



South Gloucestershire and Stroud College

Fire Evacuation Procedure – Queens Road

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Please contact the Human Resources Department

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Job Title/Role:	Health & Safety Advisor
Ref. No.: Q/P 156	Date of this version: May 2014 (Updated January 2015) Review Date: 31 st May 2015 (Subject to any legislative change) Upload to College website? Yes Upload to e-Campus? Yes
Approved by:	Executive Team
Date:	13 th November 2014

Have you consulted on this policy? Details:	No		
What evidence has been used for this assessment?	<i>The appended documentation. Equality Act 2010 et. al.</i>		
Could a particular group be affected (negatively or positively)?	Positive Impact Indicate Y where applicable	Negative Impact Indicate Y where applicable	Evidence
Characteristics protected by the Equality Act 2010			
Age	N/A	No	
Disability	N/A	No	
Gender Reassignment (inc. Transgender)	N/A	No	
Race (inc. Gypsy & Traveller)	N/A	No	
Religion and Belief	N/A	No	
Sex	N/A	No	
Sexual Orientation	N/A	No	
Marriage & Civil Partnership	N/A	No	
Pregnancy & Maternity	N/A	No	
Characteristics designated by SGS as requiring due regard			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No			
If yes, please detail: <i>This policy is E & D neutral. It neither provides advantage nor does it breach our equal opportunities statement, the Equality Act or other relevant legislation.</i>			
Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? No (None required)			
<i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required.</i>			
<i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment.</i>			
Completed by: Joe Tripp		Position: Health & Safety Advisor	Date: May 2014
Checked by: Richard Harrison		Position: Head of Estates Management	Date: May 2014

Fire Evacuation Procedure – Queens Road

1. Purpose

- 1.1. As an employer and service provider, the College is responsible for ensuring that there are adequate arrangements in place to ensure that all persons using College buildings know what actions to take in the event of a fire and / or upon hearing the fire alarm.
- 1.2. To this end, the College must ensure that appropriate pre-planned procedures are in place to facilitate the evacuation of all persons in a safe and timely fashion.

2. Scope

- 2.1. This procedure must be followed in the event of a fire and / or upon hearing the fire alarms.
- 2.2. The procedure describes the fire evacuation arrangements at the College and the roles of key personnel in the event of an evacuation.

3. Responsibilities

3.1. Managers

- 3.1.1. All managers must ensure that staff and learners within their area of responsibility, are informed of the fire evacuation procedures as part of their initial induction. This must include new or temporary staff, irrespective of the duration of contract with the College.

3.2. Health and Safety Advisor

- 3.2.1. The Health and Safety Advisor, in conjunction with the Health and Safety Committee, is responsible for ensuring this procedure is adequately communicated and understood by all staff.
- 3.2.2. The Health and Safety Advisor, in conjunction with the Health and Safety Committee, is responsible for reviewing the procedure annually to ensure it remains fit for purpose.

3.3. Staff

- 3.3.1. All staff must ensure that they are familiar with the fire evacuation procedures.
- 3.3.2. Where staff are responsible for learners, they must ensure that learners are informed of the College's Fire Procedures, not only when they first arrive at the College, but at regular (termly) intervals during their course.

- 3.3.3. In the event of an emergency, visitors to the College should be guided from the building and taken to the assembly area by the staff that have organised the visit.
- 3.3.4. All staff have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes ensuring all potential fuel sources are stored away from sources of heat.

3.4. **Key Personnel**

3.4.1. There are a number of key personnel that have been nominated to undertake specific roles in the event of a fire evacuation at the College. These key personnel are:

- Incident Manager
- Facilities Assistant/s

3.5. **Incident Manager**

3.5.1. Daytime incidents will be co-ordinated by Jo Kear. John Astell will deputise. Harriet Jackman, Helen Nichols and Jan Peter will act as deputies (in this order) should Jo and John be unavailable.

3.5.2. Evening / weekend incidents will be co-ordinated by the Facilities Assistant on duty, with tutors acting as marshals.

3.5.2.1. Wednesday evenings: Jess Turrell to marshal (Steve Carter to deputise);

3.5.2.2. Thursday evenings: Harriet Jackman (or Julian Scott, depending on timetable) to marshal (Matt Benton to deputise);

3.5.2.3. Saturday mornings; Marguerite Knight to marshal (Steve Carter to deputise). For activities out of normal term times, John Astell / another member of Estates to be the Incident Manager with Harriet Jackman, Helen Nichols, Jan Peter or a Facilities Assistant to deputise.

3.5.3. Out of hours – Facilities Assistant are responsible for the evacuation of the building and for ensuring a 999 call is made to emergency services.

3.5.4. The Incident Manager:

3.5.4.1. Will stand outside of the building in front of main entrance, keeping in radio contact with the Facilities Assistant/s carrying out building sweeps.

- 3.5.4.2. Will keep alert to information from Facilities Assistant/s via radio of alarm status and in particular if Fire Brigade to be called.
- 3.5.4.3. Will ensure that the 999 call is made if required.
- 3.5.4.4. Will co-ordinate with the Fire Brigade, where applicable.
- 3.5.4.5. When informed, will issue the instruction regarding the safe return of people to the building(s).
- 3.5.4.6. To ensure the exec lead for Filton Campus is informed of the fire activation as soon as is practical after dealing with the emergency (see SharePoint Homepage for contact details).


3.6. **Facilities Assistants**

- 3.6.1. Facilities Assistant will proceed to the area to investigate the status of the alarm, **if safe to do so** – keeping in radio contact with the Incident Manager at all times. Once established, to report immediately via radio to the Incident Manager as to the fire situation.
- 3.6.2. To notify the Incident Manager to call the emergency services using the 999 system as appropriate.
- 3.6.3. In false alarm situations, where the fire brigade will not be attending, to make the necessary alarm call point repairs / alarm reset. Informing the Incident Manager when it is possible to issue the 'safe to return to building instruction'.
- 3.6.4. In the event of a fire, will evacuate the building and report to the Incident Manager.

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ACTIONS TO BE TAKEN ON DISCOVERING A FIRE

- Raise the alarm by activating the nearest call point (break glass point).
- Leave the building by the nearest safe exit. 
- Close doors, windows and switch off machines / equipment, where safe to do so.
- Do not stop to collect personal belongings.
- Report to the designated Assembly Point; outside University of Bristol building.
- Report the location of the fire to a member of staff once you have reached the assembly area. They will dial 999 to confirm that there is a fire.
- In the unlikely event that you cannot find a member of staff, please dial 999 and report the fire and its location (Bristol School of Art, Queens Road, BS8 1PX)
- **DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE INCIDENT MANAGER.**



ACTIONS TO BE TAKEN ON HEARING THE FIRE ALARM

- Upon hearing the fire alarm leave the building by the nearest safe exit. 
- Close doors, windows and switch off machines / equipment, where safe to do so.
- Do not stop to collect personal belongings.
- Report to the designated Assembly Point; outside University of Bristol building.
- **DO NOT RE-ENTER BUILDINGS UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE INCIDENT MANAGER.**