

## UTC SWINDON

### Fire Safety and Evacuation Procedures

#### Introduction

The Regulatory Reform (Fire Safety) Order article 9 (RRFSO) places the responsibility for fire safety in the workplace on the employer. The UTC Swindon (UTC) Fire Safety Procedures detail how the UTC Swindon will implement this procedure and identifies responsible persons as defined within the legislation and should be used in conjunction with the ALET Fire Safety Policy as detailed on UTC Swindon Website

#### Aim

UTC Swindon is committed to the provision of a healthy and safe working and learning environment as determined by the Health & Safety Policy.

UTC Swindon shall have in place procedures which will ensure the safe and swift exit of anyone in an emergency from a building which is owned or controlled by the UTC.

In the event of fire, the safety of life shall over-ride all other considerations.

In accordance with the Regulatory Reform (Fire Safety) Order article 9, appropriate precautions and equipment will be in place to:

- Prevent fires
- Detect fires should they arise
- Pre-plan, train staff & practice fire drills
- Appoint & train fire marshals
- Maintain fire detection and firefighting equipment.

#### Fire and Emergency Procedure

UTC Swindon Fire and Emergency Procedure is designed in accordance with this order and particularly in respect of item the above. Proper fire precautions are designed to minimise the spread of fire within buildings, thus protecting all people who use the buildings in normal and emergency situations.

#### Assessment of Fire Risk

The main tool for management of fire risk within UTC Swindon will be risk assessment. Fire Safety Procedure will identify:

- Staff responsible for implementation of the fire risk assessment.
- The method and frequency of the assessment.

## Appendices

Appendix 1: Fire Marshall sweep areas.

Appendix 2: Fire Assembly Points.

## Roles and Responsibilities

### Executive Principal

As the **Responsible person**, as designated in the Regulatory Reform (Fire Safety) Order 2005 article 9 responsibilities are:

- Take such general fire precautions to ensure the safety of staff, young workers, students and others
- Ensure a suitable and sufficient risk assessment relating to fire precautions is made, recorded and reviewed as necessary
- Ensure arrangements for and implementation of preventative and protective precautions
- Appoint competent person(s) to assist
- Provide information and training regarding fire precautions staff, young workers, visitors, students and others
- Keep up to date with legislation & disseminate information as necessary
- Arrange fire marshal training
- Review fire procedures and circulate

### Head of School

Responsible for assisting the Executive Principal in execution of duties under the Regulatory Reform (Fire Safety) Order 2005 article 9 and deputising as necessary.

### Property & Environment Managers (Group Services)

- Ensure firefighting equipment maintained & tested
- Ensure detection system maintained and tested
- Ensure alarm system maintained & tested
- Ensure monitoring system OK
- Ensure emergency lighting maintained & tested
- Ensure fire signs provided and maintained
- Ensure gas systems maintained and tested
- Ensure Electrical systems maintained & tested (PAT/fixed)
- Control of Contractors particularly hot work
- Liaison with Fire authority
- LEV maintained & tested
- Grounds maintenance & waste removal
- Scheduling and ensuring completion of fire drills. Recording in the Fire Drill book kept at reception.
- Engaging Fire Consultant

## **Fire Consultant (External Consultant)**

- Carry out suitable and sufficient fire risk assessments at UTC Swindon
- Provide action plan with priorities
- Advise as required on refurbishments & new build projects
- Provide advice via telephone
- Advise UTC Swindon and ALET of any changes in legislation and any actions necessary

## **All Managers**

Within their areas:

- Assist with the nomination of fire marshals
- Ensure LEV, portable appliances and other equipment is maintained and tested
- Maintain good housekeeping standards
- Ensure escape routes kept clear, fire doors kept shut
- Report defects to P&E as required
- Help ensure firefighting equipment is not misused
- Implement Personal Emergency Evacuation Procedure (PEEPS)
- Control hot work
- Uphold no smoking policy
- Ensure staff receive necessary fire training

## **Fire Marshals (see appendix 1 for marshal sweep areas)**

- Direct staff and students to stairways in order to maintain orderly evacuation.
- Check that all rooms and toilets etc. in their designated area have been evacuated.
- If anyone remains in the building because of injury or disablement, advise the Duty Manager of the numbers and exact location.
- Guard doors during incident to prevent re-entry to building.
- Duties do not include firefighting unless specific training has been given.
- Direct persons to assembly points
- Assist with return to building or relocation to a safe place
- Feedback any issues to Health & Safety Manager

## **Tutors**

- Take up position in line at assembly point and ensure students are lined up in silence to await further instructions.

## **All Staff**

- Take reasonable care of themselves and others
- Co-operate with the UTC to enable employer duties to be complied with
- Report any serious or immediate danger. Report any matter which may represent a shortcoming in fire protection arrangements

## UTC Fire and Emergency Procedure

The following actions should be taken in the event of a fire.

### Persons discovering a fire:

- Sound the fire alarm immediately; call points are located in the corridors.
- Telephone the emergency number:
  - ◆ 100 for UTC Swindon Reception
- Give details of the location of the fire to reception staff.
- Persons should only attempt to extinguish a fire if they have been trained and feel competent to do so. They should not put themselves at risk and if an initial attempt fails, they should evacuate.
- Evacuate via the nearest, safe designated fire exit but **do not use the lift**.
- Assemble at the assembly point for the building that they have just vacated. See appendix 1 for assembly point maps.
- Await further instructions from the Head of School.
- After 18.00 hours and before 08.00 hours telephone the Emergency Services directly by dialling 999 (this can be done from any internal telephone).  
Make equipment etc. safe, close doors and windows but do not stop to collect personal belongings.

### Persons hearing the continuous fire alarm:

- Make equipment safe, close doors and windows, if possible, but do not stop to collect any personal belongings.
- Evacuate via the nearest, safe designated fire exit **but do not use the lift**.
- Assemble at the assembly point for the building that has been vacated.
- Await further instructions from the Head of school

### Fire Marshalls: (See appendix 1 for sweep areas)

- Collect area fire instructions check on any personal evacuation plans local to their sweep area.
- Carry out any instructions for assisting with students/staff detailed in personal evacuation plan.
- Put on their florescent fire marshals Jacket.
- Carry out a sweep of their designated area by systematically checking all rooms, including toilets are cleared of people.
- On completion of the sweep, report to the designated door to stop re-entry.
- Report any remaining occupants to the Head of School
- Shut doors and report to the assembly point.

### Reception staff

- Collect fire box with registers and head to fire assembly point
- Issue tutor registers to tutor staff.

### Strategic First aiders:

Collect their first aid equipment and make themselves available to the Head of School incident controller

## Executive Principal or Head of School (to act as Duty Manager)

- Proceed to fire panel and put on Hi-Viz vest.
- Link up with the estates team investigating the source of the alarm.
- Check fire warden sweeps completed. If fire Marshall is not at their post, Duty Manager to designate deputy fire Marshall, to sweep that area.
- Communicate to Incident Controller fire & rescue service requirements. ie attend/not attend.
- Collate information as appropriate for use by Emergency Services when they arrive on site.
- Ensure emergency services are contacted if required. Hand over to the Fire and Rescue Service providing all necessary information about:
  - Location of the fire
  - Hazards at that location
  - Casualties
  - Persons unaccounted for
- Give all clear when safe conditions prevail.
- Notify Executive Principal or Head of school as necessary.
- Fill out the fire log in reception.

Reception to take out fire box and distribute registers

Tutors to fill out registers

Tutors inform Incident lead of missing personnel

Head of school and fire marshals should take out radios

Evacuation procedure is part of this

## Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Fire Safety and Evacuation Policy at specified intervals.

Date created: Sept 2022

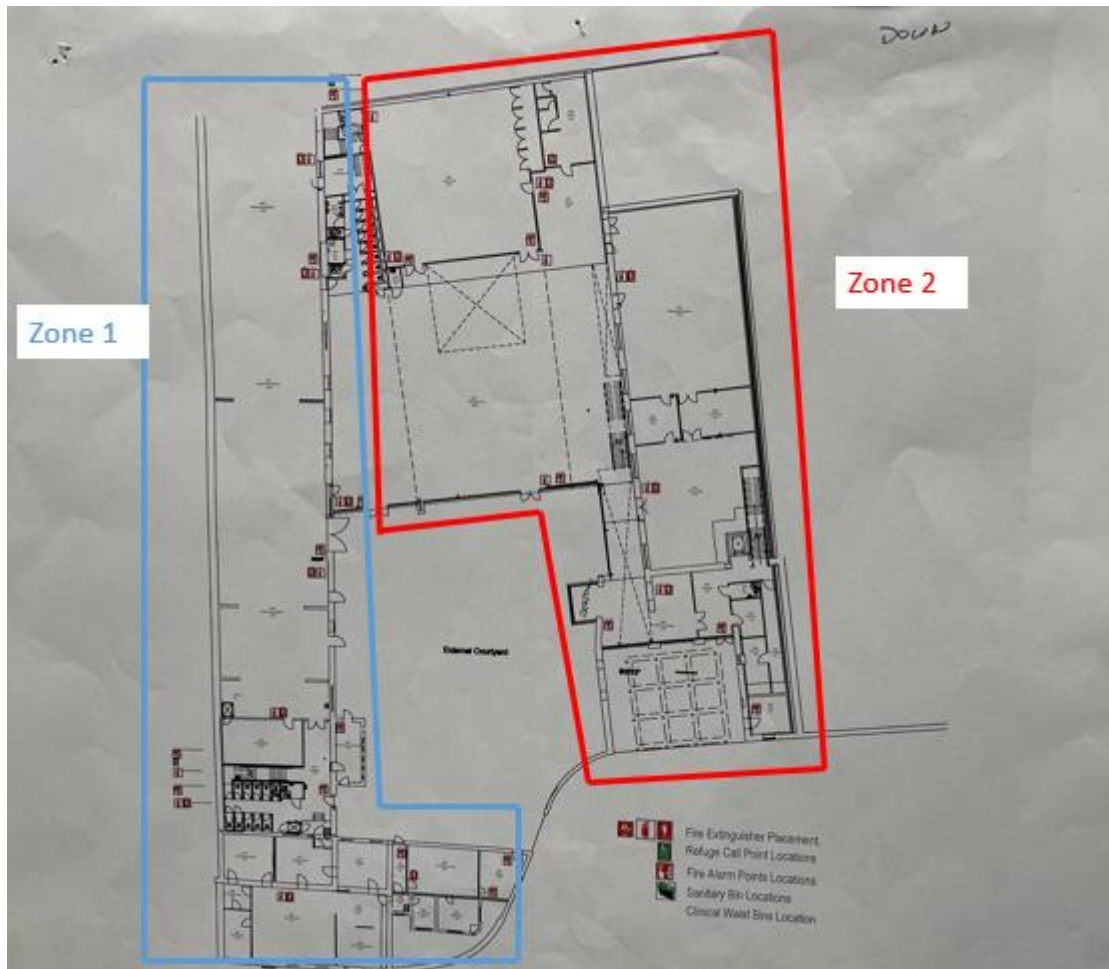
Date agreed: 24<sup>th</sup> Sept 2022

Next Review: Sept 2025

## Appendix 1: Fire Marshal sweep areas. 2022-2025

### UTC Swindon.

Site	Designated Area	Fire Marshal	Exit Door
UTC S	Zone 1	S Crookes	Workshop fire exit
UTC S	Zone 2	H Danby	Reception exit
UTC S	Zone 3	N Mitchell	Rear exit







Appendix 2: Fire Assembly Points

