



## KMS 551 Fire Policy



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# **Fire Policy**

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## 1. Introduction

1.1. The purpose of this policy is to identify the measures introduced by the College to comply with the requirements of health and safety legislation regarding fire precautions and prevention.

1.2. Fire has the potential to kill or injure large numbers of people very quickly. It is also one of the most destructive, disruptive and costly causes of damage to any organisation.

1.3. The Regulatory Reform (Fire Safety) Order 2005 places strict duties upon employers to effectively manage and minimise fire risks. This includes taking steps to ensure that fires are unlikely to occur or that if a fire does occur, everyone in the premises is able to escape quickly to a place of safety.

## 2. Policy Statement

2.1. In accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, the College is committed to reducing the risk to persons on its premises by: -

- Completing fire risk assessments for all College buildings
- Drawing up emergency plans for all areas of the College where necessary
- Taking action to reduce or eliminate the risk of fire so far as is reasonably practicable
- Ensuring that the necessary preventative and protective measures are in place and adequately maintained
- Providing sufficient training and information to all staff regarding the College's emergency procedures
- Ensuring that all staff with specific responsibilities in relation to fire receive sufficient training and information to undertake their duties
- Ensure all contractors are briefed on the actions to be taken in the event of fire and visitors are hosted at all times.

## 3. Aim

3.1. To ensure all employees, students, visitors and contractors are aware of the action to take upon hearing the fire alarm or discovering a fire.

3.2 To create a culture of fire awareness amongst the students, staff and promote good behaviours such as housekeeping, inspection and audit.

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## 4. Implementation

4.1. The Head of Estates is responsible for completing fire risk assessments and emergency plans for all areas of the College and for providing advice and guidance on reducing the risk of fire.

4.2. The Head of Estates is responsible for ensuring

- That the necessary 'built in' preventative and protective measures are in place and that 'built in' preventative and protective measures are maintained in line with legislative requirements, this would include provision of signage to meet the requirements of the Safety signs regulations.
- Provision and maintenance of emergency lighting.
- Provision and maintenance of firefighting equipment
- Provision and maintenance of fire detection and alarm systems.

4.3. Area Managers and Curriculum and Learning Managers are responsible for ensuring that staff and students receive the necessary information and instruction on fire safety.

4.4. Teaching Staff are responsible for the safety of their group and must ensure that the group leaves the building by the nearest exit and remains at the assembly point until given the all clear. Teaching Staff must be able to account for their group at all times.

4.5. Students must participate fully in all fire drills and evacuations. Students will be subject to disciplinary action if they fail to do so. This will be recorded and signed to acknowledge acceptance in the student's induction checklist.

## 5. General Fire Evacuation Procedure for KMC College Staff and Students

5.1. In the event of fire the safety of life will override all other considerations, such as saving property and extinguishing the fire. If you hear the fire alarm you must leave the building without delay.

5.2. If a fire is discovered (no matter how small) the alarm must be raised immediately. All persons are empowered to take this action if they believe there is a fire, no authority should be sought from another person to do so. Failure to evacuate the building when the alarm is sounding will result in disciplinary action.

### ***Upon hearing the fire alarm***

- ✓ All persons must evacuate immediately

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- ✓ Do not stop to collect personal belongings
- ✓ Teaching staff will take responsibility for the movement, checking and management of their group of students
- ✓ Go directly to the building's Assembly Point
- ✓ Do not attempt to re-enter the building until the all clear is given

### ***Upon discovering a fire***

- ✓ Raise the alarm by hitting the nearest fire alarm call point and shouting "FIRE, FIRE, FIRE"
- ✓ **Do not** attempt to fight the fire unless you have received specific training and you feel comfortable to do so.
- ✓ Proceed to the building's main entrance and report to the Security Team giving details about the location of the fire
- ✓ The Security Team will ensure that the Fire Service is contacted
- ✓ Do not attempt to re-enter the building until the all clear is given

### **5.3. Fire Alarm Testing - KMC campus:**

Each fire alarm panel will be tested monthly to ensure it works as required records of these tests will be held by the Premises and Estates Department.

Full evacuations will be carried out for each area at least once per academic year, most testing will be the done during the autumn terms as this will ensure new students are aware of the actions to take in the event of the alarm sounding. These evacuations will be monitored to identify if any additional training is required.

### **5.4. Security Team/Fire Marshals**

You must follow the instructions of the Fire Marshals and Security Team.

They have a responsibility to ensure that the building is cleared in an emergency situation and to communicate vital information to the Fire Service.

They have been instructed to report any student or member of staff who refuses to leave a building during a fire drill or otherwise.

### **5.5. Fire Extinguishers**

The primary reason for the provision of fire extinguishers is to aid escape, however on discovering a fire anyone who feels they are competent and confident with the use of extinguishers should attempt to fight the fire **if** the fire is small and the escape route is not compromised.

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### **If in doubt then leave the building.**

Training will be arranged to support staff in their use of extinguishers, and fire marshals will have training regularly.

### **5.6. Fire Action Notices**

Fire Action Notices are posted throughout all College buildings (mainly adjacent to fire alarm call points).

These notices detail the building's "Assembly Point", you **must** familiarise yourself with this information.

### **5.7. Escape Routes**

Building escape routes are designed to ensure that all persons can escape quickly to a place of safety.

Where practicable, escape routes should be kept completely clear of combustibles and potential ignition sources such as electrical equipment.

Final exits should never be locked and must not become obstructed.

All persons are responsible for ensuring that these routes remain clear and accessible at all times.

### **5.8. Fire Doors**

Fire doors protect the escape routes and adjoining rooms by preventing the spread of fire and smoke. This assists people to escape quickly in a fire situation without becoming disorientated particularly by the effects of smoke.

The doors are generally fire rated up to 30 minutes which means that if the door is closed, the fire and smoke will be contained behind the door for at least 30 minutes.

In addition to protecting life, fire doors also significantly reduce potential property damage which can cause significant disruption to business.

All persons are responsible for ensuring that non automatic fire doors remain closed at all times.

If the fire alarm activates, ensure that you close fire doors behind you.

## **6 Residential Premises**

6.1. Residential premises can be split into two distinct areas: Tenancy properties and student accommodation. Legislation covering these areas is listed below:

- Landlord and Tenant Act 1985
- Fire safety Order 2005
- Building regulations 2010 Part B

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- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

### 6.2. Tenancy properties

These will be managed under the tenancy agreement process under landlord legislation as detailed above.

### 6.3. Student accommodation including the Annexe.

For fire related equipment (as included in section 5) all of the student accommodation will be managed by the general procedures for all other premises/locations on site.

For support in the event of an emergency the student accommodation warden and site security team are the nominated fire wardens for these areas and they will take charge.

Training will be provided to these key staff to ensure they are aware of their roles as fire wardens.

## 7 Temporary structures

7.1. During large events temporary structures such as marquees are often used, during these occasions clarification from the suppliers should be sought to confirm the fire retardancy of the fabric if there is a likelihood that any cooking or heating is carried out.

If this cannot be ascertained then an assessment should be made as to the likelihood of fire occurring.

Identification of when the 3 elements of the fire triangle come together should be made and where possible the ignition source should be eliminated.

If not then other controls measures are to be introduced and details recorded on a risk assessment proforma.

No such controls are needed for purpose designed food trailers / vans.

## 8 Building alterations

8.1 Any building alterations will be managed by the Premises and Estates Department, consideration of fire safety and legal compliance will be the responsibility of the Premises and Estates Team including the Health and Safety Manager.

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## 9 Hot Works

9.1 Hot works across the estate are managed by a permit to work form apart from the designated forge / fabrication facility.

Any contractor carrying out hot works will be required to complete the permit to work and ensure controls identified are in place prior to the commencement of the works, note: this will include the provision of fire extinguishers.

## 10 Gas cylinders

10.1 There should be no gas cylinders on site that will be outside of secured caged areas or within the Forge / Fabrication facility.

Gas cylinders held in the cages must be securely chained to prevent any fall, and all valves and fixings will be suitable for the intended use.

10.2 Acetylene cylinders are only to be stored in the Forge / fabrication workshop and they must be stored in appropriate trolleys and chained to prevent any falls.

A flammable gas sign is to be affixed to the exterior of the facility to warn the emergency services of the presence of flammable gases.

## 11 Hazardous substance storage (including Petrol)

11.1 Highly flammable substances held on site, storage must be within purpose designed flam vaults and minimum quantities held.

Petrol for equipment such as chainsaws are to be held in purpose made approved containers and held in a purpose built locked flammable substance cabinet located in the workshop area away from any other sources of heat and in a well-ventilated area.

The CPL Flammable symbol should be displayed on the storage container.

## 12 Kitchens

12.1 All extraction hoods fitted with filters and drip trays are to be checked weekly and cleaned as necessary (which may be weekly) with dates recorded.

Annually the hoods, filters and extract system are all to be deep cleaned with the date recorded.

No cooking should be carried out without the filters in place.

12.2 Suitable isolation of all equipment must be arranged and positioned within easy reach.



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For kitchens supplied with gas a suitable detection and isolation system must be installed with annual inspections and test results recorded.

All gas powered cooking ovens, hot plates, grills and frying equipment etc, are all to be annually inspected with all test results recorded.

All electrical powered equipment is to be PAT tested.

12.3 Where deep fat fryers are present then Wet Chemical extinguishers are to be provided.

### 13. Boiler rooms and Switch rooms

13.1 **Boiler rooms** - All installed gas or oil fired boiler equipment must be maintained and used as per the manufacturer's guidance. Gas supplied boilers are to be annually inspected and tested with reports and results recorded.

Main gas isolation valve signs should be positioned outside of the boiler room / intake room or on the green gas boxes in a prominent position.

If necessary a suitable plan should be displayed to indicate the gas supply route to buildings. The main isolation valve should be clearly identified within the room.

Gas isolation valves and emergency stop systems (fused link or solenoid type) are also to be inspected annually with the results recorded.

All boiler rooms are to be kept clear of unwanted equipment or waste combustible materials.

Each boiler room is to be kept secure with a strict access control.

13.2 Each **Switch Room** is to be kept clear of unwanted equipment or waste combustible materials.

Each Switch Room is to be kept secure with a strict access control.

A suitable size CO<sup>2</sup> type fire extinguisher is to be positioned either within or close to the switch room area.

### 14. Fire log book / record keeping.

14.1 Records of fire alarm testing and evacuations are to be held for all areas by the Premises and Estates Team.

14.2 Records of the annual inspection for the fire panels, extinguishers, detectors and emergency lighting are held in the Premises and Estates Office.

14.3 Records of any fire incident will be kept by the site Fire Officer

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14.4 Each area will produce (if required) a salvage plan of assets and livestock to be prioritised for saving if possible in the event of an emergency.

### **15 Method of Monitoring**

15.1 The effectiveness of the policy will be assessed by the Health and Safety Manager during annual departmental health and safety audits. This will cover an audit of the records detailed above and a sample inspection of areas within the campus.

**Reviewing Officer:** Health and Safety Manager

Following review, any amendments are to be signed off by the SMT and passed to the Health & Safety committee for information.

***This document is available in a variety of formats. Student Welfare or main reception will supply guidance on the range.***