



Alpha Training / Hawthorn Farm  
Fire Safety Policy

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### Aims

It is the overall aim of Alpha Training's fire safety policy is to minimise the risks to pupils staff and employees which may arise from fire. This will be achieved by working with Alpha Training and Hawthorn Farm to ensure 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.

### Overall Responsibility for Fire Safety Matters

The Managing Director is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

### The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

### Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

### Fire Risk Assessment

Alpha Training will carry out a fire risk assessment for its site at, Hawthorn Farm. The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located. The fire risk assessment will be reviewed and amended on a six month cycle to see if it is either no longer valid or if any changes are planned, such as:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards;
- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.



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Fire Training and Evacuation Drills

Training will be provided at least annually for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. Specific training will be organised for fire safety managers, both on appointment and at least every two years with an external Fire Safety training.

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants.

Appointment and Duties of Fire Marshals

The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm. A handbell will be kept on each floor.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school's Office Manager is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The fire safety manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Notices

All fire exit routes will be signed by clear signs with directional arrows.



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**FIRE ACTION**

ANY PERSON DISCOVERING A FIRE SHOULD:

1. SOUND THE ALARM BY INFORMING EVERYONE IN THE BUILDING THAT THERE IS A FIRE.
2. ASK A SENIOR TO CALL THE FIRE BRIGADE.
3. ASK A SENIOR TO USE THE FIRE EXTINGUISHER IF POSSIBLE.
4. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT – WALK CALMLY, CLOSE ALL DOORS BEHIND YOU.
5. WAIT AT THE FIRE ASSEMBLY POINT (On carpark) FOR A ROLL CALL.

**WARNINGS**

- LEAVE THE BUILDING IMMEDIATELY AND CALMLY, DO NOT RUN.
- DO NOT WAIT TO PICK UP BELONGINGS.
- DO NOT RETURN INTO THE BUILDING FOR ANY REASON UNTIL TOLD THAT IT IS SAFE TO DO SO