SCC and Fierté Multi Academy Trust			**Health and Safety Policy Handbook**		
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Policy Title	**Fire Safety Policy**				

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1. Application

This document provides information and guidance to managers and staff on the County's policy and arrangements for ensuring that all workplaces have adequate fire safety and fire precaution arrangements.

2. Introduction

Fire and Rescue Services attend over 35,000 fires at UK workplaces each year. Some 30 people lose their lives and over 2,600 people are injured. A considerable amount of property damage and business disruption is caused.
Fire risks within the County Council must be adequately controlled to avoid death and serious injury, damage to property and disruption of service delivery.

3. Definitions

A **manager** is any employee who supervises at least one other member of staff or manages the provision of a County Council service including supervisors, team leaders, premise managers and heads of establishment.

Employee also includes trainees on government schemes, volunteers, agency workers and temporary workers.

4. Arrangements for Applying the Policy

The MAT's arrangements for fire safety are detailed below. Arrangements in respect of bomb threat procedures are detailed separately to these arrangements.

4.1. Fire Precautions

Fire precautions are designed to protect people, property and assets against the damage caused by fire.
The fire precautions will include: -

Fire Prevention Measures: -
- good housekeeping.
- adequate security measures.
- maintenance, inspection and testing of electrical installations and equipment.
- prohibition of smoking in high risk areas.
- control of contractor's operations on our premises.

Fire Protection Measures: -
- alarm systems.
- extinguishers.
- compartmentation and fire resistant doors.
- escape route design.

Pre-Planning: -
- fire drills.
- training
- formulation of fire procedures.
- fire risk assessment.
- building layout.

- co-operation and co-ordination with other premises users.

4.2. Fire Safety Arrangements at Individual Premises

Premises managers are responsible for ensuring adequate fire safety arrangements at individual premises. These include ensuring that: -
- there is an adequate means of escape from the workplace;
- escape routes are kept free from obstruction and are adequately and clearly marked;
- adequate arrangements exist for warning of fire. The fire alarm must be clearly audible in all parts of the building. Electric fire alarm systems should have a guaranteed supply of power or back-up in the event of failure;
- sufficient notices are displayed at appropriate places indicating the action to be taken on discovering a fire/on hearing the alarm. An example of a fire action notice that is coloured blue/red/white etc. is attached as Appendix 1.
- the activities of contractors undertaking "hot work" (use of blow torch, welding equipment, tar boilers, etc) are monitored, refer to Appendix 5;
- smoking in high risk areas is controlled or prohibited;
- the risk of arson is minimised through adequate security arrangements;
- adequate access is available to enable fire appliances to approach the buildings;
- a fire risk assessment is undertaken and appropriate measures taken to eliminate or reduce the risk, refer to Section 3;
- fire safety precautions are suitable and sufficient and maintained in accordance with the following table: -

Equipment/ Procedures	Period	Action
Fire detection and fire warning systems including fire alarm call points, self-contained smoke alarms and manually operated devices	Weekly (Smoke Alarms Quarterly) Annually	The Designated Person checks and tests operation of all systems. Repair or replace defective units where necessary. An alternate fire alarm call-point to be tested each week. Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.
Emergency lighting equipment including self-contained units and torches	Monthly Annually	The Designated Person checks all systems, units and torches for state of repair and apparent working order. Full check and test of systems and units by competent service engineer. Replace batteries in torches.
Fire-fighting equipment including hose reels.	Monthly (Residential establishments weekly) Annually	The Designated Person visually checks that all extinguishers are in their place. Full check and test by competent service engineer.
Fire drills	Beginning of each term	Schools

	Once every 3 months	Adults Residential
	Once a month	Children's Residential
	Once every 6 months	Other Premises
		Premises Managers must ensure that night staff and contract staff such as cleaners experience a minimum of one fire drill per year.

- an emergency plan detailing the fire and emergency evacuation procedures for the premises is produced and provided to all employees on site including temporary and new starters. The plan must be specific to the premises and where the workplace is shared with other employers, the emergency plan shall be drawn up in consultation with them to ensure a co-ordinated approach. It must be reviewed and updated when necessary due to changed circumstances e.g. building works, and any revisions notified to employees. An example of what information an emergency plan should contain is attached as Appendix 2. The Health and Safety Team will advise premises managers in the production of emergency plans;
- where the premises are covered by a fire certificate, ensure that its requirements are met including notifying the Fire and Rescue Service prior to making any changes or alterations to the structure of the building, layout, or relocation/removal of fire fighting equipment;
- where the workplace is shared, co-ordinate fire safety and emergency evacuation arrangements with the other occupiers;
- visitors and contractors are provided with information regarding emergency procedures;
- electrical installations and equipment are inspected and tested at the required intervals;
- plant rooms (boiler rooms, electrical switch-gear rooms etc.) are kept free of stored combustible and flammable materials;
- fire safety signs incorporate a pictogram and written instruction;
- any licensing requirements are complied with;
- where gas burning equipment exists, all gas isolation valves are signed, accessible and all staff are aware of the procedure for isolating the gas supply;
- records are maintained of: -
  - fire safety equipment maintenance;
  - fire tests;
  - evacuation drills; and
  - Fire Officer inspections/visits.

A guide for premises managers titled "Measures to Control Fire Risk" is attached as Appendix 3.

4.3. Fire Risk Assessment
A fire risk assessment must be completed for all workplaces. The fire risk assessment procedure is as follows: -

- The premises manager shall make a formal assessment of the risk of fire. The fire risk assessment form which is attached as Appendix 4 shall be used to

record the assessment. The guidance contained in "Measures to Control Fire Risk" (Appendix 3) must be referred to when completing the assessment form.

A simple line diagram/floor plan of the premises showing the following shall also be completed: -
- escape routes.
- location of fire fighting equipment.
- location of fire alarm call points (break glass).
- location of power supply isolation switches.
- location of any emergency lighting and fire exit route signs.
- location of any smoke/heat detectors.
- location of ignition sources i.e. electrical switchgear, electrical equipment.
- location of significant combustible materials.

- The premises manager shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- The premises manager shall take appropriate action to remove, reduce, or control the identified fire risks.
- The premises manager will monitor the effectiveness of any remedial action taken.
- The premises manager shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.

Persons who have responsibility for undertaking fire risk assessments shall receive suitable information, instruction and training.

4.4 Training and Information
All employees shall be provided with adequate fire safety information and training.

As part of their induction training, the line manager shall provide new employees on the day on which they commence work with information (emergency plan) on the fire safety and emergency evacuation arrangements that apply to their workplace.

This information shall include: -
- what to do if they discover a fire or hear the fire alarm, what the fire alarm sounds like, means of raising the alarm, siting of nearest alarm point and nearest fire extinguisher;
- showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as panic bars, and the fire assembly point;
- an explanation of the reporting arrangements in the event of a fire or drill including the name of the person he/she reports to at the assembly point and the name of the person designated chief fire marshal responsible for the evacuation of the premises;
- an explanation of the importance of keeping fire doors shut, escape routes clear of combustible materials, and good housekeeping etc. as detailed in duties of employees.

Managers shall bring to the attention of employees a copy of the emergency plan detailing the evacuation procedures for the premises. They must ensure that employees under their control comply with the emergency fire evacuation procedures and fire precautions.

Fire instruction notices shall be prominently displayed.

Appropriate arrangements shall be made to ensure that visitors and contractors are logged in and out of the premises by entering their names in the visitor's book. In the event of a fire evacuation the person hosting the visitors are responsible for escorting them to the fire assembly area.

Contractors shall be provided with fire evacuation procedure information before they start work on site.

In the case of shared accommodation, fire safety and emergency evacuation arrangements must be co-ordinated and information exchanged or produced jointly with the other occupiers.

4.5. Fire Marshals

At each occupied premises, appropriate persons will be appointed to take charge of and control evacuation procedures and liaise with emergency services personnel (i.e. notify the Fire and Rescue Service of any missing persons and the location and type of fire).

In addition, in large and complex premises, fire marshals will be appointed to assist and their duties include: -

- on hearing the fire alarm, checking that the section or floor of the premises allocated to them is fully evacuated of all persons;
- proceeding to the assembly point, closing doors en route;
- on arrival at the assembly area: -
  - checking that all persons from their area of responsibility are accounted for and reporting the position to the chief fire marshal;
  - not allowing persons to re-enter the building until informed that it is safe to do so by the chief fire marshal.

Persons who have specific duties relating to fire safety shall be provided with suitable information, instruction and training.

4.6. Fire Extinguishers Guidance

Fire extinguishers shall only be used if the fire is small, it can be tackled safely and the operator is trained to do so.

Reference should be made to Appendix 3 for further information on fire extinguishers.

4.7. Accountabilities

Management Teams (including Head Teachers)

- Ensure that resources, including training, are provided for the implementation of this policy.
- Support at all times the intent of this policy.
- Ensure that there are satisfactory arrangements in place for the identification of fire risks and the implementation of suitable fire safety control measures and emergency procedures.
- Ensure that training is provided to all persons given responsibility for the implementation of fire safety control measures.

Duties of Premises Managers/ Managers

Premises Managers/Managers are responsible for undertaking fire risk assessments and ensuring adequate fire safety arrangements at individual premises and where certain work processes are undertaken that may present a risk of fire, are implemented. These responsibilities are identified in Sections 4 of this policy.

Duties of Employees

You must ensure that: -
- you comply with the relevant fire and emergency procedures for the premises;
- all fire exits, fire escape routes and fire-fighting equipment are kept free from obstruction at all times.
- except for the purpose of fighting a fire, fire extinguishers or hose reels are not removed from their normal position. The use of any fire-fighting equipment must be reported to the premises manager.
- internal fire doors are never propped open.
- combustible materials are not be placed near sources of heat such as heaters or light fittings.
- the no smoking rules in all areas where smoking is forbidden are strictly observed.
- you keep the work area tidy - rubbish and waste materials must not be allowed to accumulate except in suitable containers.
- the minimum amount possible of combustible materials (cardboard, paper etc.) is stored. As far as is reasonably practicable, combustible materials shall be stored in cupboards or cabinets.
- you avoid placing flammable waste materials in areas which are not readily accessible or adjacent to the outside of the building that could be ignited by an arsonist - place them in the external waste bins direct.
- flammable substances are kept away from ignition sources and stored in a cool place when not in use.
- you do not park vehicles in a manner likely to obstruct emergency exits or access to the building by fire appliances.
- fire instruction notices are obeyed.
- you participate fully in any fire drill.
- after cooking food, you check that cooking appliances are switched off. Cooking appliances shall not be left on and unattended.
- you report any concerns regarding fire safety to your Line Manager.
- familiarise yourselves with: -

  - the means of raising the alarm;
  - The requirement not to use lifts if the event of a fire emergency;
  - the evacuation procedures/means of escape from the building;
  - the action to take in case of a fire or the fire alarm sounding;
  - the operation of any exit devices such as panic bars;
  - the location and method of operation of fire extinguishers and hose reels.

Where the work involves the use of flammable, highly flammable materials, LPG, hot work, use of abrasive wheels, etc, the specific information, instruction or guidance provided by the line manager to achieve a safe system of work must be followed.

5. Further Advice and Information

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact Health and Safety Team.

Further background information on this topic is available on the following Websites:
www.hse.gov.uk

www.lg-employers.gov.uk

6. Legislative Framework

1. The Health and Safety at Work Act 1974
2. The Management of Health and Safety at Work Regulations
3. The Fire Precautions Act
4. The Fire Precautions (Workplace) Regulations
5. The Health and Safety (Safety Signs and Signals) Regulations

Related Factsheets/Policies

HR58 Control of Contractors
HR59 Control of Substances Hazardous to Health
HR60 Electricity

Standard Documents

Appendix 1   Example of a Fire Action Notice
Appendix 2   Fire Emergency Plan Framework
Appendix 3   Measures to Control Fire Risk – A Guide for Premises Managers
Appendix 4   Fire Risk Assessment Record
Appendix 5   Hot Work – Permit to Work