



Fire Hazards and Safety Procedures

INTRODUCTION

Fire is a universal hazard across the workplace. Every person on Harrow Independent College's premises should be familiar with the precautions and procedures in place. HIC's Health & Safety Committee has the responsibility across HIC to install and maintain all:

1. FIRE WARNING SYSTEMS,
2. FIRE FIGHTING EQUIPMENTS,
3. SMOKE DOORS and DETECTORS,
4. EMERGENCY LIGHTING
5. FIRE EXIT doors.

If any concerns about fire safety arise, these should immediately be informed to HIC's Health & Safety Officer; **Mr Kandiah Kandeepan**, who is also the Designated Fire Marshal at the College.

EFFECTIVE WAYS OF AVOIDING FIRE HAZARDS

This is necessary for all members of staff to understand the effective ways of avoiding fire hazards. All staff are required to understand and do the following jobs:

1. Ensure good housekeeping in work areas, for example; no papers, files, cardboard or materials are stored on floors or against radiators and electrical points.
2. Ensure all fire routes, corridors and staircases are unobstructed and no combustibles are left in these areas.
3. Ensure all doors, and in particular SMOKE DOORS and FIRE EXITS, are kept unobstructed at all times, and that they open easily. Contact Health & Safety Officer/personnel in case of difficulty.
4. Check periodically all power sockets, plugs and cables in your area of responsibility for damage or scorching. If you find this report it immediately to the Health & Safety Officer.
5. Never allow any SMOKE DOOR or FIRE EXIT door to be propped open at any time. Smoke can travel throughout a building in a few seconds.
6. Fire extinguishers must be wall mounted and not removed. Under no circumstances must members of staff attempt or use fire extinguishers or any other item for the purpose of extinguishing a fire unless trained to do so.

7. Co-operate with FIRE MARSHALS in case of any fire.
8. Ensure that all staff takes part in FIRE DRILLS and are familiar with FIRE EVACUATION PROCEDURES, a copy of which should be posted in your area.
9. Ensure each room and space, including frequently used storage areas, has a FIRE ACTION notice displayed. Notify your Health & Safety Officer if any are missing. The Health & Safety Officer is responsible for supplying and placing these notices.
10. Check periodically all FIRE EXIT signs for appropriateness. The Health & Safety Officer is responsible to check the appropriateness.
11. If you are in any doubt or think signs are missing, contact the Health and Safety Officer for advice.
12. Check periodically to see that all FIRE EXTINGUISHERS have been tested within the past year. The Health & Safety Officer is responsible to ensure this.
13. On each extinguisher is a label which has to be initialled and dated by a fire engineer.
14. If you find an extinguisher which has gone more than a year without being tested, inform Health & Safety Officer.
15. Check also throughout the areas for which you are responsible that you have the correct type of extinguisher for the activities being carried out:

RECOGNISE THE EXTINGUISHERS

RED extinguishers are for wood, paper, cardboard and textile fires.

BEIGE extinguishers are for burning liquid fires.

BLUE extinguishers are for burning liquid and electrical fires.

BLACK extinguishers are also for burning liquid and electrical fires.

Fire extinguishers may be colour coded or labelled as to their use.

EMERGENCY LIGHTING

Emergency lighting is the lighting in place for emergency situations. Emergency lighting automatically lit when the main power supply is cut and normal illumination fails. The loss of main electricity could be the result of a fire or a power cut and the failure of normal lighting supply. This may lead to sudden darkness and a possible danger to members of staff and students present in the college.

Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely.

HIC has an Emergency lighting system in place. If there are any concerns related to emergency lighting systems at the college, members of staff must inform the Principal - Mr. Kandiah Kandeepan who is the designated authorised person at the college.

This is necessary for all members of staff to understand the signs of Emergency Exit Lights.



LOCATION OF EMERGENCY LIGHTS:

1. Main Entrance of the college
2. Corridor to back door East Wing Emergency Exit
3. First floor Mathematics Room East Wing L 204
4. Corridor to Science Laboratory west Wing 105
5. Science Laboratory – West Wing 105

ROUTINE EMERGENCY LIGHTING INSPECTION PROCEDURE:

Routine inspections and tests are always been carried out at HIC on regular intervals i.e Monthly and Annually. Any fault mentioned in the logbook needs utmost attention and should be rectified as soon as possible. Ensure maintained lights are still working. Any fault which is discovered during the routine checks need to be recorded in the logbook.

EVACUATION PROCEDURES

Introduction

HIC has developed comprehensive Emergency Evacuation Procedures. Though the main emphasis is evacuation in the event of a fire being discovered the same procedure would apply for the need for evacuation of any other incident, which was, life threatening i.e. suspected bomb, toxic substances or terrorist activity.

Evacuation Personnel

HIC will appoint personnel who will be responsible to deal with the evacuation process in the event of fire or an activated fire alarm. HIC will appoint following officers for managing fire evacuation event.

Fire Marshal

The Fire Marshals are the main personnel to deal with any fire or activated event. The Fire Marshall is in charge of the Institution's evacuation procedure. In the event of fire everyone is bound to follow the instructions of the Fire Marshall. No-one is allowed to enter the institution without approval of the Fire Marshall in the event of fire or activated fire alarm. The Fire Marshall will be responsible to deal with all the activities as delegated by the Health & Safety Officer.

Fire Assembly Point

The Assembly Point Location is: **Corner of the pavement at Kings Road near the corner shop.**

Fire Evacuation Procedure (Step by Step)

Step 1:

Sound the alarm by activating the nearest break glass unit;

Step 2:

Go to a safe place and telephone the Fire Service dialling - **999**

Step 3:

Give as much detail as possible about the location of the fire, the address etc.

308 –Eastcote Lane , Harrow HA2 9AH- Tel – 0208-4236227

College Fire Marshal Mobile :- 07957-317-668

Step 4:

When this call has been made contact the Institution Office. – as above

Step 5:

Leave the building by the nearest safe exit

Step 6:

Report to your designated Assembly Point

Please note that any wheelchair person should be accompanied with carers or members of staff all the time in order to expedite the evacuation process for them. The assembly point at the front would be the pavement at the corner of this parade and for those who leave through the rear fire exit door should use the service road at the back to reach the same assembly point.

REMEMBER

Do not re-enter the building until instructed that it is safe to do so by either the fire service members or Institution's Fire Marshall.

Remember your life is more precious, so do not take risk to save your own or others property.

Do not take risk to save others because you are not trained to do so. Taking such risks means you are risking your life along with others.

DESIGNATED FIRE MARSHALL - MR KANDIAH KANDEEPAN MUST:

1. Ensure that there are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.
2. Ensure that there are adequate means of detection, alarm, escape, fire fighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all college premises. These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the college's insurers, best practice and the relevant standards.
3. Act as the fire-coordinator in the event of a fire. Liaising with the fire service and being the focal point for checking all registers have been checked and that all persons have vacated the building.
4. Collect student registers, staff/visitor register and pupil signing in & out sheet & take to the Assembly Point.
5. Allocate student registers to teachers.
6. Check off all staff & visitors as evacuated.

APPENDIX 1

Fire Drill Class Headcount Details

Date of the Fire Drill:

Time:

Classroom Number:

Assembly Point:

S.No	Name of the Student	Present /Absent Before Fire Drill	Present /Absent After Fire Drill	Remarks and reasons for the student not being present after the Fire Drill

Teachers Name:

Teacher's Signature:

APPENDIX 2

Fire Drill Record

Location of Drill (Building/site, etc.): Harrow Independent College Address : 308-310 Eastcote Lane, Harrow HA2 9AH		
Date:	Time:	
Total number of participants:		
Staff:	Students:	others: (specify)
Evacuation time:		
Time of re-entering in the building:		
Miscellaneous information (simulated inaccessibility, etc.):		
Problems identified:	Actions to be taken:	Estimated date for actions to be completed:

Signature of Fire Warden:	Date of next fire drill:
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Last Reviewed on: 19th May 2023

Written and updated by: Mr Kandiah Kandeepan (Fire Marshall)