

## **FIRE PROCEDURE**

<b>Name of Premises:</b>	Chatsworth Futures
<b>Address of Premises:</b>	Vicarage Road, Swinton M27 0WA
<b>Occupier of premises:</b>	Chatsworth Futures and Chatsworth High School and Community College
<b>Owner of premises:</b>	Salford City Council
<b>Assembly point:</b>	Main playground
<b>Document review history:</b>	Adopted: September 2018 Reviewed: 9 <sup>th</sup> October 2021 To be reviewed: October 2023

## 1. Introduction

1.1 The aim of this fire procedure is to provide a response to a fire and achieve a safe and effective evacuation of the building.

1.2 Management of the Fire Procedure is by:

Fire Control Officer	Vice Principal
Deputy Fire Control Officer	College Business Officer
Ground Floor Search Officer	Fire Marshalls / Search Officers

1.3 Roles and responsibilities are:

Fire Control Officers:

- appoint sufficient deputies or make arrangements for times of absence;
- appoint sufficient fire marshals or fire search officers;
- make arrangements for summoning the Fire Service;
- ensure that the assembly point is accessible;
- ensure that there are written fire procedures and communicate these to staff;
- ensure that all signs and Fire Action notices are visible;
- control all flammable substances and sources of ignition;
- ensure that all employees know how to evacuate when fire starts;
- ensure that arrangements have been made for clients and visitors;
- carry out at least 3 fire drills per year;
- arrange for a weekly inspection to be made of the means of escape and fire appliances;
- sound the fire alarm from a different call point each week;
- arrange for the maintenance of unserviceable/damaged items;
- keep records of inspections, drills and maintenance;
- assist with the fire risk assessment;
- make arrangements for training themselves and fire search officers;
- if appropriate, make arrangements for training staff to use fire extinguishers;
- in the case of fire or fire drill, proceed to the assembly point and receive reports from all fire search officers;
- report to the senior fire service officer as soon as possible that the building is or is not fully evacuated.

Fire Marshalls / Search Officers:

- (if appropriate) deputise for the fire control officer;

- carry out a search of the designated area;
- assist in evacuating others (if this is appropriate) and direct them to the assembly point(s);
- go to the assembly point(s) and carry out a roll call;
- report to the fire control officer.

Chatsworth Futures, will appoint Fire Marshalls / Search Officers and will co-operate and communicate especially in relation communicating that their area is evacuated and whether there are signs of fire.

**1.4** The fire alarm is a continuous siren. The primary purpose of the fire alarm is to ensure that those occupying the building are safely evacuated; not as a means to ensure the attendance of the Fire and Rescue Service. The Fire Control Officer should ascertain from the panel where the alarm has been triggered. If the alarm has been triggered in the area occupied by Chatsworth Futures and Chatsworth High School and Community College, the Fire Control Officer should investigate. The fire alarm does not have automatic connection to the fire service. It is the responsibility of the Fire Control Officer to determine if there is a fire or if it is a false alarm. If there is a fire then the Fire Control Officer should dial 999 and ask for the fire rescue service to be called out.

**1.5** Fire escape routes and exits are:

- Ground floor – Nearest final point of exit.

**1.6** The assembly point is the MAIN PLAYGROUND, THROUGH THE GATES.

**1.7** The system for identifying whether the building has been successfully evacuated and is unoccupied is a search of the ground floor and a roll call of persons assembled compared against the Registers and Visitors Book. This information will be relayed from the assembly point to the Fire Control Officer either on foot or by two-way radio.

## **2. Fire Action**

2.1 Fire Action Notices are posted at each break glass point in the building.

2.2 On hearing/seeing the alarm (continuous siren) all persons will leave the building by the nearest safe exit.

In class: Tutors are responsible for the learners in their class and will: lead the evacuation; instruct learners to remain calm and evacuate in a line; remind learners where their assembly point is; ensure that they know their school Fire Evacuation Procedure; ensure that all their learners know how to evacuate in the event of a fire; carry out a roll call at the assembly point; ensure that there is always a clear route to their classroom Fire Exit; ensure that their classroom Fire Exit Door is available for use. (If it is an exterior door, then it should be secured, but NOT locked). Search officer(s) will search their area (if it is safe to do so) and assist/direct occupants to leave the building.

At lunchtime: Tutors and/or Teaching Assistants will take responsibility for evacuating children in the dining room as above and they will be supported by Tutors taking a roll call at the assembly point.

Before and after school: Search officer(s) will search their area (if it is safe to do so) and assist/direct occupants to leave the building.

Evening events: Search Officers and a Fire Control Officer will be appointed and trained in their role prior to the event.

2.3 Disabled persons will be assisted as identified in their personal emergency evacuation plan (PEEP).

2.4 The Fire Control Officer (or if FCO is absent the most senior member of staff on duty) will receive information from a responsible person at the assembly point in order to establish whether the building is unoccupied.

2.5 If you discover a fire sound the alarm by activating the nearest break glass point. Tackle the fire only if it is small and safe to do so. Do not use more than one extinguisher to tackle a fire, leave the building once your first extinguisher has expired.

2.6 When evacuating close doors and windows if safe to do so. Turn off sources of ignition where safe to do so. Report the presence of flammable materials (e.g. solvent based products, fuels and aerosol cans) to the Fire Control Officer.

2.7 Do not delay to collect personal belongings.

### **3. Fire Investigation**

The Site Officer and Fire Marshalls who have been appointed to do so will attend and interrogate the fire alarm control panel in reception. Travel to the reception through the building is only acceptable if the person is adjacent, in all other cases they will leave the building and travel outside.

Any person who is aware of a fire will (after evacuating) report the situation to the Fire Marshall at their assembly point, the Fire Marshall will provide this information the Fire Control Officer either by two-way radio or by despatching an assistant on foot. The Fire Control Officer will inform the Officer at the fire alarm control panel in reception who will confirm or not confirm a fire, who will inform the Fire and Rescue Service if necessary.

Any person who is sure in the knowledge that they or one of their students or visitors has accidentally activated the alarm will go directly to the fire alarm control panel and explain the situation to the officer.

In the event of an alarm activation and if there has not already been a confirmation of a fire then Fire Marshalls who have been appointed to do so will investigate the location of the alarm activation and report back to the Officer in accordance with the Greater Manchester Fire and Rescue Service procedure at Appendix 1. A 'fire' or 'no fire' status will thereby be established. The Fire Control Officer will have the ultimate authority to decide whether to reoccupy the building or not.

### **4. Visitors**

On arrival visitors should be made aware of the fire procedures.

### **5. Location of Exits, Call Points and Extinguishers**

5.1 Fire exits are:

- Ground floor

4.2 Break glass call points are:

- Ground floor –

4.3 Fire extinguishers are located at:

- Ground floor –

# How to investigate your fire alarm



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FIRE AND RESCUE SERVICE

[www.manchesterfire.gov.uk](http://www.manchesterfire.gov.uk)

**PREVENTING PROTECTING RESPONDING**

# How to investigate your fire alarm

## The facts

Greater Manchester Fire and Rescue Service attends over 13,500 calls from fire alarm systems each year. Less than 1% of these calls are to fires and only 60 need us to use our equipment to deal with them.

Dealing with false alarms takes up valuable time – time that could mean the difference between life and death for someone in the community, and that takes our firefighters away from doing important training or work with partners to improve community safety.

False alarms are also a drain on public money. They can cause complacency, reducing the effectiveness of fire safety procedures in the event of a real fire, and they disrupt business – creating unwanted downtime and loss of money.

We want to work with you to prevent it happening again.



## The causes

To prevent unwanted false alarms, you should consider the following common causes of them, and do something to stop them from happening in your workplace.

- ☒ **Cooking fumes** - such as burnt toast.
- ☒ **Steam** - from shower rooms of industrial processes.
- ☒ **Smoking materials** – such as cigarettes and matches.
- ☒ **Aerosol sprays.**
- ☒ **Hotwork** – from cutting and welding.
- ☒ **Dust build up** – due to poor housekeeping or by not taking preventative measures before starting dusty work such as drilling.
- ☒ **Incense and candles.**
- ☒ **Humidity and temperature change.**
- ☒ **Accidental damage to a 'Break Glass' point.**
- ☒ **Testing or maintenance** – without telling your alarm centre or incorrect testing procedure.
- ☒ **Changes to the use, or practices within the building.**





## Investigating fire alarms

When you investigate, use your senses and if at any time you find signs of a fire, retreat from the building and make sure the fire and rescue service is called on 999.

Ensure your building is being evacuated in accordance with your alarm procedure, before doing anything else.

## How to investigate

- ✓ Where possible, investigate in pairs.
- ✓ Have another member of staff at the alarm panel and remain in contact (mobile phone or short range radio).
- ✓ Gather any information from staff, or the alarm panel, to indicate where your search should be.
- ✓ When investigating look for smoke, listen for unusual crackling noises, is it unusually hot.
- ✓ Before opening any doors, feel the door with the back of your hand, as high up the door as you can reach, for signs of heat. If it is hot **do not open** the door.
- ✓ Remember you are looking for signs of a fire, not a fire itself.
- ✓ At any time if you suspect or find a fire, get out and call the fire and rescue service on 999.



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## We are here to help

For further information about our fire  
alarm policy please visit

[www.manchesterfire.gov.uk](http://www.manchesterfire.gov.uk)

***PREVENTING PROTECTING RESPONDING***