



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD Fire Safety Policy

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Aim

FAST FORWARD is committed to the safety of all its members and visitors; therefore the aims of this policy are to prevent injury and loss of life by complying with the Regulatory Reform (Fire Safety) Order 2005 and establishing and maintaining high standards of fire precautions.

See FAST FORWARD HEALTH AND SAFETY POLICY.

The site:

FAST FORWARD consists of one studio and access to a further room next door, buildings ranging from 100 years old on a complex owned by the Council, the old Lace Market. The duty of staff is to ensure the safe and speedy evacuation from the FAST FORWARD Main site and staff will receive regular refresher training and fire evacuation practices.

ROLES AND RESPONSIBILITIES

- FAST FORWARD holds ultimate responsibility for the management of health and safety in the provision however the day-to-day management is given to designated staff to uphold the Fire Safety Responsibility. The Council Maintain Fire Checks to the site.
- Directors maintain an overview of the fire safety arrangements and make recommendations to other staff at FAST FORWARD.
E.g. Jason George (Fire officer)- Issues will be raised within SLT and Curriculum Meetings as an Agenda Number.

FAST FORWARD Fire Officer and Directors are responsible for:

- The fire safety policy is kept under regular review by the Directors
- The fire safety policy is informed to the FAST FORWARD community
- Everyone at FAST FORWARD; including visitors and contractors) are given clear written instructions on where they should go in the event of fire

• Arrangements are in place for the safe evacuation of all personnel at FAST FORWARD – Evacuation Notice on Walls

- Fire risk assessments are regularly reviewed and updated
- Fire prevention measures are followed
- An Emergency Response Team exists
- The Fire Rescue Services are briefed on arrival during working hours when staff are on site.
- The Director of Staff is responsible for ensuring that: All tutors and staff are trained in fire safety awareness and evacuation procedures
- Fire drill schedules and procedures are maintained and managed by Jason George.
- Records are kept of the fire induction training given to new staff
- Records are kept of all fire practices
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept
- There is adequate provision and maintenance of buildings, grounds and fire safety equipment
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- All contractors working outside of term time are briefed on Health and Safety and Fire arrangements as laid down in the Use of Contractors Policy. The Health and Safety Coordinator is responsible for monitoring compliance and assisting with risk assessments, reviews and reports

EMERGENCY EVACUATION NOTICE

The following notice is displayed in all teaching rooms and offices:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a group; make them leave immediately with you. No one should talk or run. Make your way to the assembly point at the main car park near the Community Centre.
3. Main Reception Admin will bring the register to the Assembly Point. Do not take anything with you and do not allow the students to take anything. Shut doors and windows behind you if possible.
4. The Directors will summon the Emergency Services if required.
5. If you have a student with a Personal Evacuation Plan (PEEP) in your group; you will have already been sent a copy by the Health and Safety Coordinator. You should follow instructions in the PEEP regarding assisting evacuation. If required in the PEEP, you will be met by members of the Emergency Response Team. Re-join your class at the assembly point.
6. Take the register immediately.
7. Report anyone who is waiting to be evacuated who is missing, immediately, based on the approved Reporting Lines (A) Missing persons will be included in the Director's briefing to the emergency services. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

8. Remain at the assembly point with the students until all clear is given.

FIRE SAFETY PROCEDURES

- FAST FORWARD's Fire Policy and Fire Safety Procedures are made available to staff via their Induction and Basic training offered. All new staff receive fire safety awareness training.
- All new students are instructed in FAST FORWARD Fire Safety Procedures within their Induction and partake in Fire Drills and Evacuation Practice.
- Additional training such as fire marshal and extinguisher training is provided for appropriate staff when required.
- All staff are notified when the Fire Policy has been reviewed and is available for them to read within Directed Time times.
- The FAST FORWARD Office is open and manned from 0830 am until 1630. Staff are in or around the Main Site between these hours Arrangements are in place to record students, staff and visitors present in the buildings on a daily basis. These records are used for roll calls in the event of an emergency evacuation.

PREVENTION MEASURES

The following fire prevention measures are in place at the School:

- **Fire Detection and Alarm System** - FAST FORWARD is equipped with an addressable fire alarm system which is monitored by an off-site centre. The fire alarm can be manually activated by breaking a glass panel, and automatically activated via our smoke/heat detection systems fitted throughout most areas of the building; four master panels for the alarm system are located in: Near Front doors and studio.
- If a satisfactory response cannot be obtained, the centre will request the Fire Brigade to attend. The fire station is situated approximately 6 miles from the premises (NCC Fire Brigade)
- **Escape Routes and Emergency Exits** are evident in the building
- **Fire notices and evacuation signs** are displayed throughout the building.
- **Fires extinguishers** (of the appropriate type), smoke/heat detectors are located in most buildings in accordance with the recommendations of our professional advisors.
- All passages and emergency exits are illuminated by emergency lighting.
- **Keeping fire routes and exits clear** at all times. The Director is responsible for unlocking the buildings in the morning, when he checks that escape routes are not obstructed and for reporting defects.
- **Testing** all fire alarms weekly/monthly (and recording all tests and defects). This is the responsibility of the Fire Officer, Records of all tests are kept in a main file in the office; who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - o 6-monthly checks of fire emergency lighting,
 - o 3-monthly professional checks on fire detection and warning equipment
 - o to An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses and in addition, weekly internal checks of doors and automatic door closures.
- **Equipment Testing and Maintenance-** All fire prevention and detection equipment is maintained and tested regularly in accordance with British Standards and Fire Regulations. Records are kept by the Fire Officer in the Maintenance Fire Safety Log.
- **Electrical Safety** - FAST FORWARD has current electrical test certificates for all its buildings. Regular portable appliance testing takes place by qualified third-party contractors.
- **Records of all tests** are kept in the main office.

- **All lightning** protection and earthing conforms to BS 6651-1999. It is tested regularly by a specialist contractor. Records of all tests are kept in the main office.
- **All kitchen equipment** is switched off at the end of service – visual checks completed 6 monthlies to ensure safety of equipment.
- The Fire Officer will ensure that the Fire Service is provided with up to date locations of COSHH substances that are stored in a cupboard in key area. Only cleaning products are accessible.
- **Six monthly fire checks** will be made by the Health and Safety Co-ordinator; where appropriate, covering means of escape, internal fire doors, fire alarm call points, fire alarm detectors and sounders, firefighting appliances, emergency lighting, staff training and fire drills, housekeeping, heating appliances, security, electrical hazards, fire administration and contractors.
- **The status** of the FAST FORWARD's fire safety arrangements will be reported within Director's meetings.
- **Staff Training** – this is another preventative measure, all staff will have basic Fire Safety training, designated staff to undertake Fire Marshal and Health and Safety Training.

AUDIT AND REVIEW

- Audits are carried out by the Nottinghamshire County Council Fire and Rescue Service at their request and External Companies used by FAST FORWARD to ensure Audits are up to date.
- The Fire Safety Policy is reviewed annually, or sooner if circumstances change.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

27th September 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.