



Melton Learning Hub Fire Safety Policy

Policy Review Record

Policy Written on	Policy Written By	Policy approved by the Board of Directors on	Review Date
May 2021	Sarah Cox	8th June 2021	June 2022
01.08.23	Sarah Cox	5th September 2023	September 2023
03.07.24	Sarah Cox	Board of Directors 3rd July 2024	July 2025

Melton Learning Hub Fire Safety Policy Written by: Sarah Cox

Aim

It is the overall aim of The Melton Learning Hub to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- * To minimise risk from fire through thorough risk assessments
- * To ensure adequate staff/ fire manager training has taken place
- * To produce an emergency plan and put up fire notices
- * To conduct fire drills ☒ To check adequacy of fire fighting apparatus and its maintenance
- * To implement recommendations from the Fire Risk Assessment
- * To consult with the LA Fire Risk Assessment officer on matters of fire safety
- * To conduct regular fire safety inspections and record the findings
- * To make frequent informal checks
- * To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- * To check fire detection and protection systems are maintained and tested and records kept
- * To ensure Fire Safety Log Book is kept up to date and accessible

At The Venue Fire Drills and fire alarm maintenance is arranged by MBC.

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. See Fire Procedures (dated) for most up to date procedures.

Persons responsible for fire safety –

Responsible Person (Debra Bindloss/ Lucie Larke in the first instance at The Hub Angie Butcher/ Michael Connolly- The Venue	The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))
Competent person	A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.
Fire safety training, induction and revision	Responsible person or nominated Competent person
Fire risk assessments	Responsible person or nominated Competent person
Fire drills	Responsible person or nominated Competent person
Updating of log book / recording	Competent person
Checks on call points	Competent person
Checks on emergency lighting	Competent person
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person

Fire safety training

All staff will have internal training annually during the month of August. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire-fighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All agency staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in the office.

Fire Risk Assessment appraisal

This will be carried out on an annual basis by the Nominated persons. Future risk assessment reviews may be carried out by Local Authority Fire Risk Assessment Officer as decided by the charity.

All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation (**see Fire Procedures - dated**) is displayed by each fire alarm call point. **See plan of where call points are situated kept in the office.**

The main alarm indicator panel is situated in the office. Fire drills are executed by the nominated person/competent person via this panel.

Evacuation drills will be carried out a minimum 6 monthly.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff	Debra Bindloss/ Angie Butcher/Michael Connelly/ lucie Larke	Most senior person in section
Evacuation of children	Class Tutors	Teaching Assistant
Collection of registers and staff/ visitor signing in book/ sheets	Manager	Duty Manager
Collection of Hub phone	Manager	Duty Manager
Checking of toilets	Nominated person	Duty Manager
Checking rooms	Fire Warden	Deputy fire warden
Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Nominated person	Duty Manager

In general, all staff will assemble at the agreed assembly point (top of driveway), unless the source of the fire makes this impossible. Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the health and safety governors will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in the Office.

System	Frequency	Method of test
Fire alarm	weekly	Checking indicator light each morning
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Annually	Servicing/ Battery test
Emergency lighting – Function test	annually	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers	Annual service plan	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the office.

Disabled pupils/members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. See below;

Action on discovering a fire	<ul style="list-style-type: none">• Raise the attention of others by sounding the fire alarm.• Evacuate all occupants according to fire procedure.• On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at Melton Learning Hub, Burton Rd, Melton Mowbray LE13 1DJ. The Venue MBC will call/ The café Michael Connelly will call.• Notify a senior manager as soon as possible and give precise details about fire.• Use fire-fighting equipment only if necessary to make your escape.
What to do if the fire alarm Sounds	<ul style="list-style-type: none">• Follow fire procedure and evacuate all occupants to the assembly point.• Admin staff to collect registers, signing in book and phone• Ensure all windows and doors are closed.• All areas to be checked for occupants.• Keep silent to ensure instructions from the Manager can be heard
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none">• Where is the fire located? – give site map• What does the fire involve?• Are all persons evacuated from the building?
Escape routes and fire exit Use	<ul style="list-style-type: none">• Means for escape routes are checked daily.• Doors currently without thumb screws or quick release handles must be unlocked while in use• Staff must be aware of alternative routes.
Fire-fighting equipment use	<ul style="list-style-type: none">• Fire-fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire-fighting.
Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none">• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times• Once evacuation complete fire procedure to be put into place