

# Health & Safety Policy

## HSP 3

### Fire Safety

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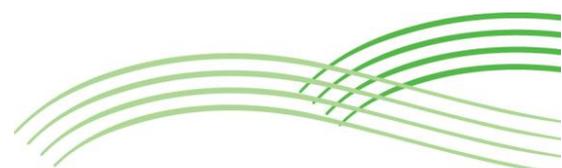
Key Document details:

Author: **David Maine**  
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Date: **September 2020**

Approver: **Nick Capstick**  
Version No.: **1.4**  
Next review date: **September 2022**

Ratified: **September 2020**

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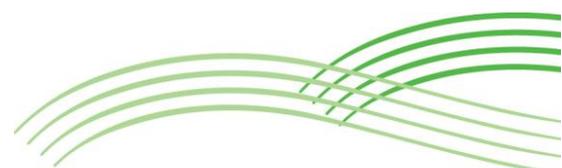


<b>Title:</b>	HSP 03 – Fire Safety
<b>Author(s):</b>	David Maine
<b>Date:</b>	September 2020
<b>Review date:</b>	September 2022
<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff. This policy also applies to all premises where TWHF is either the ‘employer’ or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;
Fire Risk Assessment	The methodology used to identify appropriate fire management measures and precautions for a building; so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm.
Site Manager	The manager who has ‘control’ of the building and its facilities. In TWHF this is the Site Manager.
Fire Marshals	A group of volunteer staff who are appointed to supervise the evacuation procedures and ensure the premises are cleared of all persons.
Fire Service Authority	The local body concerned with attending fires, provision of specialist advice on statutory requirements, issuing enforcement notices and prosecution following non-compliance.
Competent Person	A suitably trained and experienced person who has defined responsibilities.
<b>Policy Aims</b>	This policy addresses TWHF’s obligation under The Regulatory Reform Order 2005 that requires TWHF to: <ul style="list-style-type: none"> <li>• Develop a policy to minimize the risks associated with fire</li> <li>• Reduce the risk of an outbreak of fire</li> <li>• Reduce the risk of the spread of fire</li> <li>• Provide a means of escape</li> <li>• Demonstrate preventative action</li> <li>• Maintain documentation and records in respect of fire safety management</li> </ul>
<b>Policy</b>	TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, and any other class of person who may work on, visit, or use its premises, or who may be affected by its activities or services.  TWHF takes its fire safety duties seriously. For that reason this Fire Safety Policy has been formulated to help the organisation comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005.

	<p>To achieve the policy aims, TWHF will provide and maintain:</p> <ol style="list-style-type: none"> <li>I. A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to Fire. Site details will be described within individual site Fire Evacuation Plans (FEP). See HSF 3.1</li> <li>II. Suitable organisational arrangements for: <ul style="list-style-type: none"> <li>• Identifying fire hazards and managing risks (i.e. risk assessments)</li> <li>• The provision, testing and maintenance of fire detection, fire fighting and emergency lighting equipment.</li> <li>• Reviewing, updating and testing the Fire Evacuation Plans.</li> <li>• Maintaining documents and records</li> </ul> </li> <li>III. Information and training to TWHF staff and users relevant to their roles and responsibilities in relation to fire.</li> </ol>
<b>Risk</b>	Exposure to products of combustions to include fire, smoke and chemical by-products such as carbon monoxide with the potential to cause harmful effects to the health of TWHF employees, users or others.
<b>Responsibility</b>	The Chief Executive Officer (CEO) is considered to be the duty holder. The duty to manage fire safety within TWHF has been delegated by the CEO to the Director of Estates & Facilities. This responsibility is discharged primarily at the line management/operational level.
	<b><u>Roles &amp; Responsibilities</u></b>
I.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
	<b><u>Procedures</u></b>
I.	<p>TWHF has the following procedures in order to maintain high standards of fire safety:</p> <ul style="list-style-type: none"> <li>• A Fire Risk Assessment will be carried out annually for every TWHF premises. See section 2 below.</li> <li>• A written Fire Evacuation Plan (HSF 3.1FEP) will be maintained on every site. The FEP details the site specific roles and responsibilities to ensure the site can be evacuated effectively.</li> <li>• Evacuation Drills will be practiced at least three times annually.</li> <li>• All staff will be given training, including fire safety information, by their line manager as part of the induction process to TWHF, and will receive annual refresher training. Further training would be required if there were any change that may affect fire safety. See section 3 below.</li> <li>• Each TWHF site will have a Site Manager nominated as the site “Competent Person” to ensure all fire safety checks and inspections are conducted and recorded. This will nominally be the Site Manager unless detailed in the Fire Evacuation Plan (FEP).</li> <li>• Personal Emergency Evacuation Plans (PEEPs) will be in place for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.</li> <li>• Key staff will be trained in the use of fire extinguishers as part of the annual fire safety refresher training covered in the annual fire safety video.</li> <li>• Fire Marshals will be identified at each site and trained to assist the evacuation process. This includes a sweep of a specified area to ensure all persons have been evacuated.</li> <li>• TWHF shall liaise and comply with, where reasonably practicable, with any advice or notice issued by the Fire Services Authority.</li> </ul>

	<ul style="list-style-type: none"> <li>• All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times.</li> <li>• Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or sprinkler systems may be provided where deemed appropriate.</li> <li>• All fire related equipment will be regularly serviced and maintained by a competent person or contractor.</li> <li>• An appropriate fire detection and alarm system will be provided. Alarm systems will be maintained by a competent contractor and tested at least 6 monthly.</li> <li>• Emergency lighting will be provided for escape routes where applicable. These will be tested annually by a competent contractor, and monthly flick tested by the Site Manager.</li> <li>• The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of a regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times unless fitted and connected to an automated fire alarm and detection system.</li> <li>• Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors, sprinkler systems etc.</li> <li>• Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.</li> <li>• In the normal course of their work all staff will make it their business to ensure that visitors and other users of TWHF buildings keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.</li> <li>• All staff have a duty to report any fire safety issue to their line manager as it is discovered.</li> <li>• Smoking is not permitted on any TWHF premises or in any TWHF vehicle.</li> </ul>
2.	<p><b>Fire Risk Assessments</b></p> <p>The Director of Estates and Facilities will ensure that a Competent Fire Risk Assessor shall make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with the Regulatory Reform Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.</p> <ul style="list-style-type: none"> <li>• Subsequent fire risk assessment reviews may be carried out by a nominated Fire Risk Assessor using the HSF 3.4 Fire Risk Assessment Annual Review form. Fire risk assessments will be conducted/reviewed annually for all THWF properties.</li> <li>• Recommended actions highlighted in the Fire Risk Assessment shall be implemented where reasonably practicable.</li> </ul> <p>The Fire Risk Assessment must take into consideration everyone who may come onto our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.</p> <p>Principals and Site Managers have a duty to identify all hazardous substances and other potential or actual hazards on site, and make this information available to those who carry out fire risk assessments and reviews.</p>
3.	<p><b>Training</b></p>



	<p>Managers must ensure that all staff are instructed and informed of the fire safety procedures to include:</p> <ul style="list-style-type: none"> <li>• Raising the alarm</li> <li>• Contacting Emergency Services</li> <li>• The evacuation procedure on hearing the alarm and assembly point locations</li> </ul> <p>All staff have a duty to act in accordance with the training provided.</p> <p>Fire risk assessment – Training will be provided to the nominated fire risk assessors to enable them to complete fire risk assessment reviews.</p> <p>Fire Marshals – Fire Marshal training will be provided to all Fire Marshals.</p> <p>Site Manager – Will be trained in all fire safety inspection, testing and record keeping.</p>
4.	<p><b>Inspection and Testing</b></p> <p>Each TWHF site will have a Site Manager nominated as the site “Competent Person”. This person will ensure the following inspection and testing routines are carried out and where required, recorded in the fire log book and the EVERY system.</p> <ul style="list-style-type: none"> <li>• The fire panel is visually checked and working every day.</li> <li>• Day to day site safety through regular facility checks and effective management of contractors.</li> <li>• Competent contractors are employed to service and maintain fire equipment and detection systems.</li> <li>• Maintain fire log book and EVERY records for the following inspections, servicing or maintenance. <ul style="list-style-type: none"> <li>○ Weekly tests of fire alarms rotating call points each week.</li> <li>○ Monthly inspections of fire equipment, emergency lighting, fire doors, fire exit doors and emergency escape routes.</li> <li>○ Annual inspection and testing of all fire fighting equipment.</li> <li>○ Periodic tests of emergency lighting.</li> <li>○ All scheduled and unscheduled maintenance of fire detection and alarm systems.</li> <li>○ All fires and false activations together with associated reports and follow up actions.</li> <li>○ Inspections, risk assessments and maintenance of electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety</li> <li>○ Plans of the premises.</li> <li>○ See HSF 3.3 Fire Log Book</li> </ul> </li> </ul>
5.	<p><b>Communication</b></p> <p>The TWHF will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with employees on matters of fire safety policy and arrangements.</p> <p>Staff will be informed of any changes that are made to the fire safety procedures and fire risk assessments.</p>

	<p>Fire safety information will form part of the induction training for all new members of staff. HSF 2.2 Health and Safety Induction Check List</p> <p>TWHF will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.</p>
7.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
8.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF 3.1 Fire Evacuation Plan (FEP)</li> <li>2. HSF 3.2 Personal Emergency Evacuation Plan (PEEP)</li> <li>3. HSF 3.3 Fire Log Book</li> <li>4. HSF 3.4 Fire Risk Assessment Annual Review</li> <li>4. HSF 3.5 Fire Evacuation Debrief Form</li> <li>5. HSG 3.1 Fire Marshal Duties</li> <li>6. HSG 3.2 Room Capacity Calculator</li> </ol>

Date	Issue	Section	Changes
September 2020	1.4	I	Minor changes to extinguisher training

