

## UTC Cambridge Fire Policy and Procedure

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### Associated documentation

Equal Opportunities Policy Document  
Health and Safety Policy Document  
SEN & Inclusion Policy Document  
EAL Policy Document  
Risk Assessments

### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

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*Review date: July 2017*

## 1. Policy Statement

- 1.1 The UTC Cambridge places the highest importance on fire safety, and is committed to raising awareness of the risk of fire, its prevention and actions required of both students and staff members should a fire break out.
- 1.2 The UTC Cambridge is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- 1.3 The UTC Cambridge seeks to implement this policy through adherence to the procedures set out in this document. This document is available to all interested parties on our website and on request from the school office.
- 1.4 This document is reviewed annually or as events or legislative change requires. The next scheduled change is July 2015.

## 2. Policy

- 2.1 The person responsible for Fire Safety is the Principal; she appoints the Fire Officer in matters of Fire Safety. The UTC Cambridge Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. We provide instructions to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire.
- 2.2 The UTC Cambridge makes provision for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the Fire Officer on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.
- 2.3 The UTC Cambridge recognises the importance of raising awareness of Fire Safety and seeks to ensure all possible fire risks are addressed. In line with this aim, the UTC Cambridge will:
  - Disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff.
  - Carry out training of all staff on initial appointment which will be repeated periodically
  - Ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment.
  - Ensure fire drills are carried out in the first 2 weeks of each year (see appendix 1) to raise awareness and confidence in fire procedure across the whole school.
  - Students and staff new to the college will receive instruction on what to do in the event of a fire/evacuation.
  - Ensure the Fire Officer and staff are confident in contacting the Fire Services in the event of a fire.
  - Ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire.
  - Provide staff and those working on the site with a copy of this policy. It is a UTC Cambridge requirement that all those working on UTC Cambridge site are provided with information about fire safety at the UTC Cambridge.

- Maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers.

2.4 All staff must read this policy and be aware of the fire procedures.  
It is reviewed annually, or as legislative changes require, by the Fire Officer  
This policy should be read in conjunction with:

- Health and Safety Policy.
- SEN & Inclusion Policy.
- EAL Policy.
- Risk Assessments.

### 3. Fire Procedure

3.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS.
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

3.2 In the event of any member of the UTC Cambridge community finding a fire they must:

- Manually break the call point glass.
- Contact the Fire Services directly by dialling **999**.

3.3 The UTC Cambridge has implemented a fully comprehensive system of fire detection and audible warning, with smoke and heat detectors installed throughout the building. Audible warnings are provided in the form of a continuous bell throughout the premises. The Fire bell is a continuous sound and staff, students and visitors will follow the evacuation procedure:

1. Switch off appliances and Bunsen burners.
2. Evacuate via the appropriate published fire exit (do not take personal possessions).
3. Walk in silence and gather at the assigned assembly point.
4. Register and await further instructions.

3.4 Staff responsibilities:-

The named staff positions have duties and responsibilities during a fire procedure and evacuation outlined below:

- The Fire Officer and/or Caretakers check the fire panel to establish the area of the fire. Fire panels are situated in the reception area. The Fire Wardens will then establish if there is a fire and contact the Fire Officer by mobile.
- The Fire Officer or a member of staff will then telephone the Fire Services and notify them on arrival of the position of the fire.
- The Reception Staff are responsible for taking the registers, megaphone, and First Aid boxes to the assembly point. The hazardous substance and information for Fire Service files are kept in reception will also be given to the Fire Service.

- Form Tutors will register students and a designated member of Reception will register staff and visitors.
- If students are missing the Form Tutor or a member of staff taking the register should cross check with sign in /sign out sheet held by Reception Staff. The Principal or designate will then inform the Fire Services of any missing student.
- Once the **ALL CLEAR** has been given to the Principal by the Fire Officer, caretakers or the Fire Service the Principal or designate will dismiss students back into the building.
- In the event of an emergency a Clarion Call will be sent by School Comms to all parents, requesting that they collect their son/daughter from a designated location.

#### 4. Out of School Hours

- 4.1 If the alarm sounds before 8.30am or after 5pm, students and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Management Team, the Fire Officer or a caretaker will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

#### 5. Visitors

- 5.1 All visitors sign in and out at the Front Reception. This book is used to register visitors at the fire assembly point. All visitors are informed of fire procedures and the assembly point.
- 5.2 Fire evacuation routes are clearly labelled around the school, which visitors should follow.

#### 6. Fire Risk Policy and Procedures

- 6.1 All records relating to Fire Safety are kept and maintained by the Fire Officer. They are reviewed in consultation with the Principal and the Fire Officer actions and records any matters arising. The following records are kept, maintained and reviewed:
- The Fire Risk Assessment and its review
  - The Fire Safety Policy and Fire Procedures
  - Training Records of Fire Wardens and other staff training
  - The Fire practice drill log
  - Certificates for the installation and maintenance of fire-fighting systems and equipment
- 6.2 The Fire Wardens carries out regular checks, walking the site and a termly checklist is completed. This is also in line with The Arson Prevention Bureau 1998 Regulations. Regular checks by the Fire Officer include:
- Fire exits and emergency routes are kept clear
  - Signs and notices are in place
  - Emergency lighting is correct
  - Fire extinguishers are not used to prop open doors
  - Checks on all fire doors to ensure they remain closed.
  - Annual maintenance of fire extinguishers is carried out by an approved contractor in December each year.
  - Cambridge Security tests fire alarms, security and emergency lighting biannually
  - The Fire Officer and Fire Wardens test the call points in each building weekly and record the results in the log book.
  - The Fire Wardens 'flick tests' the emergency lighting in every holiday period.
  - Hazardous substances are kept in lockable cabinets/containers and COSHH sheets are kept for these substances.

of dangerous substances is kept by the Lead Technician and a copy is kept in the School Reception. This is made available to the Fire Brigade on arrival.

## 7. Employee compliance

- Familiarise themselves with the fire procedures and escape routes.
- Report to the Fire Officer any concerns regarding fire safety
- Ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked.
- In accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- Not attempt to extinguish a fire unless they have been specifically trained to do so.
- Comply with the School No Smoking Rule.

## 8. Risk Assessment for People with Disabilities

- 8.1 A risk assessment will be carried out for all staff (by the Business Manager) and students with disabilities (by the Director of Students Progress).

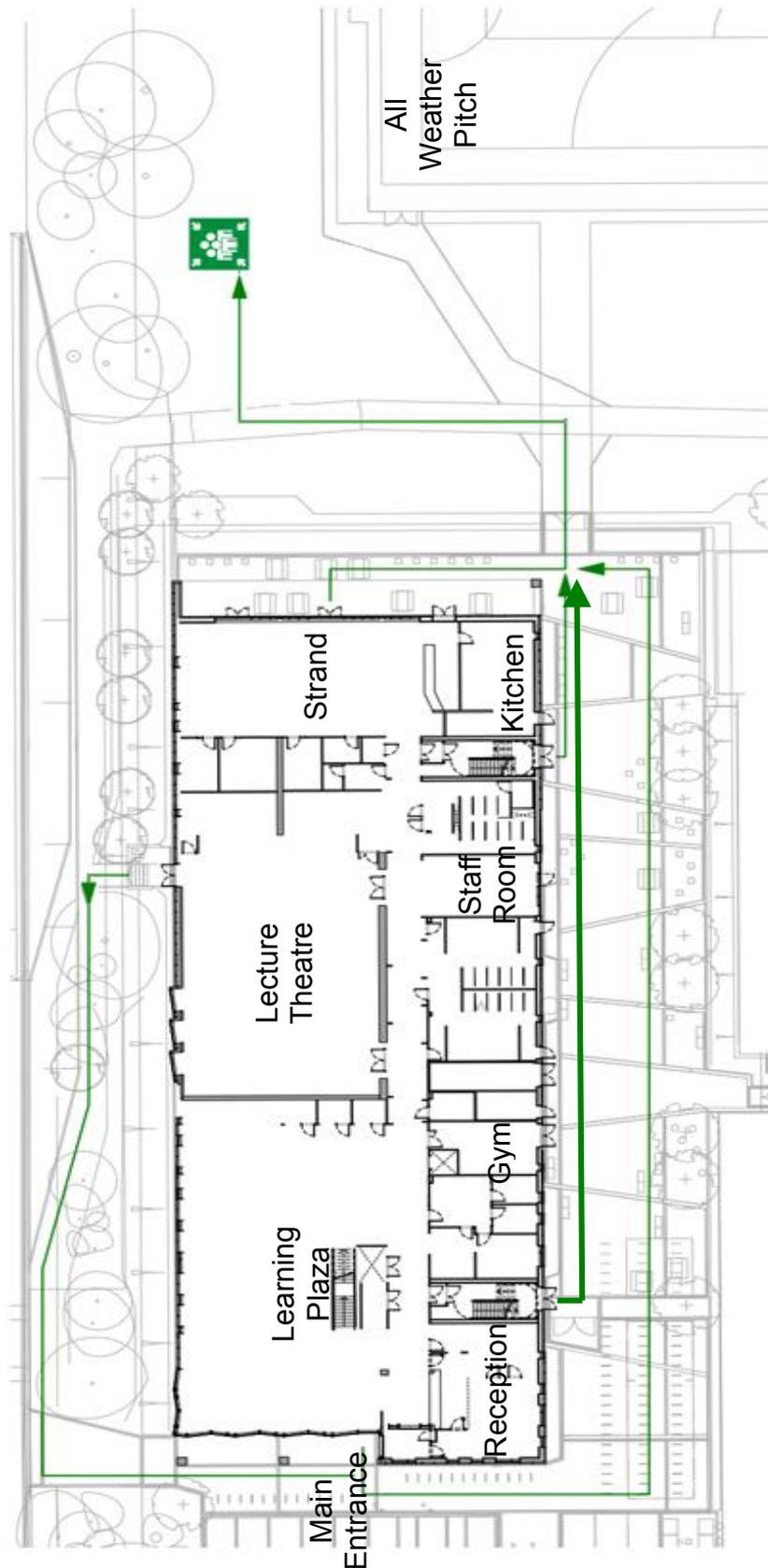
## 9. Fire Training

- All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment.
- Any employees with additional fire safety duties i.e. Fire Officer and Fire Wardens will be given training on appointment to their specific duties and refresher training on an annual basis.
- New staff members are inducted into the UTC Cambridge Fire Procedures with their first month of employment.
- The staff trained as Fire Wardens are listed on Health and Safety notice boards.

## 10. Contractors

- 10.1 Any contractors working on site must sign in at reception and wear a visitors badge at all times.
- 10.2 Contractors are briefed on the schools fire procedure including the no smoking policy by reception staff.

Appendix I Evacuation routes



## Appendix 2 Procedure on activation of an alarm

### On activation of a call point

- The full alarm will sound immediately.

### On activation of a heat or smoke detector

1. A partial alarm will be sounded, this will trigger an intermittent siren alarm at reception and Long Road Sixth Form College and pagers carried by the Safety Officer and Business Manager
2. The Business Manager will move to reception and check that the Safety Officer is in the building (if they are not they will assume the role of the Safety Officer) and await information (in the absence of the Business Manager Reception/Admin will assume this duty).
3. The Safety Officer will go to the area where the alarm has been triggered and ascertain the cause.
4. If there is a fire a full alarm will be triggered by activating a call point.
5. If it is a false alarm the Business Manager will be informed and the alarm system reset, the Safety Officer will go to reception to ensure this has happened.
6. If necessary an investigation will be implemented.

### On activation of a fire alarm

1. A siren will sound throughout the building.
2. Any experiments, cooking equipment, etc. will be made safe.
3. Everyone will evacuate the building by the quickest possible route in silence. All belongings will be left where they are. Evacuation will be down the fire stair wells at the side of the building (not the main stairwell).
4. People with mobility issues will be asked to wait at refuge points until others have left. Fire Wardens will then help them to evacuate as required. If for any reason this is not possible the Business Manager/Safety Officer will be informed immediately and Fire Service informed.
5. The Business Manager/Safety Officer/Reception Admin (or any other member of staff as necessary, in which case reception will be informed) will call the Fire Brigade by dialling 999.
6. Fire Wardens will check their areas to ensure nobody remains in the building and report to the Director of Student Progress.
7. Reception/Admin will bring copies of registers, signing in/out books and the emergency bag to the Assembly Point.
8. Students will line up in silence in Form groups in register order and Form Tutors will take registers and notify the Director of Student Progress if any students are missing, they will then notify the Principal.
9. Heads of House will support Form Tutors and if necessary register any groups where the Form Tutor is absent.
10. The Business Manager (or in their absence Safety Officer) will wait at the front of the college to meet the Fire Service.
11. When it is safe to do so the Principal will allow students back into the College.
12. In the event of a serious incident the Colleges Crisis Management Policy will be implemented.

### Out of Hours

- Out of hours all alarm systems are monitored by AIS