

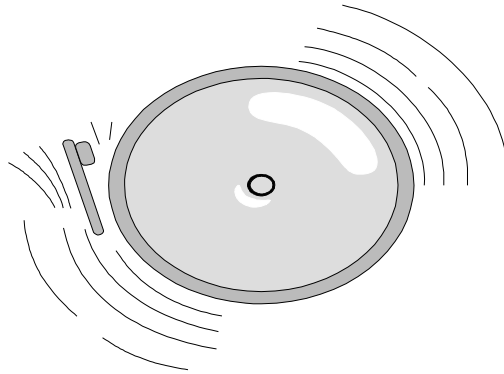


*Making the difference*

# Fire Precautions



## GUIDANCE ON FIRE DRILL



### PRINCIPLES

- On hearing the alarm, **all personnel** are to leave the building **immediately** by the nearest exit. Nearly all the rooms at Vbranch House have an external door.
- **Make your way to the appropriate Assembly Point** - there are three of these for Vbranch House and two of these for the Secondary School and they are described on a **Fire Precautions** sheet which can be found in each room. You should acquaint yourself with yours as soon as possible.
- **DO NOT GO BACK INTO THE BUILDING UNTIL GIVEN PERMISSION.**

### DETAILS

- Detailed Fire Instructions (Drills and Precautions) are listed on the walls of every room in Vbranch House and the Secondary School. **Make sure that you read and understand these.** If you have any questions ask another member of staff for advice.
- Only the Chief Executive or the Senior Officer of the Fire Brigade attending the fire may authorise an employee to enter the building once the alarm has sounded.
- If you have particular responsibility for assisting the evacuation of school pupils, visitors or patients attending a clinic you will be instructed in these duties as part of your induction or during the first FIRE DRILL. Fire Drills are held regularly.

### RESPONSIBILITIES AND QUESTIONS

**All employees share the responsibility to acquaint themselves with the Fire Drills and Precautions listed in each room and to carry these instructions out in the event of a fire or fire drill. The Chief Executive has overall responsibility for these instructions and you are encouraged to direct any questions to him about anything you do not understand.**

## RISK ASSESSMENT - FIRE

### Hazards

**Flammable material.** The school is of modular, flatroof construction. The walls are either insulated plastic panels beneath double-glazed windows with, in about 50% of places, an attendant exterior, plastic door. Most drainage runs through the concrete membrane sub-floor which is covered by non-slip linoleum; water, electricity, alarm, network and telephone lines run through the void between the suspended, tiled ceiling and the roof itself. Some parts of the roof contain wood. Internal doors are wooden and a proportion of the internal furnishing is flammable but there is not a high risk of poisoning from combusting cushion material. The amount of flammable material is judged to be acceptable and almost impossible to replace with fire-resistant materials. There are portable oxygen cylinders kept in the turbo room (an accelerant) but this is a clinical necessity. There is no build up of flammable material permitted (leaves, waste paper or other waste or storage material although there is a concentration of flammable stationery in the Resources Store). **Future Action:** Monitor the nature of flammable materials used in new construction or newly acquired equipment and furnishings and add the oxygen cylinder to the fire drill (to be removed on evacuation if possible, otherwise to be reported to the Senior Fire Officer attending the fire).

**Incendiary Sources.** Smoking is illegal in any building on the site so there is a negligible risk of internal fire caused by discarded or improperly attended smoking materials. Most probable cause of an accidental ignition will be a faulty electrical appliance or faulty wiring. **Future Action.** Ensure a regular PATS testing programme for all electrical appliances held by the charity and have the internal wiring inspected at least once every five years. **Note: Entire electrical power installation inspected August 2022.**

**Fire Warning.** A new, digital fire and smoke detection and warning system was installed in July 2006 as a result of our previous Fire Risk Assessment (dated 26 June 2006). The system tests itself constantly and will automatically report any fault. The Fire Alarm is tested weekly.

**Fire Drills.** A full fire evacuation drill is held on an unannounced basis termly and the results are recorded. We have a dispensation to leave the internal corridor doors open during the school day (to leave them closed would present a greater danger in impeding the rapid evacuation of school pupils than the acceleration of a fire by the drafts open doors might cause). Given an average evacuation time of less than 2 minutes (see Fire Drill record) no material risk is created but rather significantly mitigated by leaving these doors open.

**Safety of Personnel in the Event of Fire.** Full Fire Safety instructions have been written and distributed to all members of staff. Copies are displayed in each place of work and in the Essential Policies and Procedures file. School pupils each have a **Personal Emergency Evacuation Plan (PEEP)** which it is the duty of Class Staff to understand and enact on every Fire Drill and in the event of a fire. These instructions are reviewed and updated as necessary on a regular basis as part of the rotating school policy review. A very high proportion of rooms have an outside door and all these doors are provided with thumb keylocks to the door so that any person attempting to escape an internal fire can do so without a key. There are crash-bar doors at the approved and signed fire exits. Rooms that



do not have a door all have upward hinging double-glazed windows for a ground-floor escape in the main building. Appropriate fire extinguishers (for the types of fire which might be encountered at any particular part of the school) are located throughout all the buildings together with three full sets of first-aid equipment (these are professionally examined and replenished or replaced on a contract programme). The three public escape routes are marked and emergency exits, lights and signs are tested every month. Staff are encouraged to raise issues relating to any aspect of Health & Safety at monthly Staff Meetings. **Future Action.** Review escape routes and review and revise Fire Safety instructions as necessary. Maintain contract for inspecting, replenishing and replacing all fire-fighting devices. **Note: All fire-fighting appliances reviewed, additional appliances reviewed, additional appliances purchased; all appliances on annual check.**

**Workshop/Archive/Meeting Room.** The old barn has been converted to house a ground floor workshop next to an auxiliary office. The whole second floor has been fitted out as an archive and separate store. The use of the building is such that it is an occasional place of work for one person (the Technician). Appropriate fire-fighting devices are available in each of the spaces. The ground floor rooms each have their own external access. The first floor Archive and Workshop share a single external access via a steel external staircase. The store on the first floor does have an opening external window through which an emergency escape could be made using the provided escape ladder. **Future Action.** Review the provision of fire-fighting devices. Investigate the fitting of smoke/fire alarms. Check the condition of the emergency ladder for escape from the first-floor workshop (checked in September 2021).

### **The Optech Building**

The Optech building is of block and brick construction and comprises three ground floor rooms (an office, electrical workshop and mechanical workshop) and a store room in the attic accessed by the same external metal staircase as that used for the archive. The building has linked fire alarm, smoke alarms and appropriate fire appliances in each room. The building is the regular work place of one employee and access to it is controlled by him. There are sufficient exits and fire risk is rated as low.

### **Honeylands Building**

**Flammable material.** The Centre was constructed in 2011 of wood frames and brick panels under a slated, pitched roof. The walls are highly sound and fire insulated with powder-coated aluminium double-glazed windows and doors. Most drainage runs through the concrete membrane sub-floor which is covered by non-slip linoleum; water, electricity, alarm and telephone lines run through the void between the suspended, tiled ceiling and the roof itself. Internal doors are wooden with automatic closures whilst the corridor fire doors have automatic closure systems that activate with the fire alarm. Heating is underfloor on both floors (ground and first) provided by two, separate, gas-fired boilers (one on each floor). A proportion of the internal furnishing is flammable but there is not a high risk of poisoning from combusting cushion material. The amount of flammable material is judged to be acceptable and almost impossible to replace with fire-resistant materials. There is no build up of flammable material permitted (leaves, waste paper or



other waste or storage material) although there is a concentration of flammable stationery in the stationery cupboard. **Future Action:** Monitor the nature of flammable materials in new construction or newly acquired equipment and furnishings. **Note: September 2021 a ramp was added to the building to provide emergency escape for the increased number of wheelchair users. September 2021 oxygen is now stored in Secondary School CFHD, who also share the building, were informed to add this to their risk assessment. CFHD were also invited to share risk assessments.**

**Fire Warning.** There is a modular, addressable, digital fire alarm system with heat & smoke sensors in all public rooms and corridors. This system has automatic self-diagnosis (faulty sensing and reporting) and is on a contract maintenance program. On sounding, the alarm system will open and hold open the entrance powered doors, switch off power to the lift, close the fire doors and switch off both boilers. CFHD test the fire alarms weekly.

**Safety of Personnel in the Event of Fire.** Full Fire Safety instructions have been written and distributed to all members of staff. Copies are displayed in each place of work and a record is held centrally of the annual distribution and signature of this Risk Assessment and the attendant Action on Fire policy. These instructions are reviewed and updated as necessary on a regular basis as part of the rotating Centre policy review. Appropriate fire extinguishers (for the types of fire which might be encountered at any particular part of the Centre) are located throughout the building. The fire alarm is regularly tested and fire drills are held at least once every term. Staff are encouraged to raise issues relating to any aspect of Health & Safety directly to the Centre Manager. **Future Action.** Liaise with CFHD to review escape routes, check access to keys to external doors, review and revise Fire Safety instructions as necessary. Maintain contract for inspecting, replenishing and replacing all fire-fighting devices.



## FIRE DRILL

On discovering a fire, **SOUND THE ALARM** and call the Fire Brigade by dialling **9** for an outside line and **999**.

On hearing the alarm, leave the building **IMMEDIATELY** by the **NEAREST OUTSIDE DOOR**. Make your way to the **ASSEMBLY POINT**.

If possible, close all doors and windows before you leave. **DO NOT RETURN TO THE BUILDING**.

The senior person at each assembly point should check that all children and staff are accounted for. Missing children or staff are to be reported to the **Chief Executive** or **Head of Education**. Remain at the assembly point until given further instructions.

Under no circumstances is anybody to return to the building without the permission of the **Senior Fire Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **Chief Executive** and the **Groundsman/Technician**.

**ROOMS:** *Staff Room; Assessment Rooms (brown, yellow, blue, pink, turquoise); Elm Class; Pine Class; Workshop; Therapy Office; Outpatients and Children being treated in Clinic; All Optech Staff and Visitors*

LEAVE THE BUILDING BY THE NEAREST OUTSIDE DOOR.

**YOUR ASSEMBLY POINT IS:            POINT 1**

THE GRASS VERGE TO THE SOUTH OF THE SCHOOL (near workshop)





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Under no circumstances is anybody to return to the building without the permission of the **Senior Fire Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **Chief Executive** and the **Groundsman/Technician**.

**ROOMS:** *Rowan, Maple, Willow and Beech class; ; Assessment Room 1; Sensory Room; Innowalk Suite*

LEAVE THE BUILDING BY THE NEAREST OUTSIDE DOOR.

**YOUR ASSEMBLY POINT IS:            POINT 2**

THE GRASS VERGE TO THE WEST OF THE SCHOOL (outside Rowan and Beech class)





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If possible, close all doors and windows before you leave. **DO NOT RETURN TO THE BUILDING**.

The senior person at each assembly point should check that all children and staff are accounted for. Missing children or staff are to be reported to the **Chief Executive** or **Head of Education**. Remain at the assembly point until given further instructions.

Under no circumstances is anybody to return to the building without the permission of the **Senior Fire Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **Chief Executive** and the **Groundsman/Technician**.

**ROOMS:** Cedar, Oak, Fir & Ash classes (if Honeylands Reception blocked), Nurses Room; Board Room; Head of Education; Chief Executive; Reception; Finance Office; Hall, Kitchen, Laundry; Reception area

LEAVE THE BUILDING BY THE NEAREST OUTSIDE DOOR.

**YOUR ASSEMBLY POINT IS: POINT 3**

THE MAIN CAR PARK BY THE ENTRANCE TO THE HYDROTHERAPY POOL.





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If possible, close all doors and windows before you leave. **DO NOT RETURN TO THE BUILDING**.

The senior person at each assembly point should check that all children and staff are accounted for. Missing children or staff are to be reported to the **Chief Executive** or **Head of Education**. Remain at the assembly point until given further instructions.

Under no circumstances is anybody to return to the building without the permission of the **Senior Fire Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **Chief Executive** and the **Groundsman/Technician**.

**ROOMS:** Cedar, Oak, Fir & Ash classes (if Honeylands Reception clear), Honeylands staff and visitors

LEAVE THE BUILDING BY THE NEAREST OUTSIDE DOOR.

**YOUR ASSEMBLY POINT IS:            POINT 4**

HONEYLANDS CAR PARK, AT THE FRONT OF THE HONEYLANDS BUILDING





## FIRE DRILL

On discovering a fire, **SOUND THE ALARM** and call the Fire Brigade by dialling **9** for an outside line and **999**.

On hearing the alarm, leave the building **IMMEDIATELY** by the **DOOR LEADING INTO RECEPTION AND THEN OUT THROUGH THE POWERED DOORS**. If an exit into **RECEPTION is not possible return to the school corridor and CLOSE THE FIRE DOOR**. Proceed down the corridor and exit through the emergency fire door having **Deployed the Evacuslide down the steps**. If possible, close all doors and windows and take class registers with you before you leave. **DO NOT RETURN TO THE BUILDING**.

**Your Assembly Areas outside the building are;**

**POINT 4 - EXIT BY THE MAIN DOORS if safe to do so**

**POINT 3 - EXIT via EMERGENCY DOOR if Reception unsafe**

The designated Fire Marshall (Senior Teacher - Secondary) should check that all pupils and staff are accounted for. Missing pupils or staff are to be reported to the **Incident Control Officer** from the Fire Brigade and to the Chief Executive or Head of Education. Once all staff and pupils are accounted for, staff should bring the pupils to Vranch House but the Fire Marshall should remain until dismissed by the Incident Control Officer.

Under no circumstances is anybody to return to the building without the permission of the **Incident Control Officer** attending the fire, the **Chief Executive** or the **Head of Education**. When the alarm sounds the only persons permitted to check the interior of the building prior to the evacuation are the **nominated Vranch House Fire Marshalls**.





# FIRE PRECAUTIONS

## ASSEMBLY POINTS

- Point 1** - On the grass verge to the South of the School (outside Pine and Elm class).
- Point 2** - On the grass verge to the west of the School (outside Rowan and Beech class)
- Point 3** - In the main car park by the entrance to the Hydrotherapy Pool
- Point 4** - Honeylands car park , at the front of the Honeylands building

## ALLOCATION

- |                |  |
|----------------|--|
| <b>Point 1</b> | Staff Room<br>Assessment Rooms (brown, blue, yellow, pink, turquoise)<br>Elm & Pine classes<br>Workshop<br>Therapy Office<br>Outpatients and children being treated in Clinic<br>All Optech staff and visitors |
| <b>Point 2</b> | Rowan, Maple, Willow and Beech classes<br>Assessment Room 1 (red)<br>Sensory Room<br>Innowalk suite  |
| <b>Point 3</b> | Cedar, Oak, Ash, Fir classes (if Honeylands Reception blocked)<br>Nurses Room<br>Board Room<br>Head of Education<br>Chief Executive<br>Reception<br>Finance Office<br>Hall, Kitchen, Laundry<br>Reception area |
| <b>Point 4</b> | Cedar, Oak, Fir, Ash classes (if Honeylands Reception clear)<br>Honeylands staff and visitors  |

Staff in all cases include work experience trainees, students and voluntary helpers. Visitors should seek the assistance of staff and go to their nearest assembly point.

Anyone in the Staff Room should leave the building and report to **POINT 1** and **NOT** move around the building to any other Assembly point.

