

# FIRE SAFETY PROCEDURE

Policy Group: Health and Safety

Effective: **1st** May 2019

Approved: Gail Crossman, Director of  
Performance and Development

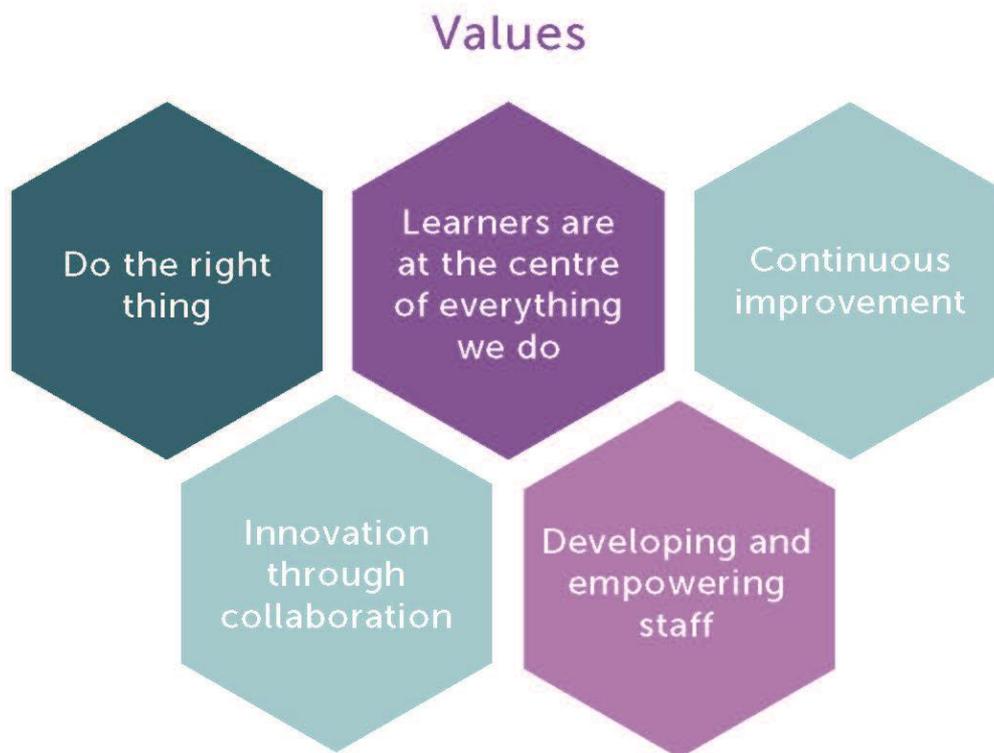
Responsible officer: Mark Fletcher

Next renew due: May 2020

Ref no.: 2.1.1

# GUIDANCE

Values | Vision | Tone of Voice



## Vision

Transforming lives through learning

## Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

## SUMMARY CHANGES

Date	Page	Details of amendments

## I. INTRODUCTION

This procedure forms part of our health and safety management system and is designed to ensure, so far as reasonably practicable;

- Fast and safe evacuation from all our premises in the event of an emergency;
- All colleagues and learners receive adequate information on induction in relation to fire evacuation and fire safety;
- Fire escape routes are maintained as fire sterile areas e.g. free of obstructions, flammable material and ignition sources at all times.

### Applies to:

This procedure sets out the means to achieve and maintain adequate standards of health and safety at work across our business and applies to all Learning Curve Group colleagues, freelancers, contributors, temporary and casual staff, wherever they are directed to work, and will also apply to all business departments.

### Reason for procedure:

This procedure is in accordance with the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation, and it applies to all our sites and activities.

## II. PROCEDURE

### **Fire Risk Assessment**

As part of our duty under the Regulatory Reform (Fire Safety) Order the Head of Health and Safety, Estates and Environment will complete a fire risk assessment for each individual company premises annually. This will detail any fire hazards that are apparent at the time of the assessment, what control measures should be implemented to control the risks from the hazards and who has responsibility for implementing them. This will be completed on HSF 2.21 Fire Risk Assessment which is available from the Head of Health and Safety, Estates and Environment or via the 'S' Drive Health and Safety Folder.

### **Raising the alarm**

On discovering a fire, you should raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) then activate the nearest push-glass fire alarm call-point (small red box, close to major exits). The nominated person should call the Fire & Rescue Service on 999 and state location, nature of emergency and give them their name.

If a site requires evacuation for any other reason e.g. bomb threat, terrorist activity the responsible manager or deputy will follow any advice from the emergency services before taking action.

### **Evacuation Procedure**

Each building will have an individual fire evacuation plan that will be specific to that premises and will take into account the number of colleagues working there while documenting:

- the type of fire detection fitted,
- types and numbers of escape routes,
- how colleagues will evacuate, and
- the number and type of fire extinguishers fitted.

All of the above can be documented on HSF 2.22 Evacuation Plan Template which is available from the Head of Health and Safety, Estates and Environment or via the 'S' Drive Health and Safety Folder.

**Colleagues** – on hearing the fire alarm (alarm sounder or vocal warning from individuals) you must immediately stop what you are doing and evacuate the building by the nearest safe fire exit without returning to your desk for personal belongings. Once outside the building you should proceed directly to the nominated assembly point and await further instructions.

Anybody who is under your control e.g. visitors, learners etc. must be escorted to the assembly point. Anybody who is unaccounted for on arrival at the assembly point must be notified to the fire wardens on duty immediately.

**Fire Wardens** - Fire wardens are used to assist in the evacuation during an emergency. You are expected to be familiar with the area you are responsible for clearing, including all escape routes and will be given enhanced fire safety training, including the use of fire extinguishers.

On hearing any fire alarm (alarm sounder or vocal warning from individuals) fire wardens must;

- put on their fire warden 'high-vis' jacket;
- check all rooms in their nominated areas are clear and that all colleagues are evacuating;
- direct colleagues to the appropriate assembly point and prevent any re-entry;
- where it is safe to do so close doors and windows and switch off any heat generating equipment;
- report to the assembly point, reporting the location of any individual(s) requiring assistance to the responsible person/chief fire warden (for onward notification to the emergency services) or that all areas are clear.

### **Fire Training, Fire Alarm Tests and Evacuation Drills**

Fire training will be provided at regular intervals for all colleagues who undertake the role of fire wardens including training in the use of fire extinguishers. The Head of Health and Safety, Estates and Environment will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Weekly fire alarm tests should be carried out in each building to ensure that the fire alarm is in working order should it be required in an emergency. These tests should be at the same time every week and colleagues should be made aware they are occurring. They should be carried out from a different call point every week in rotation, with each test lasting no longer than 30 seconds. For shared or landlord controlled buildings these should be arranged at a mutually agreed time between all parties.

Evacuation Drills should be provided at regular intervals throughout the year (ideally twice a year where possible), if the premises are shared with other tenants or are landlord controlled this should be arranged for a mutually agreed time between all parties involved.

### **Fire Fighting Equipment**

Fire-fighting equipment will be provided across all our sites. The type and numbers of equipment will depend on the types of fires that may start at the individual premises based on the fire risk assessments or client/landlord requirements. All fire-fighting equipment will be maintained as per manufacturer's instructions as a minimum with records kept on file for future reference.

All new extinguishers must now conform to the British Standard 5306:3 2009, which means that they will have a red body and icons to indicate the types of fire they can be used on. (see image below) Some older extinguishers are colour-coded and have instructions for use written on the label.

Regular documented office inspections must ensure that fire extinguishers are in place, with any highlighted defects or issues reported to the Responsible manager or Head of Health and Safety, Estates and Environment at the earliest opportunity.

### Fire Extinguisher types and their uses

Type Extinguisher	Fire						Comments
	CLASS A Combustible materials (e.g. paper & wood)	CLASS B Flammable liquids (e.g. paint & petrol)	CLASS C Flammable gases (e.g. butane and methane)	CLASS D Flammable metals (e.g. lithium & potassium)	Electrical Electrical equipment (e.g. computers & generators)	CLASS F Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures

### Fire Suppression Systems

Where fire suppression systems (e.g. sprinkler systems) are installed, they must be tested by the manufacturer or an approved contractor according to manufacturer's instructions and documented records kept for future reference.

### Documentation & Records

We will document and keep records to prove that we have acted responsibly in relation to fire safety across all premises. The following records will be kept in good order, up to date and available for scrutiny at any time in the relevant building health and safety files.

- Copies of all fire risk assessments
- A record of all fire evacuation drills listing evacuation times and any comments. This can include any unscheduled evacuations and the reason for them;
- Records of weekly tests of fire alarms;
- Record of annual inspection and testing of all firefighting equipment;
- Records of periodic tests of emergency lighting (where fitted);
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems;
- Records of inspection, risk assessment and maintenance of any workplace electrical equipment, storage of hazardous substances and other hazards identified with fire safety.

## **Personalised Emergency Evacuation Plans (PEEPs)**

Any colleagues or learners who have an impairment which would affect their egress from a building in the event of an emergency should have an appropriate PEEP produced and all relevant personnel informed of the contents. A PEEP for an individual can be produced with the help of the person concerned and the Head of Health and Safety, Estates and Environment by using form HSF 2.23 Personalised Emergency Evacuation Form (PEEP) which is available from the Head of Health and Safety, Estates and Environment or via the 'S' Drive Health and Safety Folder..

## **Emergency Lighting**

Emergency Lighting (where installed) should be tested monthly by way of a test switch to ensure that each luminaire is operating correctly, with any faults rectified on an ongoing basis with this being documented on HSF 2.24 Emergency Lighting Log which is available from the Head of Health and Safety, Estates and Environment or via the 'S' Drive Health and Safety Folder or in a locally held Fire Safety folder

On an annual basis, the lights should be tested for the full duration of their manufacturer's battery life (3 hours for example) with all lights still working at the end of the test. Any faults must be rectified on an ongoing basis

## **Means of Escape**

Certain corridors, stairways and landings are classified as escape routes and as such must be kept clear at all times of anything that is likely to cause a fire, accident or will impede an evacuation in an emergency. Final exit doors must be kept clear at all times. Cars must not be parked in a way that they block a final exit door from a building. Any issues with means of escape must be reported immediately to the responsible manager, Head of Health and Safety, Estates and Environment or Landlord. It is the responsibility of all occupants to ensure that all means of escape are kept clear and do not pose a fire risk due to poor housekeeping.

## **New Buildings and Alterations**

When new buildings or alterations are being planned the relevant Director, in liaison with the Head of Health and Safety, Estates and Environment, shall ensure that the requirements of fire safety legislation and recognised standards are considered and met throughout the project.

### III. DEFINITIONS

<b>Term</b>	<b>Explanation</b>
<b>Responsible Manager</b>	The senior person responsible for an office or site which includes Centre Managers and Business Directors
<b>Fire Risk Assessment</b>	A process involving the systematic evaluation of the factors that determine the hazard from fire, the likelihood that there will be a fire and the consequences if one were to occur
<b>Emergency Lighting</b>	An emergency light is a battery-backed lighting device that switches on automatically when a building experiences a power outage

### IV. RELATED POLICIES

HSP 2.21 Office Safety

## Appendix

All forms listed below are available via the company 'S' drive Health and Safety Folder or direct from the Head of Health and Safety, Estates and Environment

- HSF 2.21 Fire Risk Assessment Template
- HSF 2.22 Fire Evacuation Plan Pro Forma
- HSF 2.23 Personal Emergency Evacuation Plan Pro Forma
- HSF 2.24 Emergency Lighting Log
- HSF 2.25 Fire Precautions Log Book
- HSF 14.12 Monthly Office Inspection