

Fire Safety Management Procedures Policy

Introduction

Fire Safety Management requires periodic attention to reviewing policy along with all related systems. This document sets out the policy and arrangements that are in place at Sheffield High School for Girls. It includes the examples of the logbook checks that will be maintained to demonstrate that regular tests are undertaken, staff are trained and up to date records are held.

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1. Policy

The school will comply with all fire safety legislation and standards in line with Trust guidelines. This Policy applies to the whole school, including Senior, Junior, Infant and EYFS.

The effectiveness of the Policy will depend on the full co-operation of every member of staff, without exception. Co-operation must be encouraged from the highest level. Complying with fire safety management procedures must be regarded as a basic duty by all staff and an essential obligation for all those with management responsibility.

All members of staff, students, contractors, and visitors are required to follow fire safety procedures and must evacuate the building and only re-enter upon the instruction of the Head, Deputy Head, School Fire Officer or the Fire Service.

1.1. Objectives

- Safeguard all personnel at Sheffield High School for Girls, including visitors, from death or injury in the event of a fire or associated explosion.
- Reduce fire incidences.
- Minimise the potential for fire to occur and disrupt the work of the school and cause damage to property and the environment.
- To safeguard the physical assets of Sheffield High School for Girls and to protect the environment.
- To minimise the incidence of unwanted fire alarm signals and false alarms.
- Compliance with the requirements of legislation relating to fire and fire safety.

In respect of all facilities, which it owns, or lets out, Sheffield High School for Girls will:

- Provide appropriate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all firefighting appliances and devices.
- Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.
- Ensure that a Fire Risk Assessment is conducted and if observations are noted then action is taken accordingly.

All pupils, staff and visitors must:

- Cooperate with those who may have specific fire safety responsibilities.
- Ensure that they know the escape routes and what to do in the event of a fire or alarm activation.
- Consider the risk of fire from any activities that they may organise or take part in and reduce the risk if necessary.
- Not interfere with any fire detection/safety equipment.

1.2. Arrangements

The Facilities Manager, as School Safety Coordinator, will be responsible for ensuring that a compliant alarm system is maintained. The Facilities Manager (FM), supported by the Operations Supervisor, will be responsible for ensuring the ongoing maintenance of all fire alarm systems and appliances in both the Senior and Junior Schools to ensure they are operating effectively. The FM in their role as Fire Officer is responsible for ensuring that the Fire Safety Management Procedures are up to date, that systems are in place to ensure that fire appliances, escape routes, training, evacuation testing, and evacuation procedures are

up to date and adhered to. The FM will also assist the external specialist in the completion of the Fire Risk Assessments.

The Operations Supervisor will ensure that during day to day operations, assessments, checks and record keeping are undertaken for compliance with fire safety legislation and policy. They will ensure that termly fire evacuation testing is held, records kept of those drills, and report findings and recommendations following fire evacuation testing.

All staff must be responsible for ensuring that all escape routes are kept free of any obstructions, combustible material and any sources of ignition. Staff must ensure that fire doors are not obstructed, interfered with in any way, or held open other than by an authorised device connected to the fire alarm system. The Operations Supervisor will ensure that regular inspections are undertaken and instigate appropriate follow up actions. The FM will ensure that effective arrangements are in place, that resources are allocated accordingly, and will monitor to ensure that everyone continues to carry out their responsibilities and tasks.

Fire evacuation testing is carried out once per term and also within the first 4 weeks of the new academic year in September. All new staff are provided with a copy of the Fire Evacuation Policy and Emergency Alert Procedures and must also undertake the annual Fire Safety briefing or an induction briefing if they arrive after the start of term.

The fire alarm is tested twice per week across the whole site. During the exam periods the timing may be adjusted to minimise disruption to those sitting exams.

Any incidents of fire and fire evacuation testing will be reported at the termly Health and Safety Committee meetings and noted in the Fire Log.

1.3. Arrangements for fire evacuation testing

Fire evacuation tests are carried out each term, administered by the Fire Officer. A variety of scenarios are integrated into this to ensure that as many possibilities are considered in training including fire test activation at different times (including social times); simulating blocking exits; removing an individual to ensure it is noticed on registration. The fire officer is responsible for recording date, time and evacuation time of any evacuation test and reporting any issues to the H&S Committee.

The fire alarm system is connected to a monitoring alert system which monitors the alarms. On activation of the alarm, one of the designated numbers (Fire Officer, Operations Supervisor, Premises Team) will be contacted to ascertain if it is a false alarm. If no contact is made or the alarm is deemed not be a false alarm, the local emergency services are contacted to attend.

1.4. Arrangements for ensuring the safety of all persons on the school premises

A fire alarm system is fitted throughout the school and is maintained and serviced by specialist contractors. The fire alarm system is linked to all buildings on the school site and is connected to an external provider which notifies the local fire brigade when it is sounded.

Smoke detectors, fire extinguishers, fire blankets, and break glass points are situated in all school buildings and are tested annually. Fire assembly points for the Senior School (Astroturf) and the Junior School (Junior netball court), and each area has staff with specific responsibilities. No re-entry to the site is permitted without express permission of the Head or Fire Officer.

1.5. Methods by which the risks from dangerous substances are eliminated or reduced

All buildings are fitted with fire doors to classrooms and communal areas, signage indicates that the fire doors are to be kept shut at all times. Some fire doors on corridors (and other, frequently used exits) have been fitted with doorstops that automatically close on the activation of the fire alarm system. Regular checks by the Premises Team ensure that no combustible materials are left in open spaces and that areas under stairs are kept free of any materials which may pose a danger in the event of a fire. All chemical or dangerous substances are stored according to guidelines, and the storage is reviewed regularly. Responsibility for ensuring the safe storage of substances is that of the Head of Science, Head of Art and the Facilities Manager respectively.

1.6. Allocation of duties

The Head delegates specific responsibilities to the following people:

Fire Officer

Jane Jeffery (FM) is the school's designated Fire Officer (deputy Fire Officer is Mark Armitage (Operations Supervisor)), administering fire drills, ensuring that all fire safety information is clearly displayed around the school and ensuring that maintenance is completed as per required schedules.

Health & Safety Coordinator

Jane Jeffery (FM) is the School's H&S coordinator who ensures that procedures are reviewed and any actions required are completed.

GDST Representative

Peter Cornall is the GDST Health & Safety Officer who oversees fire risk assessments and monitors that the school meets all regulatory requirements.

1.7. Personal Emergency Evacuation Plans (PEEP)

A PEEP is completed for all individuals with a physical or learning disability. This is compiled by the school nurse, and copies must be sent to all of the individual's teachers and any other staff who have direct responsibility for the individual. In the event of a physical disability consideration is to be given to relocating lessons so that fire exits are more accessible for the individual.

2. Fire Safety Management Test Procedures

Frequency	Item	Record
Daily	All fire alarm indicator panels for normal condition.	Logbook held by premises team – record of defects and tests
	Electro-magnetic operated door locks Sound operated door holders	Works invoice if major fault occurs
Nightly	Check clear of obstructions escape routes, exit doors, fire doors including electro-magnetic* or sound operated door holders closed*, electric plugs, waste bins etc. Check exit doors open immediately and easily. (cleaning team to also report any concerns)	
Weekly	Fire alarm activation, twice per week from different trigger devices. Including associated Passive Systems.	Logbook held by premises team
Monthly	Emergency lighting visual. Automatic door closing mechanisms.	Logbook held by premises team
Each Term	Full fire alarm activation, all staff & student evacuation, roll call conducted. Timed event.	Logbook held by premises team

Six-monthly	Fire alarm and emergency lighting inspection and maintenance via certified fire contractor.	Certification held by premises team
Annually	Inset day staff awareness training.	Staff signature upon attendance
	Fire extinguishers. – inspection of all extinguishers by certified contractor.	Certification held by premises team
	Emergency lighting – inspection and full discharge test of all lights by certified contractor	Certification held by premises team

3. Training

- ❖ Whoever first discovers a fire should activate the nearest fire alarm and report to a supervisor/manager immediately
- ❖ If safe to do so turn off electrical/gas devices and close windows
- ❖ Only attempt to fight the fire if you have been trained and it is safe so to do, i.e. the fire is small enough to be extinguished with one extinguisher. Care must always be taken because much of the danger from fire is not from the flame but from smoke or poisonous gases, heat and lack of oxygen.
- ❖ If the nature of the fire or any false alarm operation requires the premises to be evacuated, no one should re-enter until approved by the Head, Fire Officer or Fire Brigade.

All staff are trained in fire safety, by the FM, during Inset Day at the start of the September term, and for science and technology technicians and catering staff, the practical use of portable fire extinguishers. Staff who join part way through the year are trained as part of the induction process.

The following subjects are covered in each training session:

- ❖ General fire prevention
- ❖ Action to be taken upon discovering a fire
- ❖ Method of raising the alarm including the location of alarm call points and alarm indicator panel
- ❖ Action to be taken upon hearing a fire alarm
- ❖ Correct method of calling the fire brigade (**the alarm system is automatically linked to an emergency call centre who will contact the Fire Service**)
- ❖ Location of firefighting equipment
- ❖ Knowledge of escape routes, assembly points and roll call procedure
- ❖ Responsibility for students & visitors
- ❖ Staff with additional responsibilities

3.1. Fire evacuation training

The responsibility for carrying out fire evacuation testing rests with the Head, Deputy Head, and Facilities Manager. The test is intended to ensure by means of training and practice, that in the event of fire:

- ❖ People act in a calm and orderly manner
- ❖ Staff carry out their allotted duties and ensure the safety of all concerned
- ❖ Any means of escape is used in accordance with a pre-determined and practised plan
- ❖ The evacuation of the building is speedy, orderly and silent.
- ❖ The roll call procedure is followed

A practice fire evacuation should be carried out once a term.

The FM will maintain a record and report drills and incidents in writing at termly health and safety meetings

Fire safety management must take account of all staff / students including any with disabilities and those who may be less fit than others, but without a visual impairment. Staff / students (or parents in case of younger students) should be told to advise the senior leadership team or form tutors of any personal problems (even temporary) that could affect their ease of escape. Firm guidance will be necessary as not all personnel can be relied upon to act rationally in the event of fire.

Staff or students with special needs

The senior leadership team and H.R should know which members of staff require special consideration and help if evacuation is necessary in an emergency. The senior leadership team and form tutors should know which students require special consideration and help if evacuation is necessary in an emergency. A Personal Emergency Evacuation Plan (PEEP) should be completed by the School Nurse or FM (with support from H.R if needed) for all of these individuals.

Wheelchair users and staff / students (or parents in case of younger students) with impaired mobility should be asked to advise how they can be helped e.g. where stairs must be negotiated. In the event of emergency evacuation the members of the admin team and the premises team have undertaken training in the use of an evacuation chair. Advice may be obtained from the Trust Health & Safety Manager. Lifts must not be used in the event of a fire unless they are specially designed for the evacuation of the disabled to British Standard 5588: Part 8. The School Nurse should raise individual risk assessments for staff using wheelchairs and / or crutches.

3.2 Staff training

Training for individuals should be as per the table below:

Type of Training	Staff	Time Scale	Refresher Frequency
Induction – Basic fire safety & prevention training and familiarisation with school's fire exits, fire drill and emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis	First week	
Refresher on school's emergency evacuation procedures (In-house training)	All staff and contractors who are on site on a regular basis		Annually as part of Inset Day
Fire safety and fire prevention (In-house training)	All staff and contractors who are on site on a regular basis	First term	Annually as part of Inset Day
Fire safety - testing of alarms, call points & emergency lighting and checks on fire safety equipment (e.g. fire extinguishers) and features (e.g. fire doors and escapes routes) (In-house training)	Facilities Manager and Premises staff	As soon as given the role	As and when new equipment or procedures are introduced

Firefighting - use of extinguishers & fire blankets (Practical training)	Premises team, admin team, fire marshals, catering team, science department staff, art department staff, DT staff, food technology staff	As soon as given the role	5 years
Fire Safety for Fire Marshalls (Half Day course)	Nominated staff	As soon as given the role	5 years

4. Testing Fire Alarms

4.1. Servicing and Repairs

Correct and regular servicing is conducted via accredited and certified contractor.

Only authorised staff (premises team) may carry out minor repairs only e.g. break glass changes and must never exceed their remit. For any repairs/faults beyond this, the specialist contractor must be contacted immediately.

4.2. Prevention of false alarms of fire during routine testing

It is important to ensure that operation during testing does not result in a false alarm. Prior to testing the Premises Team should notify the monitoring centre of the precise timings that testing will be taking place and re-connection must be made immediately the test has been completed.

4.3. Daily attention by the Premises Team

A check should be made every day to ascertain the following:

- ❖ That the fire alarm panel indicates normal operation, or if not, that any fault indicated is recorded in the logbook and contractors are notified to attend urgently

4.4. Weekly attention by the Premises Team

The following tests should be made every week to ensure that the system is capable of operating under alarm conditions:

- ❖ At least one call point on one circuit / zone should be operated to test that the control and indicating equipment receives a signal and sounds the alarm and operates any other warning devices. Two call points on different circuits / zones should be tested each week.
- ❖ Every test must be recorded in the logbook stating the particular call point tested.
- ❖ If the actuation of the fire alarm activates other passive systems e.g. electromagnetic / battery operated door holders, lifts and gates, this should also be recorded in the logbook and action taken to remedy any defect: a check that all systems reset should be carried out especially for the non-automatic reset variety.

4.5. Alarm system inspection and test

The FM / Operations Supervisor should ensure that the following check and test sequence is carried out every 6 months:

- ❖ Audit and sign off inspection and test routines detailed above.
- ❖ Servicing of the fire alarm system using an accredited and certified contractor to ensure each detector, call point, and sounder operates in accordance with the manufacturer's recommendations, a visual inspection of all cable fittings and equipment to ensure they are secure, undamaged and adequately protected.

On completion of the work:

- ❖ All defects should be recorded and reported to the FM or Operations Supervisor and rectification action is initiated.
- ❖ A certificate of testing should be given to the responsible person and placed in the fire logbook, located in the premises office.

4.6. Records and Reports

The FM will maintain a record and report on evacuations and incidents at termly health and safety meetings.

4.7. Non-functioning of the alarm system

Should the alarm system fail to be in operation in any of the school buildings then it will be the Head's decision to evacuate/close that building or close the school. Temporary arrangements may be put in place with the Head's approval, for example should a problem arise with the alarm during the school day which may take several hours to repair. This could include the posting of fire marshals in a building, and staff being extra vigilant to check for fires. The use of high visibility clothing and handheld radios for communication would be an important back up in such circumstances.

5. Electro-Magnetic/Battery Operated Door Holders

5.1. General

Some fire resisting doors and smoke stop doors may be held permanently in the open position by the use of electromagnetic / battery operated door holders. Every time the fire alarm sounds the doors will close automatically. Staff are reminded that door wedges **must not** be used to hold fire doors open.

5.2. Battery operated units - attention by the user

Any defects should be reported as above to the premises team immediately for rectification.

5.3. Electro-magnetic door locks

Some doors may be held closed by the use of electro-magnetic operated door holders. Every time the fire alarm sounds the doors will open automatically.

5.4. Electromagnetic door locks - attention by the user

- ❖ Any defective unit should be isolated, and the door used as an ordinary door until repaired.
- ❖ Record of inspections and all defects and test results should be entered in the placed fire logbook.

6. Fire Fighting Equipment

6.1. Portable Fire Extinguishers

Correct and regular annual servicing must be conducted employing a certified contractor. The Inventory of fire extinguishers will be held along with all contractor testing certification and service sheets in the fire logbook.

7. Emergency Lighting

Service and maintenance of all emergency lighting must be conducted via an accredited and certified contractor. The agreement should include:

7.1. Frequency of inspection

Emergency lighting should be inspected monthly by the Premises Team, and annually by an accredited and certified contractor.

7.2. Monthly attention by the Premises Team

The inspection should be systematic and conducted as follows:

- ❖ Each self-contained luminaire and each internally illuminated exit sign should be energised from its battery by initiating a mains lighting failure simulation sufficient to ensure that each lamp is illuminated (this may be done by fish key, test switch, or removal of the local lighting circuit fuse)
- ❖ During the test all luminaires and signs should be visually checked for correct operation.
- ❖ At the end of the test period normal lighting should be restored and all emergency lighting devices checked to confirm.

7.3. Annual test by contractor

An annual full discharge test to be carried out by an accredited and certified contractor and all test certificates kept in the fire logbook.

8. Fire Risk Assessment

The Fire Risk Assessment audit must take place every two years as a minimum, or if there have been any significant changes to a building, the way it is occupied, or if there has been a fire related incident. From this an action plan will be prepared with timelines agreed, and updates on progress reviewed at termly health and safety meetings.

9. Storage, Use and Disposal of Flammable Substances and Electrical Items

A number of flammable liquids are used / stored in schools. These may include items such as fuel and solvents. All stocks must be kept to a minimum and approved storage used.

9.1. Specific information on storing and transporting petrol

- ❖ Holdings of fuel are to be kept to a minimum and are not to exceed 20ltr (GDST limit is 50ltr).
- ❖ Any fuel used by the school is to be stored in a recommended fuel storage container, and the container must be stored in a specialist flame proof storage unit located away from school buildings, not accessible to students. The only staff with access are the premises team.
- ❖ Fuel is not to be decanted into other containers. It must remain in its original recommended container until used. The only exception to this is if the original container is damaged and only be decanted into another recommended fuel container.
- ❖ Risk assessments are to be completed to identify the risks of storing fuel and to identify any control measures. The risk assessment and any control measures must be shared with the premises team.

9.2 Electrical Items

- ❖ Portable electrical items should be PAT tested on an annual basis.
- ❖ Fixed wire testing of the buildings should be completed as per the regulatory intervals, (minimum of every 5 years).
- ❖ Staff should inspect electrical items prior to use and highlight any concerns immediately to the Facilities Manager or the Senior ICT Technician (ICT equipment only).
- ❖ Domestic items such as kettles, microwaves, and toasters should only be located in designated rest areas such as staff rooms and common rooms. Small pod machines can be located in offices, but must be sited on a suitable worksurface, and away from other electrical equipment.
- ❖ Electrical items must be purchased from a UK based supplier and display a UK certified approval mark.
- ❖ Staff wishing to bring electrical items from home must gain approval from the Head, Deputy Head or Facilities Manager prior to the item arriving in school. Items must then be PAT tested by the Premises Team prior to being used.

10. Fire & Emergency Evacuation Procedure

The primary aim is to prevent injury and loss of life. The duty of members of staff is to ensure safe and speedy evacuation of the school. Tackling the fire is very much a secondary duty and staff must only do so if they are trained in the use of a fire extinguisher or confident to do so, and there is no risk.

The above aim will be achieved by:

1. Appropriate fire notices, appliances and notices of escape routes being in place at all necessary points.
2. Designated persons having specific responsibilities for fire and emergency procedures (see Fire Evacuation Policy).
3. Thorough familiarisation for all staff and students with all means of escape, and visitor procedures in place.
4. Termly fire evacuation practices for the whole school.

Assembly Points

Junior School – Junior school netball court

Senior School – Astro-turf pitch

Note: Any pupils sitting external exams are to be marshalled to the far end of the astro-turf and kept apart from all others.

10.1. Staff & Student Responsibilities

Staff & student responsibilities, and what to do in the event of a fire can be found in the Fire Evacuation Policy.

10.2. After School Clubs/activities

Those leading activities will be responsible for ensuring the children they are supervising evacuate and take the register for that activity with them to verify all are present. Any school staff or visitors remaining in the building after lessons, should also evacuate to the Assembly Area, following the daytime procedure as closely as possible.

USEFUL TELEPHONE NUMBERS

Deputy Head Ext 25006

Head of Pastoral Care Ext 25030

Head of Junior School Ext 25038

Facilities Manager Ext 25066

Junior School Secretary Ext 25039

10.3. Holiday Procedures

Term time principles and procedures apply at any time when there are staff in school. If a member of SLT is on duty, they will assume responsibility. If there is no member of SLT on duty, the Facilities Manager or premises team will deputise and assume responsibility for managing the evacuation process and confirming when it is safe to re-enter buildings.

All staff (including those not officially working) and contractors entering the Site should sign in and out as normal, so we are clear who is in the building at any time. The receptionist or reception cover will be responsible for collecting the staff list and visitors book and taking them to the normal muster point.

All lettings staff are responsible for the H&S of their participants. However, as we are aware that their participants may not be very familiar with the school and grounds, staff are asked to be aware that they should assist in such circumstances.

10.4. Procedure For Lettings

All lettings of Sheffield High School for Girls facilities are issued with a Hire Agreement, which sets out that they are responsible for their participants in the event of fire, and must

ensure they are aware of the emergency procedures. All lettings will be issued with an instruction sheet 'What to do in case of Fire.

At most times when lettings take place there will be at least one member of premises staff officially on duty or on call, who will assume the responsibility of Head or Fire Drill Officer.

All regular lettings will receive an annual update/reminder briefing from the Lettings Coordinator.

It may be that some lettings take place without a member of staff officially on duty, and the premises team will take responsibility if they are in the vicinity or can be reached by telephone. In this case these lettings are made specifically aware that there is no member of staff on duty and they need to be ready to assume full responsibility in case of a fire in the area which they are occupying.

In the case of substantial lettings, such as Music Festival weekends, or summer schools operating during the summer break, the Facilities Manager should consider more specific arrangements, such as risk assessment, briefings, walk through and testing in order to satisfy themselves and hiring organisations that our procedures are robust.

10.5 Fire Identification & Reporting

As soon as the alarms are sounded, providing it is safe to do so, a member of the premises team will check the Fire Alarm control panel to determine the location of the fire. They will contact other premises team staff by radio and agree who will make a visual check to determine if there is a fire and if any further action might be taken. The Facilities Manager will meet at the panel (the Operations Supervisor to deputise) and agree any actions and what should be communicated to the Head.

Note: The panels of the system are all linked so any panel can identify where the incident is taking place on the school estate.

In the event of a live fire the Facilities Manager, or senior member of staff present, will pass any available information to the Fire Service specifying if all people are accounted for. The Fire Service will then assume control and staff & students must remain at the assembly points until instructed otherwise by the Fire Service.

THE FIRE ALARM MUST NOT BE RESET UNTIL IT HAS BEEN CONFIRMED NO FIRE PRESENT, AND THE RESET APPROVED BY THE HEAD OR FACILITIES MANAGER.

OR

IN THE EVENT OF A LIVE FIRE THE FIRE ALARM MUST NOT BE RESET UNTIL THE FIRE SERVICE CONFIRM IT IS SAFE TO DO SO.

10.6 On Completion of an Evacuation (Confirmed no fire)

The Facilities Manager will ensure that the Premises Team:

- Identify and rectify the cause of any false alarm or fire
- Reset the call point and repair the break glass if needed
- Reset the alarm system from any panel
- Check all alarmed emergency exit doors for operation and reset as necessary
- Reset mechanical gas safety systems

10.7 Alarm Failure

If the fire alarm cannot be triggered for any reason e.g.: fault then the evacuation should be notified by personnel shouting “fire, fire, fire” continuously.

If you discover a fire or fear an emergency requiring immediate evacuation of the area, keep a calm but loud voice and shout “fire, fire, fire” to start the evacuation procedure.

If you have access to a mobile phone contact the Facilities Manager, Premises Staff and advise them of the type of emergency and location (if not direct someone to take this action).

The Facilities Manager / Operations Supervisor will liaise with the Head / SLT to determine if an evacuation is necessary and which buildings should be evacuated. They should contact the fire or appropriate emergency service.

Procedure for making 999 Calls

To contact the emergency services from any school telephone, dial 9 (for an outside line) followed by 999.

The procedure when making a 999 call from a school telephone is the same throughout the Trust. Callers should be aware that they may be asked to verify the school’s location. This is normal procedure, and will only take a few seconds and comprises:

- | | |
|---------------------|--|
| ■ school name: | Sheffield High School for Girls |
| ■ Junior School: | 5 Melbourne Avenue, Sheffield, S10 2QH |
| ■ telephone number: | 0114 3587639 |
| ■ Senior school: | 10 Rutland Park, Sheffield, S10 2PE |
| ■ telephone number: | 0114 3587600 |

11. Fire Prevention

All staff should be alert to issues that could start a fire or prevent safe evacuation in the event of a fire. Points that they should always consider include:

- Minimise displays that use items that are flammable and where possible use flame retardant sprays.
- Minimise displays on escape routes.

- Ensure escape routes and fire doors are kept clear.
- Ensure that fire notices and equipment are not obscured/obstructed.
- Do not wedge doors open unless using a dedicated hold open device. Wedges are only permitted to be used if a nominated person is allocated to remove them if an evacuation is required and this use is only permitted for a specific detailed purpose - not general use.
- Ensure room occupancy limits are not exceeded – note Main Hall Balcony capacity should not exceed 50.
- For events ensure that individuals are nominated to guide visitors out.
- No significant electrical items (e.g.: MFD, refrigerator) should be acquired or relocated without first consulting the Fire Officer. Kettles, toasters and microwaves should only be used in dedicated restrooms or common rooms and must be checked by premises staff to ensure they are being used correctly and safely.

Fire safety management procedures, fire evacuation procedures and emergency alert procedures will be reviewed annually or at more frequent intervals if there are relevant legislative changes.

Responsibility:	Updated:	Review:
JJ	07/26	07/27