



Fire Safety Policy

Responsible person

Extract from the Fire Safety Order

The responsible person must-

(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of employees; and

(b) in relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements, this will be achieved by the following provisions laid out in this policy.

The responsible person for CES Leeds is:

Responsible person: Robert Tuck, Principal

Fire Risk Assessment (FRA)

The responsible person will:

- Carry out, or cause to be carried out, a suitable and sufficient fire risk assessment of the premises
- Maintain and update the assessment as necessary
- Inform all staff of relevant significant findings

Emergency Action Plan (EAP)

The responsible person will:

- Nominate in writing specific duties and tasks to be undertaken by employees in the event of a fire (EAP).
- Ensure the Emergency Action Plan is regularly reviewed and put into practice by carrying out regular fire drills and training.
- Make available a copy of the emergency action plan to staff and outside contractors. This plan is reproduced at the end of this policy.

Recording of tests, training and inspections

The responsible person will:

- He or she is meeting all requirements under law
- Record all relevant details of fire safety provisions in fire safety log book
- Train all staff to appropriate level of competence and record in fire safety log book
- Ensure that all necessary systems that are required as part of the general fire precautions and all other general systems and or appliances are tested and maintained

Full records of these measures should be kept and made available for audit by the Fire & Rescue Service as required

The management recognise and accept their responsibilities under The Regulatory Reform (Fire Safety) Order 2005. They will conduct the affairs of the premises in such a way that the health and safety of employees and others who may be affected by the operations in the premises will not, so far as is reasonably practicable, be put at risk. They will make every effort to meet their legal obligations

under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation. They will ensure, insofar as is reasonably practicable, that all their responsibilities are met by paying continuous attention to all aspects of fire safety in the premises under their control.

The managers will, so far as is reasonably practicable, take action to:

- Promote the effectiveness of this policy,
- Define areas of responsibility for fire safety.
- Provide adequate training for all levels of management.
- Extend the protection of this policy to employees engaged in external activities, and to those persons who are not employees but are attending any premises under the management control of the company.
- Provide the necessary resources to enable this policy to be carried out effectively.
- Ensure safe conditions of work, without detracting from the primary responsibilities of managers.
- Take all reasonably practicable steps to provide competent technical advice on fire safety matters where necessary.

Emergency action plan

Before class time (08.30-09.30)

Principal (or Registrar in absence)

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for, ensure newly arriving students don't enter the building and to check with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

A teacher (Administrator in absence)

will check all rooms and toilets on the first and second floor and lead any early arriving students out of the fire exit which is the main front door

A teacher

will check that all rooms and toilets on the ground floor and basement and once done proceed out of the fire exit which is the main front door taking any early arriving students with him

Other staff present

will leave building via the fire exit which is the main front door.

All staff and students except Principal and Registrar walk to Saville's Estate Agents at the end of Park Place for Fire Marshal checks.

Director of Studies and Assistant Registrar

As Fire Marshals they will check with all staff and students present to ascertain everyone is accounted for.

During class time

Principal (or Registrar in absence)

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for by checking with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

A teacher (Administrator in absence)

will check all toilets on the first and second floor and basement and lead any students out of the fire exit which is the main front door

Teachers

will take registers and follow their classes out the building via the front door the main fire exit. The last teacher on each floor sweeps the floor to make sure it is clear. The last teacher on each floor informs the Principal on the way out that the floor is clear. Teachers take their classes to Saville's Estate Agent's at the end of Park Place and do a register check. They inform the Fire Marshal of their register checks.

Director of Studies and Assistant Registrar

As Fire Marshals they will check with all staff and students present to ascertain everyone is accounted for.

During Break time and Lunch time or after lessons (16.30 -17.00)

Principal (or Registrar in absence)

will be situated at the control panel by main door and their duties are to liaise with West Yorkshire Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for, ensure newly arriving students don't enter the building and to check with leaving staff all areas of the building are clear. They wait for Fire Marshal to give all clear before allowing people to re-enter the building.

A teacher (Administrator in absence)

will check all rooms and toilets on the first, second floor and basement and lead any students out of the fire exit which is the main front door

Teachers

will check that all rooms and toilets on the ground floor and basement and once done proceed out of the fire exit which is the main front door taking any early arriving students with him. He will take registers from staffroom with him.

Other staff present

will leave building via the fire exit which is the main front door.

All staff and students except Principal and Registrar walk to Saville's Estate Agents at the end of Park Place for Fire Marshal checks.

Director of Studies and Assistant Registrar

As Fire Marshals they will check with all staff and students present to ascertain everyone is accounted for.

ALL STAFF

It is compulsory that everybody leaves the building during an alarm. Under no circumstances are you permitted to enter the building until you have had permission from the Fire Marshalls or the Fire Brigade. Once permission has been received you will re-enter via the front door.