

Policy Statement

Policy	Fire Registers Policy	Department	Safeguarding
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Reviewed by	Tony Tayson	Approved by	Simon Wentworth
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Contents:

Brief	2
Introduction	2
Fire Registers Protocol	2
Fire File Locations	3

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Brief:

This policy outlines the self-determined objectives of Stars Football and the creating of a Fire Registers Protocol to effectively fulfil our responsibilities with regard to monitoring the whereabouts of residents in the context of a fire alarm. Contributions to this policy include the Health & Safety Policy, Risk Assessment Policy and Fire Risk Assessment Policy.

Introduction:

Following consultation with the Directors and East Sussex Fire & Rescue staff, it has been determined that the more effective method of fulfilling registration objectives during emergencies is with an accessible file, containing the relevant information. Therefore, a protocol has been established. This protocol forms the basis for fire evacuation procedures for staff and is a key component of our duty of care in such instances.

Fire Registers Protocol:

A Fire File is kept at the Main Entrance to each building. Each file is clearly identified on the spine and all residents and key staff are aware of its whereabouts. The file does not move, except in case of a fire alarm and is always replaced once the incident is over.

Within each file, the following information is kept:

1. A Bed List of residents
2. The Fire Evacuation Procedure for students residing in the building
3. The Fire Evacuation Procedure for staff (or responsible persons) residing in the building
4. At least one, blank Fire Alarm Activation sheet.

All residents are required to familiarize themselves with the contents of their relevant file.

In the event of a fire alarm, anyone (students or staff) may collect this file and start taking a register of who is present, at the fire assembly point. The Fire Files are checked daily, before 10:00 and updated with new Bed Lists etc. If a student leaves during the day, the file may not be updated until the following morning. Supervising staff are required to collect the Signing In & Out sheets for their group each evening for reference.

Fire File locations must not be altered without the issuing of a communique to all residents by the Director. Their location is of paramount importance and each location has been determined by a panel of Directors. This is to improve the likelihood of residents finding the file in poor visibility.

In buildings where temporary occupancy is the primary focus (Gothic Building) or other building housing short course students, the Fire File will only be present when there are residents present.

Fire Files are updated before 10:00 each day by a member of the welfare team. This forms part of the

Boarding Administration Daily Checklist. More information can be sourced from the Welfare Office.
This action is recorded and filed in the Welfare Office.

A Master Fire File is kept in the Central Record, in the Principles Office. It contains up to date bed lists and protocols, as well as any other information pertinent to the buildings' fire protection. If the fire consumes the building fire files, the Master can be used.

Fire File Locations:

Building	File Location	File Appearance
Master Fire File	Welfare Office	Black File with designation on the spine
Coventry/Byron	Main Fire Alarm Panel at the Main Entrance	Black File with designation on the spine
Gothic	By Main Entrance	Black File with designation on the spine
Kent	Atrium Piano	Black File with designation on the spine
Dickens	N/A 28/8/18	Current order prohibits residential accommodation

