

Fire Safety Policy

SWP Training is committed to ensuring the health, safety, and welfare of Staff, Students, members of the public, Visitors, and people with disabilities.

Key Objectives:

To achieve the stated aims, the centre has the following key objectives:

- To comply with the requirements of relevant legislation.
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and control those risks.
- To ensure that employees, students, volunteers, and others are adequately informed of the identified risks and, where appropriate, receive instruction, training, and supervision.
- Consult with employees' and students' representatives on health and safety matters.
- To safeguard the environment from the effect of any of the establishment's activities.
- To monitor and review the effectiveness of arrangements and, where appropriate, implement improvements.
- To provide health surveillance where appropriate.
- To monitor and risk assess all outdoor activities.
- To ensure that the demands of activities are within the capabilities of the staff or students to carry out the work without risk to themselves or others.
- The health and safety and fire-designated member of staff (Shaun Pollard) will be responsible for reporting hazards and risks to the student in response to those identified by staff members. This person will also be authorised to benefit the employee's students and others immediately.
- The SWP Training Fire Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months.

General Guidance

This general guide to Fire Safety only covers some contingencies. Further guidance can be obtained from other publications and the Senior Staff Team. First, contact your Safety Officer (Catherine Brown) if you need advice on Fire safety matters.

Emergencies

DO:

- Make sure you know the emergency procedures for fire, accident, etc., and the location of your nearest first aiders.
- Follow instructions.

DO NOT:

- Interfere with or misuse any items or materials provided for dealing with emergencies.

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- Attempt to deal with a fire before sounding the alarm.
- Put yourself at risk.

Fire

DO:

- Correctly store flammable materials.

DO NOT:

- Allow rubbish to build up.
- Leave electrical fires on when leaving the room.
- Block fire exit doors.

Fires Safety

It is the policy of the provision to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable. The provision will operate by statutory duties and ensure that there are clearly defined managerial responsibilities for fire safety within the Centre by ensuring:

- An adequate fire warning system is maintained.
- Safe means of escape.
- We maintain firefighting equipment on an annual basis.
- We nominated competent personnel and trained them to implement fire-fighting measures.
- Compulsory training for all employees, as well as contract and voluntary workers, in fire safety.
- At least one fire drill is carried out every term.
- Good housekeeping practices to minimise the risk of fire.
- Risk assessments are carried out regularly.
- Funds are allocated to enable essential works.

Fire Safety and Organisation Responsibilities

The management carries and accepts ultimate responsibility for discharging the provision's legal duties.

Implementation of the provisions regarding Fire Safety is a line management responsibility, and the day-to-day operational responsibility has been delegated to the Senior Administrative Officer, who, in cooperation with the Site Manager and Fire Officer, will ensure successful implementation.

Emergency Evacuation Procedure

All employees and students should familiarise themselves with the sound of the fire alarm and the location of stairways and emergency exits.

Do not run or stop to collect belongings.

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To contain the fire, it is important that all doors and windows be closed, and where possible, they should be locked.

Evacuation should take via the nearest available fire exit.

Procedure:

1. If you discover a fire, shout 'FIRE' and inform staff and other students of the fire.
2. Inform Staff or an appropriate person who will call 999.
3. If the fire has not spread from its origin, only staff will, if safe, attempt to extinguish the fire by using the correct fire extinguisher – ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.
4. Staff should, upon hearing the alarm, lead the students from the building in an orderly manner, using the nearest fire exit.
5. Staff are responsible for ensuring their students are vacated to safety and should leave the building orderly.
6. Upon hearing the alarm, staff will take the volunteers' and visitors' signed-in/out books and leave the building. They will then take them to the assembly point and conduct a roll call.
7. The manager will trawl the building, checking rooms and toilet areas to ensure all rooms have been evacuated, and closing all doors behind them on their way out to safety.
8. Do not re-enter the building for any reason until the fire safety person is instructed that it is safe.

Roll Call

The safeguarding Officer is responsible for coordinating the headcount and advising the Emergency services of any unaccounted people.

Re-Entering the Building

Only on the advice of the Fire Officer should people be directed to re-enter the building.

Fire Drill

Staff will be notified on the day of a fire drill. The above procedure should be followed.