

Fire Safety and Emergency Procedures

The responsibility for fire safety and emergency procedures lies with the Trustees, Warden and Senior Management Team of Llandovery College but all staff must manage fire safety in the same way they manage other health and safety issues by implementing the policies agreed.

The Regulatory (Fire) Reform Order 2005

– Llandovery College document must be used as a guide to ensure best practice and therefore minimise the risks of fire. To comply with health and safety legislation Senior Management and certain other staff must carry out risk assessments for all the hazards faced in schools, including fire.

A fire log books are situated in various departments within the College where general practice in fire loss control and safety standards are laid down.

The following have been considered: -

- a) Fire drills (frequency and responsibility)
- b) Equipment (maintenance contract on extinguishers, smoke/fire detection)
- c) Fire alarm (type, maintenance, testing)
- d) Inspection (frequency, reporting flammable risks)
- e) Training.

The responsibilities for fire related safety checks are as follows:

Fire escape routes (daily): relevant department head

Fire alarms / lights (weekly): relevant department head

Fire extinguishers (weekly): relevant department head

Fire evacuations (2 - termly): Housemaster or Housemistress/Bursar/Senior Management/Maintenance

The heads of department are responsible for checking the correct location of fire extinguishers and other fire fighting equipment in their respective departments. They are also responsible for ensuring that each member of staff in their department is also familiar with the following in the vicinity or where they usually work:

- i) all means of escape in case of fire
- ii) the position and operation of alarm points
- iii) the position and operation of fire extinguishers and other fire fighting equipment
- iv) the evacuation drill and muster point.

Staff procedure in case of fire

The following procedures must be strictly followed on discovering a fire:

IN CASE OF FIRE

- 1) Raise the alarm – rescue or remove anyone in danger
- 2) Inform a member of the Senior Management team
- 3) Only if safe, attack the fire using the nearest correct extinguisher

ON HEARING THE ALARM

- 1) Shut off heating appliances, shut off any gas appliances, if the room has an electrical isolator switch – turn it off
- 2) Close doors and windows – other than those used as escape routes
- 3) Direct children/staff/visitors etc to the Assembly r point and keep calm. Proceed in an orderly manner and do not run
- 4) When at the Assembly point – report to your senior manager.

See: Fire Risk Assessments for each department