING AND AWARENESS

1.0 Prevention

Fire prevention is the responsibility of everybody.

Precautions must be taken to minimise the possibility of a fire. College staff should ensure that the following good safety practices are adhered to:

- Smoking is prohibited in all parts of the building and site, including work vehicles.
- Flammable materials are stored in a marked fire-retardant cupboard or room.
- Combustible materials such as paper and consumables are to be stored appropriately away from sources of heat or ignition.
- Wastepaper, packaging, and other building refuse must be removed regularly so that it doesn't accumulate. This includes mobile collection at break and lunch time.
- Electrical circuits should not be overloaded and electrical equipment to be maintained.
- All fire systems including the smoke heads and fire extinguishers are maintained in accordance with contractual obligations and relevant fire safety legislation and easily accessible.
- Escape routes are maintained and free from obstruction at all times.
- Fire exit doors are unobstructed and not locked or fastened in a way that cannot be easily and immediately opened. Fire exit doors must open with a single action I.E., a push bar.
- Ensure that non-essential electrical equipment such as portable heaters are not used or are switched off and not placed near combustible items when vacating rooms.
- Ensure the building is always secure.
- External areas are managed and kept in a way to ensure the risk of arson is minimised.

1.1 Planning

Teachers & Brunel Academies Trust staff must ensure that:

- They liaise with the Head Teacher to ensure that fire procedures are up to date and well maintained.

- All staff are familiar with fire procedures:

    - Know what the fire alarm sounds like, bell tests will be conducted weekly with records kept in the site file at reception.
    - Be aware of the nearest safe means of escape.
    - All staff familiarise themselves with the fire action notice instructions displayed at every 'break glass' call point.
    - Fire marshals have been trained in the correct use and selection of portable fire extinguishers, which are inspected annually. Fire marshals are instructed **not to take personal risks.** They should only attempt to fight the fire if it is safe to do so or the only means of escape is blocked.
    - External doors are mag locked, which will release when the alarm is activated. External doors which are not mag locked will release with a single action.
    - All doors which are marked as fire doors must remain closed throughout the day (not propped open) or have a door guard fitted to close during an activation.
    - September, January, and May (each new term), evacuation drills are completed and recorded.
    - Arrangements for evacuation are in place for all College events (core and non-core hours)

- Personal emergency evaluation plans (peep's) are in place for all persons needing assistance to evacuate the building.
- A member of the Admin Team and a deputy is identified to provide the Teachers at the Assembly Point with class registers, visitors and contractors signing in book.
- College Fire Marshals have planned for the next most senior member of staff to assume their role in the event of their absence.
- Staff attend refresher training on fire marshal duties and evacuation drills when required.

1.2 Information

The College is linked to a 'remote monitoring' system and an appropriate person will be contacted should the alarm go into activation.

Designated fire marshal to inform the monitoring company of any false alarm and prevent unnecessary attendance.

The Primary assembly point for staff and students is in UFM Worldwide car park - directly opposite the building to ensure safe means of escape should the whole site have to be evacuated.

On confirmation of Fire, designated fire marshals will escort to the secondary Assembly point.
The secondary Assembly Point is

- Primary Assembly Point Shown in **Appendix 1**

Designated Fire Marshals in Hi-vis will control traffic during evacuation.

External Training will be given to fire marshals at appropriate intervals with an eLearning portal available for refresher training throughout the year for all staff.

SLT are responsible for ensuring Fire safety training at induction and refresher training on e-learning portal.

SECTION 2 – ACTIONS ON DISCOVERING A FIRE / EVACUATION OF BUILDING

2.0 Staff Actions to be taken on Discovering a Fire

- Alert others and immediately operate the nearest fire alarm call point by breaking the glass.
- Direct others who might be trying to evacuate the building in the line of the fire to use an alternative safe exit taking them to the primary assembly point.
- Use the nearest available safe exit and go to the designated fire assembly point and follow instructions.
- Implement personal emergency evacuation plans (peeps) for all people needing assistance to evacuate the building.
- Leave the building immediately, if it is safe to do so close all doors and windows on your way out and switch off all electrical equipment.
- Do not stop to collect personal belongings.
- Ensure any medication required for staff or students is collected on evacuation.

Re-entry to the building will only be actioned after the Emergency Services have provided the all-clear and communicated this to the appropriate persons.

2.1 Actions on Activation of the Fire Alarm

Staff

- Use the nearest available safe exit and go to the designated fire assembly point and follow instructions.
- Implement personal emergency evacuation plans (peeps) for all people needing assistance to evacuate the building.
- Leave the building immediately, if it is safe to do so close all doors and windows on your way out and switch off all electrical equipment.
- Do not stop to collect personal belongings.

Fire Marshals

Fire Marshals will be identified by a Hi-Visibility vest which they must always wear during an evacuation.

The duties of the Fire Marshal:

- When you hear the alarm, promptly don your high visibility vest.
- Ensure you have your walkie talkie and registers.
- Evacuate all staff from your designated area.
- Ensure staff evacuate the building as quickly as possible by the nearest exit (inform them not to run) and make their way to the designated assembly point **Appendix 1**
- Check that all rooms and toilets etc. in their designated area have been evacuated or cleared to refuge points.
- Where possible ensure that all doors and windows are closed within your designated area.
- During your exit, ensure that all other staff have responded to the alarm and are evacuating the building.
- Under special arrangements, assist other fire marshals with the evacuation of identified persons with physical disabilities or special needs (PEEP).
- Following evacuation of the building, report to the Senior Fire marshal and confirm your floor area is clear.
- Report to the Senior Fire Marshal of the exact location of anyone remaining in the building because of injury or disablement.
- Report any persons refusing to leave or are unable to get out, give their location.
- Assist Senior Fire Marshal with the control of access/exit points to the building if requested.
- Carry out their function efficiently and with speed; duties not to include firefighting.
- At the Fire Assembly Point, check-off all Contractors / Visitors against the signing –in sheet and advise the Senior Fire Marshal of any discrepancies.
- If not required for further duties, report to your assembly point area.

Senior Fire Marshal

The duties of the Senior Fire Marshal:

- Check fire panel for the location and confirm if it is an actual fire OR a false alarm.
- Deploy the remaining Fire Safety Marshalls to assist.
- On the discovery of a fire, the fire marshal must contact and liaise with the Emergency Services and assist them with information as required.

- Contact with the emergency services must be on a mobile phone to ensure they can remain in contact as required by the 999 operators.
- Assist the Emergency Services as required and providing an immediate response to requests for assistance regarding building evacuation and associated requests for emergency assistance within college hours. It is a priority for the member of staff to facilitate the access and egress arrangements for the Fire Brigade/Emergency Services.

False Alarm / Nuisance Activation

Fire Marshal will:

- In the event of a false alarm, including nuisance activation, reset the panel and silence the alarm before informing all members of staff that it was a false alarm, and it is safe to return to the building.
- Each class to confirm they returned to the building.
- Reset call point and replace any glass that has been broken.
- Record in Site Fire Safety Book and inform Brunel Academies Trust Facilities Manager
- Communicate with the College and any third parties and neighbours.

Re-entry to the building will only be actioned after communication from the appropriate persons.

2.2 Evacuation during Events (College Productions, Conferences etc.)

Prior to the start of the event a verbal notification should be given informing that should the fire alarm be activated that **it is not a test**.

Visitors / guests at the event should be advised of the nearest safe exit and where the assembly point is.

Visitors / guest should be advised to follow instructions from staff during evacuation.

College staff must take the following action:

- Direct all non-familiar staff or visitors to the fire assembly point – it is essential that non-staff members are escorted to the correct location by a member of staff.
- Operate a clear zone policy of their areas of working to ensure that no-one goes back into the building for any reason, paying particular attention to toilet areas.
- Ensure no-one leaves the site so all personnel can be accounted for and to prevent restricted access to site for emergency vehicles.
- Advise the person in charge of areas that have not been cleared en-route to the fire assembly point so that emergency services are aware.
- Report anyone believed to be missing to the person in charge.

SECTION 3: EMERGENCY CONTACT NUMBERS

During working hours **----------** **Out of hours** **----------** Central Services Facilities (Located at The Orbital, Thamesdown Drive)	**Site Technician – 07918 497075** **----------** 1. Relyon Guarding and Security Services – Office Hours: 01454 631621 Out of Hours: 03330 349099 1. Head of Operations & Facilities – 07971 422820 **----------** Tel: 01793 286634 Monday – Friday 08:00 – 16:00 hrs
Emergency Services	From an internal phone - Tel: (9) 999 From a mobile phone - Tel: 999
Site Address What 3 Words	Horizons College Interface Royal Wootton Bassett Swindon SN4 8QQ ///encloses.remove.stepping

SECTION 4 – EMERGENCY EVACUATION DRILL

Note: Actual Fires/AFAs with full evacuation may also be included as Fire Drill

Emergency evacuation drills should be carried out at the intervals shown at section 1.1 Planning, and conducted to simulate fire conditions, I.E., one route obstructed. No advance warning should be given, other than to specific staff for purposes of safety and the avoidance of a false call being made to the Fire and Rescue Service.

APPENDIX 1: PRIMARY FIRE ASSEMBLY POINT

The Fire Assembly Point is:

All College Staff, Students, Visitors and Contractors – congregate within the front car park at UFM Worldwide.

APPENDIX 2: FIRE MARSHALS

College Fire Marshals	Rebecca Clark
	Steve Heary
	Rhona Warman
	Michaela B
	Stephany Chandler-Johnson
	Carly Robson

Senior Fire Marshal must determine procedures for:

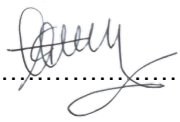
Senior Fire Marshal	1	Genti Mullaliu – Principal
	2	Catherine Long - Deputy Principal
	3	Lorna Godden – Health & Safety Coordinator

Senior fire marshal will:

- Assign specific duties to fire marshals.
- Ensure cover for absence.

In the event that the first named Fire Marshal is not present then responsibility must be assumed by the second / third named respectively.

Signed …….. Principal



Signed …….. Chair of Governors

Date 14.10.2026