



Fire Safety & Fire Risk Management Policy and Procedures

The Green Room provision is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

The Green Room provision Fire Wardens:
 GRW: Lorena Greenwood and Carly Foster
 GRK: Paula Hodgson and Anna Ford
 GRC: Kelly Marsh, Clare McLaughlin, Kim Perkins and Matthew Allen

Owner: JN/WCFo/KAF/CCM

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	April 2015	2	April 2016
		October 2016	3	October 2017
		October 2017	4	October 2018
		January 2019	5	January 2020
		November 19	6	November 20
		November 20	7	November 21
	Emergency Coronavirus Review	May 2020	8	May 2021
	GRK Review (LF)	January 2021	9	January 2022
	GRW Review (CB)	January 2021	9	January 2022
	GR6 Review (MA)	January 2021	9	January 2022
	Overall Review (LS)	January 2021	9	January 2022
	GRK Review (LF)			

	GRW Review (BD)	September 2021	10	September 2022
	GR6 Review (MA)			
	Overall Review (LS)	September 2021	10	January 2023
	GRK Review (LF)	January 2022		
	GRW Review (CB)	January 2022		
	GR6 Review (MA)	January 2022		
	Overall Review (BD)	January 2022	11	January 2023
	GRK Review (LF)	January 2023		
	GRW Review (CJ)	January 2023		
	GR6 Review (BD)	January 2023		
	Overall Review (JN)	January 2023	12	January 2024
	GRW Review (CJ)	January 2024		January 2025
	GRK Review (AF)	January 2024		January 2025
	GRW Review			
	GRC Review			
	GRK Review (AF)	January 2025		January 2026
	GRK Review (AF)	January 2026		January 2027
	Overall Review (LF)	January 2026	13	January 2027

Scope and Purpose

Scope

Procedures cover each provision's premises (including the grounds).

Purpose of Procedures

The purpose of these Procedures is:

- To ensure the safety and well being of all staff, students, volunteers and other persons who are in the property if a fire starts
- To prevent accidental fires from starting within the premises and the uncontrolled spread of such fires
- To ensure compliance with existing fire safety legislation
- To minimise damage to the property in the event of fire as far as possible without endangering lives

Each person's primary responsibility in the event of a fire alarm being sounded is to their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these Procedures or save the lives of others.

Basic Fire Prevention Methods

In order to prevent fire:

- All areas should be kept as clean and tidy where possible
- Where possible, flammables will be stored in designated storage areas (clearly marked and locked at all times when unattended)
- Where flammable substances are required and need to be stored, quantities should be minimised and they should be kept in locked storage areas. (COSHH sheets should be provided for each of these substances)
- Action points identified by a Fire Risk Assessment and subsequently agreed with Management must be addressed within an agreed time scale
- All existing health and safety procedures of the provision sites and such safe systems of work relating to fire safety must be adhered to

Fire Risk Assessment

Each provision premises will undergo Fire Risk Assessments. A schedule of Risk Assessments will be created and reviewed in accordance with the rules of the insurers (either annually or biannually)

Following each assessment the Fire Wardens will make recommendations for action. These recommendations will be in the form of actions in Risk Manager and the Fire Evacuation Record which is then filed in the Fire File on the Google H&S Drive. It is the duty of the Fire Wardens to ensure these actions are carried out within the appropriate timescale.

A copy of each completed Fire Risk Assessment will be retained for at least three years. Any updates to the fire procedures will be made clear to all staff upon induction, in annual refresher training or when any significant changes are made to policy and procedures.

Procurement and Maintenance of Fire Fighting, Fire Evacuation and Fire Detection Equipment

Fire Extinguishers

Fire fighting equipment will be provided by an accredited supplier and serviced annually. Any faulty equipment will be recorded and replaced as necessary. The Fire Warden/Office Administrator/Caretaker will or will ensure monthly checks of fire extinguishers are carried out (check for removal, damage or vandalism).

Staff may also report any defects or missing fire fighting appliances to the Office Administrator.

Fire Log Book, Maintenance and Testing Records

The following will define what will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records):

- Log book - kept in the main office of each establishment and in the H&S Google Drive
- Escape routes – Incorporating all doors
- Fire Warning systems (Fire alarms/horns) including testing communication system (Google Chat) and recording fire drills, and smoke detectors
- Fire Fighting Equipment
- Torches, emergency lighting, all tested monthly and recorded in the log book
- Radios (GRK and GRC) are used and checked daily
- Emergency Lighting
- Evacuation Equipment

Any reports of periodic servicing from contractors of certain tests will have copies filed in the Fire Safety File and uploaded to the H&S Google Drive

- Fire Warning System
- Fire Fighting Equipment
- Emergency Lighting
- Boiler systems

The Fire Wardens / Office Administrators will ensure that remedial action is taken to rectify any faults identified.

Copies of all reports relating to the testing and maintenance of fire fighting, detection and evacuation equipment must be retained for a minimum of three years.

Fire Alarm Systems

GRW	The fire alarm system located at GRW operates on an auto dialler system. If the provision is not occupied it will dial a list of selected staff. The closest member of staff will confirm whether there is a fire before either calling 999 or turning off the fire alarm if it is a false alarm. All staff are trained how to use the fire alarm system. The staff cascade list is the same as GRF.
GRC/Swan	The fire alarm system at GRC/The Swan has an autodialler in the form of an App called Texecom Connect. If the fire or security alarm goes off when the site is unattended this will notify the users (who have been added by the General Manager). In this case, the General Manager will check the CCTV to see if/where the fire has started and call 999. If it is a false alarm the nearest person will visit the site to investigate the fault. GRC staff share a security code when setting/turning off the alarm but are not required to be on the app autodialler as it is Swan CIC responsibility outside of provision hours. When the fire alarm is reset the security alarm needs to be reset also.

GRF/104 Maidenhead Road	The fire alarm system located at GRF/104 operates on an auto dialler system. It will text and email a list of selected staff at the same time and state if it is 1. a false alarm/loss of power or 2. a fire. At least one member of staff will check the fire alarm. If this occurs out of hours, they will notify the staff group that they are going into the office to avoid numerous people arriving. If it's a fire they will check the panel to see where the fire is. If it's a fire call 999. If it's a false alarm, read the alarm panel, take a photo if possible and reset the alarm. All staff are trained how to use the fire alarm system. If the responder is unsure how to reset the alarm they can call Surrey Fire 24hr service for support tel: 01276 684473
GRK	The fire alarm system at GRK operates on an auto dialler system monitored by an ARC (Alarm Receiving Centre) called Southern Monitoring Services. If the fire alarm goes off it will call a list of selected staff closest to the provision who will confirm whether there is a fire before either calling 999 or resetting the alarm. All staff are trained how to use the fire alarm system. <i>Note: If you are testing the system, running a fire drill or receive a call from the ARC you will need the specific details available from the office.</i>
GRPK	There is no mains fire alarm system at GRPK. If a fire is discovered/located by a member of staff within the working day the alarm will be raised by sounding an air horn three times in rapid succession and shouting FIRE.

Fire Alarm Activation and Investigation of Cause

Activation

The Fire Alarm/horn may be activated should any emergency occur where the immediate evacuation of the building is required. Any person discovering a fire should sound the alarm, dial 999, exit via the nearest emergency exit, assemble at the fire assembly point. (Please see Emergency Fire Evacuation Procedure).

Accidental Activation

Anyone who has accidentally activated the fire alarm/sounded the horn or by undertaking an activity which has resulted in an automatic detection device (for example, a smoke/heat detector) being activated must inform a member of staff immediately.

Malicious Activation

Malicious activation of the fire alarm is defined as deliberately activating or causing another person to activate the fire alarm without suspecting a fire or other emergency. This action constitutes a disciplinary offence and will be dealt with by the Head of provision (See [Behaviour Policy](#)). All staff and students should be encouraged to report any information they have in the event of a malicious activation to the office.

Investigation of the Cause of the Alarm after the Incident

Upon notification of a Fire alarm incident the Fire Warden will investigate the reason for activation and progress any action to prevent a recurrence.

Evacuation Procedure During Hours of Building Closure

During the hours of building closure the provision Managers monitor phone messages via email should anyone need to contact the provision in an emergency (and where appropriate messages are passed on to Heads of provision). No person should be on the provision premises after the hours of building closure unless they have permission from the Head of provision and have undertaken a lone working risk assessment. Note: any staff on the premises need to sign in on Google Chat.

At The Swan, the site will usually be occupied by staff of The Swan CIC after provision closure hours, and a designated responsible person will be in charge of evacuation.

Any person discovering a fire should proceed to the nearest fire exit. They should then telephone 999 to summon the emergency services. They should not attempt to tackle the fire alone unless their fire extinguisher training is current and they feel confident to do so, it is safe to do so and the fire is no larger than a waste paper bin.

Evacuation of People with Disabilities

Personal Emergency Evacuation Plans (PEEPs) are in place for the evacuation of people who have disclosed any disabilities to the provision which may impact on their ability to exit a building unaided. (Please see Emergency Fire Evacuation Procedure and PEEP plans).

Evacuation of Children (under 16 years of age)

It is expected that children will not normally be allowed on the premises unsupervised. In the event of a fire alarm any person supervising children should lead them to the nearest exit and then to the appropriate Assembly Point. Staff are trained in the evacuation procedures upon induction into the provision (and given annual training and/or when any significant changes are made to policy and procedures).

Evacuation of Visitors

All visitors/volunteers must be asked to sign in upon arrival at The Green Room facilities and sign out upon leaving. Visitors/volunteers will be informed of the fire evacuation instructions either upon receiving their Visitors Pass, or by the staff member that they are meeting. Members of Staff who are receiving a visitor are responsible for the safe conduct of persons in his/her care, and are expected to help the visitor find the nearest fire exit and appropriate assembly point where applicable.

Evacuation of Contractors

Where Contractors are working on a job for which a risk assessment has been created then they will be advised on the Emergency Fire Evacuation Plan by the relevant staff member appointing the work.

Use of Fire Fighting Equipment

Portable fire fighting equipment is provided on the premises for staff use. Staff are trained in the use of fire fighting equipment.

Prompt use of equipment can prevent a small fire developing into a large one.

Do not attempt to fight the fire if you do not think it is safe to do so, (for example)

- The fire is large with a large amount of smoke being produced
- Your escape route may be compromised
- You have not received appropriate training

No person, other than a member of the Fire Department should re-enter the building specifically to fight a fire.

First Aid Provision and Evacuation of Casualties

Upon activation of the Fire Alarm it is the duty of the fire warden to collect the first aid kit and take it to the assembly point. At The Swan, the designated fire wardens (or any staff in the vicinity of the provision House first aid kit) will collect the main first aid kit located in The provision House and take it to the assembly point . If, however, there is a casualty within the building, a first aider can collect the nearest first aid kit to them before exiting the building unless:

- There is not one in the immediate vicinity
- To do so would place the First Aider in immediate danger

First Aiders should then evacuate in accordance with the Emergency Fire Evacuation Procedure. Casualties should not receive first aid treatment inside the building during a fire alarm unless it is absolutely necessary and it is safe for the First Aider to give this treatment.

Where possible, casualties who are able to walk can be assisted from the building, preferably by a First Aider and treated at the fire assembly point. Casualties who are unable to walk should only be evacuated if their life is in immediate danger, otherwise, they should be left inside the building. Such casualties may be assisted to a refuge point if possible. There is no obligation for individual staff members to assist in the evacuation of casualties; however, anyone may assist where it is safe to do so.

No person should risk their health, safety or wellbeing in an attempt to evacuate or treat a casualty. In addition, no person should re-enter the building to attempt to evacuate or treat a casualty. Any person who is aware of a casualty inside the building should report this to the Fire Warden/Emergency services giving the name, location and condition of the casualty where possible.

If the Fire Warden is aware of any person outside the building requiring first aid treatment, he/she will direct a First Aider to the casualty(s) and use the first aid kit provided as appropriate.

Fire Drills

The Head of provision, with the Fire Warden and provision Manager will arrange for fire drills to be conducted during term time. It has been recommended by Ofsted that 2 drills per term should take place.

When scheduling these drills, the Fire Warden and Office Administrator will consult the appropriate staff to ensure the drill does not coincide with assessments or other activities which must not be disturbed (this does not normally include teaching activities). Consideration should be taken when scheduling fire drills to ensure they occur on a variety of days/times.

The Fire Warden and Office Administrator will make suitable arrangements to monitor the fire drill in terms of success of evacuation and performance of appropriate equipment. The Fire Warden should follow up by issuing the results of the fire drill making specific reference to where improvements need to be made. Fire drills are recorded in the H&S Google Drive.

National Emergency Alerts System: should staff receive an alert from the National Emergency Alert system there will be instruction on what to do delivered by the emergency services. The Head of provision will confirm the course of action and staff should follow that direction which may include either to lockdown or evacuate depending on the situation at hand. If a lockdown or an evacuation is required it will be conducted to our Lockdown Policy or our Fire Safety Policy.

Control of Site During a Fire Alarm

During a Fire Alarm the Fire Warden, in liaison with other staff, will be in charge of the site (at the Swan this is during provision hours only). It is the responsibility of the Fire Warden to:

- Coordinate evacuation activities as described above
- If necessary, move the assembled group to an **end point of safety** following registration
- To ensure a pathway is kept clear for emergency vehicles
- To prevent unauthorised access to the building as far as is possible
- To prevent unauthorised access to the site as far as possible (including all vehicular access except for emergency vehicles and members of staff who have been called to the scene)
- GRK to locate two members of staff at both entrances (bungalow & Blaber building) to prevent entry from unknowing visitors.

If the emergency services arrive on the scene the Fire Warden will hand over control of the site to the Senior Fire Service Officer in attendance. The Fire Warden will liaise with this Officer and follow any instructions given.

All staff should attempt to ensure (as far as possible) that once people have reached their assembly points they do not leave the assembly point unless directed to do so either by the Fire Warden or the emergency services.

Where the fire is serious, please see the Emergency Fire Evacuation Procedure in the 'ON HEARING FIRE ALARM' section.

Re-entry to the Building following a Fire Alarm

Once the Fire Warden has satisfied himself/herself that it is safe for people to re-enter the building following a fire alarm he/she will sound the "all clear signal" by saying 'ALL CLEAR'. No person, unless specifically directed by the Fire Warden or emergency services, must enter the building until the "all clear" signal has been given.

When the Fire Department is in attendance, the Fire Warden must not sound the 'ALL CLEAR' signal until the Senior Fire Service Officer in attendance is satisfied that it is safe to do so and has handed back control of the site.

If part of the building has been affected but the fire has been extinguished, the "all clear" may still be given if suitable arrangements are in place to prevent unauthorised access to the affected part of the building.

Fire Alarm Activation Follow Up

Following the activation of a Fire Alarm the Fire Warden or nominee will collate any paperwork completed during or following the alarm. This paperwork should be retained in the Fire folder on the H&S Google Drive for at least two years.

The Fire Warden or nominee will then complete an Emergency Evacuation Record and provide copies of this report to:

The Head of provision and Office Administrator to be kept on file.

Any actions arising from a Fire Evacuation will be identified by the above appointed persons and added to the building Fire Action Plan.

Where a fire has occurred, the Head of provision will commission an investigation into the cause of the fire. All members of staff are required to assist in any fire investigation conducted by the emergency services or other enforcement authority.

Emergency Fire Procedure Policy

The Policy owners will ensure that any issues arising out of the Fire Alarm Activation Follow Up (found in section above) are reflected in the Emergency Fire Evacuation Procedure Policy.

Training

All persons with roles and responsibilities identified in the Emergency Fire Evacuation Procedure will receive suitable training.

All staff/volunteers will receive information on fire safety on induction, in annual refresher training and after any significant changes to the procedures. All students should also receive a fire safety briefing during their induction.

Visitors and guests will be informed of the fire evacuation policy and procedures upon arrival on the premises.

APPENDIX:

See Emergency Fire Evacuation Procedure Policy for Fire Evacuation Maps

This policy is approved by the CEO of The Green Room Foundation

Date:

CEO:
