



# FIRE SAFETY POLICY

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# 1. Policy Statement

- REACH is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all REACH's employees, pupils and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.
- REACH takes its fire safety duties seriously. For that reason this Fire Safety Policy has been formulated to help REACH comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (FSO).

# 2. Policy Scope

- The policy is relevant to all REACH employees, pupils and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

# 3. Policy Purpose

- This policy addresses REACH's obligation under the FSO (Regulatory Reform (Fire Safety) Order 2005 that requires REACH to:
  - 1) Develop a policy to minimize the risks associated with fire
  - 2) Reduce the risk of an outbreak of fire
  - 3) Reduce the risk of the spread of fire
  - 4) Provide a means of escape
  - 5) Demonstrate preventative action
  - 6) Maintain documentation and records in respect of fire safety management

# 4. Policy Details

- To achieve these aims, REACH will provide and maintain:
  - 1) A nominated 'Responsible Person'

At REACH the 'Responsible Person' is the Centre Manager

- 2) A suitable organisational structure with clarity in the roles and responsibilities each person has with regard to Fire.
  - a. Suitable REACH wide arrangements for:
    - Identifying fire hazards and managing risks (Risk Assessments)
    - The provision, testing and maintenance of fire detection, fire fighting and emergency lighting equipment;
    - Reviewing, updating and testing REACH's Emergency Evacuation procedures;
    - Maintaining documents and records.

- 3) Information and training to REACH users relevant to their roles and responsibilities in relation to Fire.

## **5. Monitoring and Review of Policy**

- The Policy will be reviewed by the directors every 12 months or more frequently if necessary.
- The attached appendix, 'Responsibilities, Arrangements and Guidance', will be reviewed at least annually and at any other times when changes may be necessary. REACH may make such variations to these procedures as it sees fit, subject to informing relevant REACH users and following normal principles of reasonableness and fairness.

## **6. Non-compliance**

- All employees have legal duties under Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999, to take reasonable care of their own and others health and safety at work. They must co-operate fully with health and safety policies and procedures, must report defects, and must not misuse safety equipment provided. REACH will consider any breach of these legal duties as a disciplinary matter, and the established REACH's disciplinary and grievance procedures will apply.
- Students who commit serious breaches of REACH fire safety rules or procedures will be investigation by the Centre Manager and risk assessment around the students will done and appropriate educational consequence put into place.

# APPENDIX TO THE FIRE SAFETY POLICY

## RESPONSIBILITIES, ARRANGEMENTS AND GUIDANCE

### 1. Organisation and Responsibilities

#### 1.1. The Responsible Person – ASA

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety Risk Assessments and ensure the safety of the staff and any person who may legally come onto Waring Room (St Andrews Church hall) and of anyone not on the premises but who may be affected.

- At REACH the 'Responsible Person' is Centre Manager Gemma Quantrill.
- The day to day responsibility from 9.15am - 2.30pm for ensuring the management of the risks is delegated to the Centre Manager (G Quantrill) who is responsible for Health and Safety. This person will receive regular reports from the Competent Person below in order to fulfil this responsibility.

#### 1.2. Competent Person

The Competent Person under this Policy is:

- Peninsula with responsibility for Health and Safety

Training and supervision will be provided for nominated competent person where required.

Other competent persons may occasionally be appointed or hired for the purposes of advice on technical issues or preparing assessments or reports.

##### 1.2.1. Peninsula and Business manager for Health and Safety – Peninsula will:

- Make reports to the Centre Manager as required;
- Make reports to the Health and Safety Committee as required;
- Give information to new staff on induction regarding Fire Safety, Emergency Evacuation Procedures, Staff responsibilities for Evacuation and Hazard Reporting; Fire Safety Policy;
- Review and maintain the following documents:-
  - Copies of all Fire Risk Assessments;
  - The Fire and Emergency Evacuation procedures;
  - Fire and Emergency Evacuation plans (routes);
- Carry out or arrange for a Fire Risk Assessment to be undertaken;
- Organise and subsequently evaluate the Fire and Emergency Evacuation drills
- Advise the Fire Wardens
- Liaise with the Fire and Rescue Service when required;

**1.2.2. The Centre Manager - Gemma Quantrill will:**

- Liaise with the Fire and Rescue Service when required;
- Assist with the Fire and Emergency Evacuation drills;
- Records of all Fire and Emergency Evacuation drills and (at least three times per year) listing evacuation times and any actions required;
- Records of all fire training for staff.

**1.2.3 St Andrews church are responsible for:**

- Review and maintain fire safety signage;
  - Records of weekly tests of fire alarms, call points, emergency lighting and fire doors;
- Records of annual inspection, maintenance, and testing of all firefighting equipment;
- Records of periodic tests of emergency lighting;
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems;
- Records of all fires and false activations together with associated reports and follow up actions;
- Records of inspection, risk assessment and maintenance of electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety;

**1.3. Fire Wardens**

REACH Fire Wardens are listed and usually made up of staff nominated by REACH and suitably trained.

The Wardens will:

- Make contact with and provide essential information to the Essex County Fire and Rescue Service if required;
- Assist in evacuations and drills.

**1.4. Social Worker – Azeelia Northover**

- will arrange for a PEEP (Personal Emergency Evacuation Plan) for any student who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

**1.5. Directors of REACH**

will:

- Be responsible for carrying out and updating Risk Assessments for activities in their area which will include reporting any fire hazards to the Competent Persons;
- Complete a PEEP (Personal Emergency Evacuation Plan) for any member of staff that they manage who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

### **1.6. All Staff**

All Staff ('Staff' includes all employees of REACH) carry out the following duties:

- Take reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work, all staff will ensure that they, and their students, visitors and other users of the church building, 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 are not removed or covered over;
- Co-operate fully in complying with any procedures that REACH may introduce as measures to protect the safety and well-being of all staff, students and visitors;
- Assist with the Fire and Emergency Evacuation procedures in the way described in the annual 'Fire and Emergency Evacuation – Staff Responsibilities' document;
- Report any hazards, defective or missing fire safety equipment to the Premises Manager by email;
- Ensure the social worker is made aware of any students that may require a PEEP or special arrangements during an emergency evacuation of the building.

### **2. Documentation and Records**

- REACH documents and keeps records to prove reasonable actions. The records detailed in Section 1.2 will be kept in good order, up to date and available for scrutiny at any time in the school buildings by the 'Competent Person' indicated.

### **3. Communication**

- REACH will ensure that any person it employs (directly or indirectly) is provided with all the relevant information related to fire safety, and will consult with employees on matters of fire safety policy and arrangements;
- Staff will be informed of any changes that are made to the fire safety procedures and fire risk assessments;
- Fire safety information will form part of the induction training for new members of staff;
- REACH 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.

#### 4. Procedures

REACH has the following procedures in order to maintain high standards of fire safety:

- The fire and emergency evacuation procedures which will be practiced at least three times annually;
- All staff will be given training, including fire safety information, by their line manager (or member of the senior leadership team) as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety;
- All students will have an overview of the emergency evacuation procedures explained to them as part of their induction into REACH . Specific emergency evacuation procedures for each room in which they study or have lessons will also be explained to the students as part of the induction for each subject;
- 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;
- Key staff nominated by the Competent Person may be trained in the use of fire extinguishers, whether or not they have been given specific firefighting duties;
- All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis;
- Firefighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets may be made where deemed appropriate;
- All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of REACH notices defective or missing equipment, they must report it to the competent person;
- An appropriate fire detection and alarm system will be provided. Alarm systems will be tested regularly. Staff will be told when a test is scheduled;
- Emergency lighting will be provided for escape routes where applicable
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.;
- 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 available;
- In the normal course of their work all staff will make it their business to ensure that students, staff visitors and other users of the church buildings keep exits and lobbies clear of debris and furniture etc. that fire doors are not held or propped open by inappropriate means, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.



**5. Risk Assessments**

- The Competent Person shall make, record, review and where applicable, revise Fire Risk Assessments at regular intervals in accordance with the FSO (Regulatory Reform (Fire Safety) Order 2005). They must also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of building use;
- The Competent Person may require external assessments and may contract competent organisations to do this work;
- The Fire Risk Assessments must take into consideration everyone who may come on to the premises, whether they are employees, visitors or members of the public. Particular attention will be paid to those persons who have a disability or special needs;

**6. Smoking**

- Smoking is prohibited anywhere on the REACH's premises and within the curtilage of those premises. It is also prohibited in any REACH's minibuses. This policy applies to all staff, students, contractors and visitors.

Signed .....Headteacher

Date .....

Signed .....Chair of Governors

Date .....