

TLG Fire Safety Policy for Education Centres

The following policy outlines the TLG Centre's arrangements for fire safety to comply with The Regulatory Reform (**Fire Safety**) Order 2005.

Responsibilities

- The overall responsibility for fire safety lies with the Proprietor (in TLG-owned Centres this is delegated to TLG's Operations Director).
- The local fire safety responsible person will be the centre health & safety co-ordinator – this is usually the Centre Manager.
- A minimum of one Fire Warden will be trained at each Centre.
- Fire safety monitoring and review will be instigated by TLG's Operations Director.

Reducing fire hazards and risks

Good housekeeping: Centre managers are responsible for maintaining high standards of housekeeping such as paper & files stored properly, electrical cables kept tidy & no overloading of sockets. Good housekeeping will reduce the risk of fire starting and spreading.

Refuse & general storage: Inside bins will be emptied regularly into outside bins, which will be kept away from the building and emptied regularly. Outside bins should not be allowed to overflow. Store rooms should be kept tidy and sources of fuel stored separately from any sources of ignition.

Use of equipment: (electrical & heating / cooling equipment) Any additional heating / cooling equipment used in TLG centres must be PAT tested regularly. Any heaters must be located away from any source of fuel and turned off when left unattended.

Smoking: All TLG Centres are no smoking.

Building work: Some building / maintenance work creates an increased risk of fire. Extra care should be taken when work is being carried out. Equipment left on site overnight must be stored safely.

Disabled staff / students / users: Wherever there are disabled staff / students/ users the centre will ensure evacuation routes and procedures are appropriate. Where disabled staff / users are not on the ground floor appropriate measures will be taken to ensure their safe evacuation in an emergency.

Fire safety arrangements

Fire detection system: TLG Centres will have a fire detection system installed with 'break glass' call points and smoke detectors.

Fire Drills: All TLG centres will carry out fire drills at least once a term. This will be carried out by the Centre H&S co-ordinator. Fire drills will be logged and findings will be recorded. An observer could be nominated to give feedback on the evacuation procedure. Where applicable the alarm receiving centre must be informed of a fire drill. Visitors should be informed of a fire drill. A roll call of young people should be carried out at the assembly point. The visitors book should be brought to the assembly point and visitors accounted for. The fire warden will 'sweep' the premises to ensure the building is effectively evacuated. A note should be made of any person unaccounted for. (During a real evacuation this information should be given to the fire services). Fire drill records will be reviewed by TLG's Operations Director annually and any significant findings investigated.

Fire Alarm test: The fire alarm will be tested at the same time each week by the Centre H&S co-ordinator. The details of this test should be recorded

Fire fighting equipment: Fire extinguishers will be provided as appropriate at all Centres. Firefighting equipment will be maintained by a specialist firm on an annual basis. It is the responsibility of the Centre H&S co-ordinator to ensure that these checks are carried out.

Access for fire engines and fire fighters: Access to the buildings will be kept clear at all times to allow the emergency services to access the building in the event of a fire.

Escape Routes: The fire risk assessment at each location will determine the level of risk. The majority of TLG centres will be low to normal risk as there will be low risk of fire breaking out, any fire would be detected quickly and the majority of people to be evacuated will be able bodied. It would therefore be necessary to ensure that the premises could be evacuated in 2.5 – 3 minutes. Escape routes must always be kept free from obstruction and exits never locked whilst people are on site.

Where rows of seating are set out in a hall the following guidelines should be adhered to:
No seat should be more than 7 seats away from a gangway. A gangway should be at least 1.05m wide, there should be a space of 305mm between the back of one seat and the front of the seat behind.

Lifts: Lifts should never be used during an evacuation.

Emergency lighting: Smaller TLG premises should have 'stand alone' escape lighting units. Larger premises will have 'fixed automatic' escape lighting. All escape lighting should have a monthly function test. The details of this test should be recorded.

An emergency plan will be in place for each location detailing:

- How people will be warned of fire
- What staff / students should do in case of fire
- How an evacuation will be carried out
- Location of the assembly point
- Arrangements for fighting fire
- Any identified staff responsibilities i.e. fire wardens
- Arrangements for safe evacuation of visitors
- Arrangements for any hirer of premises
- How the fire service will be called and by who
- Who will meet the fire service
- Any training needs

Fire Safety Training: Fire safety training will be given at induction and then annually. Staff responsible for young people will be made aware of what they need to do in the event of a fire. Students will be given basic fire safety training during induction covering: the emergency plan, location of assembly point, basic fire prevention measures & exit routes.

Fire Wardens: A minimum of one trained fire warden will be required at each centre.