



Derby City Council



## Transition2 POLICY FOR FIRE and EMERGENCY EVACUATION

Review requirements: Every 3 years or following significant policy or legislative change

Date of next review: March 2027

Approval Body: Transition2 Senior Leadership Team

Publication Date: March 2025

### Statement of Intent

Transition2 (The College) aims to carry out its responsibilities in respect of Fire Safety under the leadership of the Head of Service, Senior Leadership Team (SLT) and the directorship of the CEO of Derby City Council, who has ultimate responsibility for Fire Safety within these premises.

The Head of Service and Competent Persons agree to regularly review Fire Safety and Fire Risk at Transition2, with the support of external professionals and agencies as applicable.

In respect of Ofsted guidelines for keeping children and young people safe in education, the College is strongly committed to outstanding leadership and safety across our institution.

The College's Fire and Emergency Evacuation Policy is designed:

- To reduce the risk of fire as far as is reasonably practical
- To implement a system of early warning of the outbreak of fire
- To eliminate or reduce risks from dangerous substances
- To develop fire procedures and provide staff training, repeated periodically where appropriate
- To ensure the safety of staff or anyone else legally on the College's premises
- To carry out fire drills and contact emergency services when necessary
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- To have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and to employ a competent contractor to carry out checks on equipment

The competent persons are:

- Head of Service – a “Competent Person” – Simon Hancox (Fire Marshal)
- Assistant Business & Development Manager – a “Competent Person” – Sara Tucker (Fire Marshal)
- Teaching & Learning Coordinator – a “Competent Person” – Alex Newman (Fire Marshal)
- Learning Facilitator - a “Competent Person” – Dan Lawrence (Fire Marshal)
- Manjit Modare – Connect Derby Manager (Derby City Council) – provide expert advice and building information
- Colin Moffat – Fire Surveyor (Derby City Council) – provide expert advice and risk assessment

Training:

- New staff are provided with an induction which covers fire safety and evacuation



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- Staff and learners participate in the regular fire evacuation drills
- Staff participate in regular 'Health and Safety' updates including Fire Safety protocol

### Records:

- Records of training, including fire evacuation drills, are held by the Head of Service
- Records of emergency equipment and its maintenance are held by the Assistant Business and Development Manager

The main aim in any fire is to remove all learners, staff and visitors from the building quickly and safely, ensuring, as far as possible, that doors are closed behind those exiting.

We follow Derbyshire Fire and Rescue Service's policy:

**'Get out, call the Fire Service out, Stay out.'**

No-one is permitted to re-enter the building without express permission of the Fire Service or the Connect Derby team, or Head of Service (or nominated deputy) in the event of a drill.

### Risk Reduction

Evaluate risk by motivating entire college community to remain vigilant to identification and removal/reduction of fire hazards. This will include ensuring ignition sources are kept away from combustible materials and that fire exit routes remain free from obstruction. The means of raising the alarm will be clearly signposted around college and suitable fire/evacuation signage and equipment will be in place. Weekly fire alarm tests, monthly emergency lights tests and regular housekeeping checks are carried out by the Connect Derby team.

### DURING NORMAL COLLEGE HOURS

*09:00 – 15:30 Tuesday, Wednesday, Thursday, Friday during term time*

### Responsibilities

- Every member of staff is ultimately responsible for him / herself and the learner(s) in his / her care and any decision to deviate from the normal exit route
- Learners and staff will engage in termly fire evacuations and a matrix of participation will be completed; personal emergency evacuation plans (PEEPS) will be made available for those learners who require additional support in the event of an evacuation



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- All staff have a duty of care to immediately report to the Head of Service any hazards or causes for concern in relation to Health and Safety and to fire risks throughout the College
- Staff and/or learners who choose to smoke onsite during their break will only smoke off-site away from the main building. Staff and learners who choose to smoke will show vigilance to ensure that smoke does not enter the premises. Learners who choose to smoke onsite will be supported by a member of staff to reduce the risk of fire and/or leaving the premises
- All staff will acquaint themselves with the location of fire alarm points and participate fully in training, showing a commitment to safe practice and vigilance across the College
- All visitors will sign in to the Sign In app on the iPad in the main reception area and will wear a Visitor's badge that details personal responsibility for fire safety evacuation; staff in charge of learning activity where visitor is present are responsible for directing them to the nearest fire exit
- Transition2 moved to Friar Gate Studios in February 2025. Friar Gate Studios is a multi-sector, multi-tenure building with Transition2 acting as tenants. Building management including water testing, emergency lighting, fire alarm testing is carried out by the Connect Derby team.
- Connect Derby test the fire alarm on a weekly basis, under the ultimate leadership and guidance of the Connect Derby manager; including keeping all records up to date and available for inspection in the red safety cabinet in front office.
- Connect Derby/Derby City Council will remain responsible for the 6 monthly and annual testing procedures and the SLT of the College will welcome them to site, supporting their presence on site as required and answering any queries as applicable

### Raising the alarm

- On discovery of a fire an adult will 'break the glass' in the nearest fire alarm box to start the fire alarm
- The emergency services will automatically be alerted and the fire alarm will be a continuous noise.
- Upon hearing the fire alarm, learners and staff will leave their personal belongings and evacuate the building via the nearest fire exit. They will swiftly and safely make their way to the 'Assembly Point' clearly signposted in Ford Street pay and display car park
- Two Fire Marshals (differentiated as A and B) will follow the Fire Marshal Protocol (see separate Fire Marshal Protocol sheet) purely for Transition2 zones. In the unlikely event of only one Fire Marshal being available, they will cover the A and B roles, prioritising internal over external responsibilities.
- Some learners bring essential medication into College with them. If it is safe to do so, College staff will support the learner to retrieve their medication prior to leaving the building by the nearest emergency exit;



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- If it is not safe for learners/staff or Fire Marshal A to retrieve the learner's medication prior to exiting the building, the Emergency Services will be informed of its location and retrieve it at the earliest opportunity.
- Fire Marshals will use walkie-talkies to communicate with each other as they conduct a safe evacuation of the building – **set to channel 2.**
- Transition2 fire marshals liaise with Connect Derby fire marshals team during an evacuation.

### Assembly points

- Staff will supervise the evacuation of the learners, colleagues and visitors according to fire notices displayed and signed fire exits - **ALL** staff should take **individual** responsibility for familiarising themselves with this information and ensuring any visitors and/or support staff are also aware of the nearest exit
- The Assistant Business and Development Manager will assume the role of Fire Marshal B and leave by the main exit taking the 'Grab Bag' and defibrillator with them and will take attendance registers on the Invenry app
- Fire Marshal B will check off learners, staff and visitors using the Sign In Fire Evacuation app, reporting any missing learners to the Head of Service and Fire Marshal A.
- If no learners are present, e.g. INSET days, staff will be required to sign in and in the event of evacuation, they will leave the College by the nearest exit and assemble by the 'Assembly Point' clearly signposted in Ford Street pay and display car park.

### OUTSIDE NORMAL COLLEGE HOURS

#### Evacuation and Assembly

- In the event of a fire, the alarm will be raised as above
- On Point (contract cleaners) takes responsibility for Transition2 zones whilst undertaking cleaning duties and will immediately report any causes for concern to the Assistant Business & Development Manager or Head of Service
- When the building is occupied outside college hours the Assembly Point is still in Ford Street pay and display car park



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- For events when learners are left in our care or in an activity run by an outside organisation, a register will be kept and checked should an evacuation be necessary
- It is the responsibility of the most senior member of staff present (internal or external users) to ensure the safety of all children and adults on site
- Staff working in college out of hours, e.g. in school holidays, evenings or at weekends, should still sign in using the Sign In system so there is a record of who is present, and follow evacuation protocol as per normal working hours.

### Emergency Grab Bag

The 'Grab Bag' contains the following:

- Site map & list of zones
- List of current learners
- Learner Personal Emergency Evacuation Plans (PEEPs)
- List of current staff
- Key contact numbers – Parents / Carers, alarm company, Derby City Council
- Emergency blankets
- Whistle
- Torch
- Spare hi-vis vest

In addition to the grab bag, the defibrillator and Sign In iPad will also be collected in the event of an evacuation. The defibrillator and iPad sits next to the grab bag in the staff office.

Updated: August 2023 – further updated December 2023 due to purchase of defibrillator

Updated: March 2025 due to relocation from Whitaker Road to Friar Gate Studios