Fire Hazards and Safety Policy

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Fire Hazards and Safety

Introduction

Fire is a universal hazard across the workplace. Every person on AA London College premises should be familiar with the precautions and procedures in place. Please remember that in a fire situation injuries and death result more often from the effects of smoke than from flames. AA London College Health & Safety Committee through the Institution Office personnel has the responsibility across AA London College to install and maintain all:

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

If any concerns about fire safety arise, these should immediately be informed to AA London College Health & Safety Officer.

Effective Ways of Avoiding Fire Hazards

This is necessary for members of staff, academic and administration, to understand the effective way of avoiding fire hazard on AA London College. They are required to understand and do the following jobs when they use AA London College and they are as follows:

- Ensure good housekeeping in work areas for example no papers, files, cardboard or materials are stored on floors or against radiators and electrical points.
- Ensure all fire routes, corridors and staircases are unobstructed and no combustibles are left in these areas.
- 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.
- 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.
- 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.
- Fire extinguisher 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.
- Co-operate with FIRE MARSHALS in case of any fire.
- 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.

- 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.

- Check periodically all FIRE EXIT signs for appropriateness. The Health & Safety Officer is responsible to check the appropriateness.

- If you are in any doubt or think signs are missing, contact the Health and Safety Officer for advice.

- Check periodically to see that all FIRE EXTINGUISHERS have been tested within the past year. The Health & Safety Officer is responsible to ensure this.

- On each extinguisher is a label which must be initialled and dated by a fire engineer.

- If you find an extinguisher which has gone more than a year without being tested, inform Health & Safety Officer.

- 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.

Evacuation Procedures Introduction
AA London College 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
AA London College will appoint personnel who will be responsible to deal with the evacuation process in the event of fire or an activated fire alarm. AA London College 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 Institutions evacuation procedure. In the event of fire everyone is bound to follow the instruction of the Fire Marshall. No 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: Front Door.

Evacuation 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/ 0208 144 7788

Step 3:
Give as much detail as possible about the location of the fire, the address etc.

Step 4:
When this call has been made contact the Institution Office. (Not Compulsory)

Step 5:
Leave the building by the nearest safe exit

Step 6:
Report to your designated Assembly Point (College Car Parking-Backside);

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.

Do not use the lift in the event of fire.