



Fire Safety Policy

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Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

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1. What to do in the event of a Fire

David Hockney Building (DHB)

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building, **‘Follow the Dots’**, using the nearest coloured stairwell (signage for this will be displayed at various locations around the building and within rooms) and/or the nearest final exit door. **DO NOT USE THE CENTRAL STAIRWELL.**
- Walk quickly, **DO NOT RUN**. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must go to the Refuge Areas (in the stairwells) and follow the instructions posted.
- Once outside ALL staff and students are to make their way to the assembly point located on Carlton Street.
- Additional Learning Support (ALS) and Special Educational Needs and Disability (SEND) are to evacuate via the Under Croft and meet in the Visitors Car Park. During adverse weather students will be escorted to the Advanced Technology Centre (ATC).
- All staff and students are to follow the instruction of the Fire Marshals at all times.
- Once the Fire Marshals inform everyone that it is safe to return to the building the first to return will be Additional Learning Support (ALS) and Special Educational Needs and Disability (SEND), followed by members of staff and finally students.

- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter on a staggered return (30 students at a time).
- All Fire Marshals are to meet in The Grove, along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Lister Building

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave.
Staff – Leave your area ensuring all windows and doors are closed behind you.
- Evacuate the building, **'Follow the Dots'**, using the nearest coloured stairwell (signage for this will be displayed at various locations around the building and within rooms) and/or the nearest final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must go to the Refuge Areas (in the stairwells) and follow the instructions posted.
- Once outside ALL staff and students are to make their way to the assembly point located on Carlton Street.
- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter on a staggered return (20 students at a time).
- All Fire Marshals are to meet in The Grove (DHB), along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Advanced Technology Building (ATC)

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building using the nearest stairwell (signage for this will be displayed at various locations around the building and within rooms) and/or the nearest final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must go to the Refuge Areas (in the stairwells) and follow the instructions posted.
- Once outside ALL staff and students are to make their way to the assembly point located at DHB rear car park (visitors' car park) Randall Well Street.
- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter on a staggered return (20 students at a time).
- All Fire Marshals are to meet in The Grove (DHB), along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Trinity Green

- Raise the Alarm immediately if you have found a fire or suspected fire.

- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building using the nearest stairwell (signage for this will be displayed at various locations around the building and within rooms) and/or the nearest final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must go to the Refuge Areas (in the stairwells) and follow the instructions posted.
- Once outside ALL staff and students are to make their way to the assembly point located at the front of the building.
- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter on a staggered return (20 students at a time).
- All Fire Marshals are to meet in the cafeteria along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Garden Mills

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building using the nearest staircase and final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must be evacuated using the evacuation chairs.
- Once outside ALL staff and students are to make their way to the assembly point located at the car park on Westholme Street.
- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter.
- All Fire Marshals are to meet in The Grove (DHB) along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Bowling Back Lane

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building using the nearest final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must be evacuated using the evacuation chairs.
- Once outside ALL staff and students are to make their way to the assembly point located at the entrance to the retail park.

- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter.
- All Fire Marshals are to meet in the cafeteria along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Centenary Square

- Raise the Alarm immediately if you have found a fire or suspected fire.
- Lecturers – Ensure all students leave the classroom and close the windows and doors behind you as you leave. If safe to do so turn off any equipment (electrical and/or gas).
Staff – Leave your area ensuring all windows and doors are closed behind you. If safe to do so turn off any equipment (electrical and/or gas).
- Evacuate the building using the nearest final exit door.
- Walk quickly, DO NOT RUN. Do not delay your exit by collecting your belongings.
- Staff and/or students with mobility issues must be evacuated using the evacuation chairs.
- Once outside ALL staff and students are to make their way to the assembly point located in Centenary Square.
- All staff and students are to follow the instruction of the Fire Marshals at all times. Fire Marshals will be clearly identified by their hi-vis jackets.
- Once the Fire Marshals inform everyone that it is safe to return to the building. Members of staff are to enter the building first followed by students.
- When students are told to return to the building by the Chief Fire Marshal, they will be informed to have their badges on display and be allowed to enter.
- All Fire Marshals are to meet in The Grove (DHB) along with the Facilities Team, to discuss why the alarm was raised, how the evacuation was conducted and any issues which arose.

Vacant Buildings – Old Building and Victoria Mills

- Staff are not to work in these buildings alone.
- If staff discover a fire, they are to raise the alarm immediately and evacuate the building.
- Should the fire alarm sound whilst staff are in the building, they are to evacuate via the nearest exit ensuring all doors and windows are closed behind them.
- Once staff have evacuated the building, they are not to re-enter until told to do so by the Estates team.

2. Duties of Staff

Chief Fire Marshal

- A member of the Facilities team will be the Chief Fire Marshal.
- At the start of their day, the Chief Fire Marshal will check the Fire Grab Bag to ensure all contents are correct and working (there is a contents list within the bag).
- In the event of an evacuation, the Chief Fire Marshal will exit via the main doors taking the Fire Grab Bag with them.
- The Chief Fire Marshal will attend the Fire Assembly point and assist with crowd control.
- All Fire Marshals will report to the Chief Fire Marshal to inform them that their area is clear.

- Security will inform the Chief Fire Marshal that all staff and students have left the building, also that Assisted Learning and Independent Living have evacuated. The CCTV controller will inform if anyone is at a refuge point and their exact location.
- The Chief Fire Marshal will meet with the Fire Brigade to inform them of the current situation and if anyone is still in the building.
- Once the Fire Brigade say it is safe to return to the building, the Chief Fire Marshal will contact Assisted Learning and Independent Living informing them to return to the building.
- The Chief Fire Marshal will ask all members of staff to return to the building.
- Once all members of staff have re-entered, the Chief Fire Marshal will inform students that a staged return will begin.

Fire Marshal

- Check of all rooms in your area, ensure that they have been vacated and direct people to the nearest fire exit route as necessary.
- Assist in the calm and orderly evacuation, indicating exits, reassuring and guiding people in the correct direction of travel. If a particular exit route becomes congested direct people (only if safe) to the other stairwell in that corridor.
- Ensure that people with physical disabilities and/or medical conditions and elderly people are evacuated from the area of danger, to an evacuation refuge point (located on each landing of the stairwells) and the refuge intercom is called.
- Report any issues with the evacuation area you have checked to the Chief Fire Marshal at the designated assembly point for the area you are evacuating.
- Ensure that all other staff and students move away from the buildings to the assembly point. Ensure nobody re-enters the building until the “all clear” is given by the Chief Fire Marshal. In a real fire situation, the “all clear” needs to come from the Senior Fire Officer of the Fire Brigade.
- When you are ready to re-enter the build. ALL Fire Marshals are to help with the staged return. This is so all the student does not try to enter at once causing a bottleneck at the entrance barriers.

Security/Control Room

- Security staff will aid with the evacuation by directing students and staff to the nearest exit.
- Security will ensure the public areas of David Hockney Building (DHB) are clear and one security staff member will stay with Assisted Learning and Independent Living.
- If security is not on site at the time of the evacuation, they will attend the site immediately.
- The CCTV control will be the last member to leave, this is to ensure all cameras are checked and the refuge point communications are answered.
- If a student and/or staff member is located at a refuge point security will inform the Duty Manager (Chief Fire Marshal) of the location and how many people at each refuge point, so this information can be passed onto the Fire Brigade.
- Security will aid with the re-entry of students and staff by manning the barriers/entrances ensuring all staff and student have their identification on display.

Staff

- On hearing the fire alarm, staff are to evacuate via their nearest exit.
- If staff are teaching at the time of the alarm, they are to clear their classroom of all students and leave the classroom last.
- When leaving the classroom, staff are to ensure all gas supplies are switched off and close all doors and windows behind them.
- Staff are to attend the fire assembly point and await further instruction from the Chief Fire Marshal.
- On re-entering the building, all staff are to enter the building when instructed. This will be before all students are allowed to re-enter.

Assisted Learning and Independent Living

- Once the fire alarm sounds Assisted Learning and Independent Living will leave immediately by their closest fire exit.
- Students and staff will make their way to the assembly point. For Assisted Learning and Independent Living, this is located in the visitors' car park behind David Hockney Building (DHB).
- In the event of adverse weather, once accounted for, staff and students will be escorted to the rear entrance of the Advanced Technology Centre (ATC) building.
- Assisted Learning and Independent Living will re-enter the build first. Staff and students will be informed when to enter the building by security.
- Staff and students are to re-enter using the Undercroft entrance.

3. Fire Alarm Tests

The fire alarms within all buildings are tested on a weekly basis. The times of these test are:

- David Hockney Building (DHB) – Monday between 7.30am and 9.00am
- Lister Building – Monday between 7.30am and 9.00am
- Advanced Technology Centre (ATC) – Tuesday between 7.30am and 9.00am
- Trinity Green – Thursday between 7.30am and 9.00am
- Garden Mills – Tuesday between 7.30am and 9.00am
- Bowling Back Lane – Friday between 7.30am and 9.00am
- Centenary Square – Friday between 7.30am and 9.00am
- City Training Services (CTS) – Thursday between 7.30am and 9.00am

During these times the alarm will sound. No evacuation is required at this time UNLESS the alarm sounds for a prolonged period of time.

False Alarms

If an alarm or call point is activated by mistake, the alarm will sound in the control room. The control room will silence this and inform the security of where the alarm was activated from. Security then have three minutes to visit the area and confirm the presence of a real fire. If this is a real fire the alarm will go into full activation mode. If there is no fire, control will reset the alarm. Staff should wait until there is a constant sounding alarm before completing an evacuation.

4. Personal Emergency Evacuation Plans (PEEPs)

Responsibilities - College Staff

College Staff are responsible for:

- Identifying who within their staff or students requires assistance in the event of an emergency.
- Ensuring that the initial Emergency Evacuation Assessment is completed with the relevant person and a Personal Emergency Evacuation Plan (PEEP) developed.
- Students who have declared a disability will be supported via the Learning Support department.
- Ensuring that up to date copies of Personal Emergency Evacuation Plan (PEEP's) are provided to:
 - Health and Safety Team
 - Local Building Reception Porter
 - Security

- Estates
- Tutor (where appropriate)
- Learning Assistant provided via the Learning Support dept. (where appropriate)

Responsibilities - Students

All College students have a duty to ensure that:

- They understand the emergency plan for the building they study in.
- They provide accurate information on the Emergency Evacuation Assessment.
- They report any changes to their circumstances that may affect their PEEP are reported and discussed with their manager.

Writing a Personal Emergency Evacuation Plan (PEEP)

To ensure a Personal Emergency Evacuation Plan (PEEP) is tailored to the needs of the individual, he/she must be involved in the process. For the writing of staff Personal Emergency Evacuation Plan (PEEPs) responsibility for leading the process lies with their Head of Department and in the case of a student the lead will be taken by Learner Support and/or their tutor.

Personal Emergency Evacuation Plan (PEEPs) may be required by:

- People with visual impairments
- People with hearing impairments
- Wheelchair users
- People with physical/medical conditions
- People with learning difficulties
- People with mental health issues.

These conditions need not be permanent – a person with a broken leg will not be able to descend stairs while they are in a cast.

Advice and support for writing the Personal Emergency Evacuation Plan (PEEP) is available from the Health and Safety team.

Given the unique characteristics of college buildings and the need for a Personal Emergency Evacuation Plan (PEEP) to take account of a building's capabilities, disabled persons who regularly use different buildings may have to have a separate Personal Emergency Evacuation Plan (PEEP) for each building.

If assistance with escape is required, the extent of such assistance should be identified in the Personal Emergency Evacuation Plan (PEEP) this is the number of assistants and the methods used. These assistants may need training, in which case please contact the Health and Safety team and/or Staff Development. Assistants provided via the Learning Support department for students who have declared a disability will already be fully trained and competent in this role.

If reasonable adjustments can be made to the building to aid an individual's escape then a request should be submitted to the Estates department. Until these adjustments can be made a suitable alternative must be put in place and used. A Personal Emergency Evacuation Plan (PEEP) must be in place at all times and must not be delayed while awaiting any changes to the building.

Monitoring and Reviews

It is important that a person's Personal Emergency Evacuation Plan (PEEP) is regularly reviewed and, where necessary, revised to ensure its continued appropriateness and effectiveness.

The Personal Emergency Evacuation Plan (PEEP) should be reviewed at least on an annual basis and when the following circumstances arise:

- There is a change in the buildings/area.
- Refurbishment or changes take place to buildings/area currently covered by the Personal Emergency Evacuation Plan (PEEP).
- An evacuation (practice or otherwise) reveals the contents of a Personal Emergency Evacuation Plan (PEEP) are not appropriate.
- Any other reason for believing content of Personal Emergency Evacuation Plan (PEEP) no longer valid.