

FIRE SAFETY POLICY



POLICY WRITTEN BY:	PROPRIETORS
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***Creating:
Self-worth, Opportunities & Compassion***

APPENDIX 1: FIRE SAFETY RISK ASSESSMENT

Introduction

A.R.T.S is committed to ensuring the health, safety and welfare of all staff, pupils and visitors, for which there is a legal responsibility under the Health & Safety at Work etc Act 1974. The Regulatory Reform (Fire Safety) Order 2005 (the 'FSO'), which came into force in October 2006, replaces previous fire safety legislation and places a specific duty on the 'responsible person' for each premise to carry out a fire risk assessment, take steps to remove, reduce or protect from the risk of fire and record the significant findings.

The fire risk assessment must identify the fire hazards and people who may be at risk and consider whether existing control measures are adequate to prevent, detect and protect from fire. This will also need to be kept under periodic review, to ensure effectiveness is maintained.

Carrying out a fire risk assessment is not a new duty; it has been a requirement of fire legislation, through previous regulations, since 1997.

A set of guidance notes, produced by the Government to aid compliance with fire legislation, should be used in conjunction with this guidance note (HM Government Fire Safety Risk Assessment).

Fire spreads through means of conduction, radiation or convection. Heat and smoke can result in people being overcome before they have a chance to escape therefore in the event of fire, priority must be towards the evacuation of people from the premises to a place of safety. Firefighting should be considered secondary to evacuation.

Further advice or clarification of points within this guidance can be gained from the Health and Safety Unit at Knowsley & Liverpool City Council.

Principal Legislation

- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Building Regulations Approved Documents B and M 2013
- Equality Act 2010

Guidance

- LCC Guidance Note GN26 Risk Assessment
- LCC Guidance Note GN15 Extended Duty of Care
- LCC Guidance Note GN04 Hazardous Substances (COSHH)
- HM Government Fire Safety Risk Assessment Guides:

Educational Premises

- Small and Medium Places of Assembly (holding 300 people or less)
- Large Places of Assembly (holding more than 300 people)
- Open Air Events and Venues
- Transport Premises and Facilities
- Means of Escape for Disabled People

About the HM Government, fire safety guides:

These guidance notes are produced to assist in the general and specific premises fire risk assessment requirements, in order to comply with the FSO 2005.

They have been written so that the 'responsible person' at A.R.T.S, can carry out a fire risk assessment, with limited prior training or experience, and can be downloaded free of charge via GOV.UK:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Aim

To ensure that a standardised, practical and knowledge based approach for considering specific risks from fire in the workplace is taken by all managers, in line with current legislation and best practice. This will also facilitate safe working procedures, as required, including carrying out emergency evacuation plans.

Key Definitions

FSO – The Regulatory Reform (Fire Safety) Order 2005.

'Responsible person' – The Huyton with Roby Sea Cadet Committee Leaders - TS Iron Duke Cadet Unit - they own and have control over the building.

'Responsible Persons' from A.R.T.S are the Proprietors.

If the workplace is not under the control of the employer, the 'responsible person' is:

- a. the person who has control of the premises in connection with the business or other undertaking.
- b. the premises owner, where the person in control of the premises does not have control in connection with the business or other undertaking.

'Workplace' – any place within the premises to which employees have access while at work, including all means of access to or egress from.

- 'Fire hazards' – all sources of ignition, fuel and oxygen.
- 'Fire triangle' – the 3 fire hazards, as above; all 3 are required to start and sustain a fire.
- 'FRA' – fire risk assessment.
- 'PEP' – personal evacuation plan.

Responsibilities

Ensuring that a FRA is carried out and all control measures are implemented is a managerial responsibility (a duty of the 'responsible person'). All relevant members of staff should be consulted when carrying out the risk assessment and must be informed of the findings. Particular attention should be paid to all persons identified as being at greater risk e.g. children, young workers and those with disabilities.

To ensure compliance with their legal duties managers are also required to:

- Carry out or appoint a competent person to carry out any additional controls of fire protection or prevention required by the FSO – The Huyton with Roby Sea Cadet Committee Leaders
- Provide information and instruction to all members of staff regarding risks identified and all measures in place for fire prevention and protection
- Inform all non-employees of the relevant risks to them and measures of protection in place e.g. evacuation procedures
- Supervise all non-employees whose activities may introduce a fire hazard or have effect on measures in place for fire protection e.g. ensure risk assessments and safe working procedures are provided by contractors for all hot work activities
- Nominate, through consultation, specific roles and duties in connection with fire protection e.g. Fire Marshals. The identities of nominated positions should also be provided to all employees
- Establish a suitable means of contacting the emergency services
- Ensure that the premises and equipment provided for fire detection, warning and fighting is maintained by competent persons
- Inform and co-operate with other occupiers (other responsible persons) within the building, concerning findings of significant risk and measures of prevention and protection

New buildings or significant building alterations undertaken at The Huyton with Roby Sea Cadet Unit should be designed to satisfy the specific fire precaution requirements of the building regulations. These will have a documented fire safety strategy incorporated into the Health & Safety File, which must be kept for the lifetime of the building and periodically reviewed.

Further technical support, as may be required for issues such as the fire performance of the building structure etc., should be sought from suitably competent persons where required e.g. The Council's Premises Management Unit.

All staff have a responsibility to apply the controls identified in the FRA and follow the safe working procedure with regard to emergency evacuation. Staff also have a duty to inform their managers of any concerns regarding controls in place, methods of work or hazards that may not have been identified i.e. inform their manager of any shortcomings within the risk assessment. They must not do anything that will place themselves or others at risk.

Responsibility for enforcing fire safety legislation lies with Merseyside Fire and Rescue Service.

Fire Marshal Role

Fire Marshals should be encouraged to take proactive involvement concerning premises fire safety; it should not be seen solely as a reactive role required only in the event of an emergency.

The main responsibilities include:

Reactive Duties

- Aid escape from school building/grounds to an area of safety
- 'Sweep' the building on evacuation ensuring areas are clear
- Report to the Assembly Marshal/Chief Fire Marshal to inform area is clear
- Prevent people from re-entering the building during evacuation

Proactive Duties

- Report fire hazards, to prevent fires from starting or aiding fire spread
- Report misuse of equipment required as fire precaution (equipment for fire fighting, detection and aids to enable escape)
- Report incidences of obstruction to equipment and/or to escape routes

Fire Marshals should remain visible during an emergency evacuation; this can be achieved by wearing an armband or high visibility vest.

Each Marshal should be given specific responsibilities to carry out in the event of a fire; this includes a pre-defined area of the building to carry out a sweep.

Each area of sweep should start at the furthest point from the exit and work back towards it; no area should take more than 60 seconds to check.

Glass panels within doors prevent the need for opening to check for the fire location, those without panels should only be opened by the smallest amount (crouching down first and placing all body weight behind). Rooms should not be entered where there is a fire suspected within.

Active involvement during the FRA process, fire safety inspections and post-fire investigation should be encouraged.

The number of Marshals required will depend on the size of the premises and the activities carried out within.

Chief Fire Marshal

The Chief Fire Marshal, (The Huyton with Roby Sea Cadet Committee Leaders/appointed person or if they are not on site then the Proprietors), takes overall control of an evacuation and co-ordinates and receives information from Fire Marshals/Assembly Marshal.

Assists the attending Emergency Services, ensuring access routes are unobstructed and permit re-entry to the premises once authorised by the senior attending fire officer or confirmation of a false alarm is received.

Assembly Marshal

Team Managers should conduct roll calls and inform the designated Assembly Marshal whether all occupants are accounted for.

Where relevant, all registers and the premises signing-in book must be taken to the assembly point and any absentees reported. Note: depending upon the type of premise, evacuation may not rely on registers in which case Fire Marshals sweeping their area must report that their designated area is clear.

Hosts are responsible for ensuring that visitors follow the evacuation procedure, evacuating the building via the nearest available fire exit and reporting to the designated assembly point.

Managers are responsible for instructing all appointed Fire Marshals of the role requirements and their specific responsibilities, this will include ensuring suitable training is provided.

Risk Assessment

The aim of this guidance and government documents is to assist the 'Principal at A.R.T.S, with limited training or experience within this subject area, in carrying out a FRA. See also the section entitled 'Training'.

The FRA process follows the same five step principles as with other risk assessments but is specific to fire risks within the workplace:

1. Identify potential fire hazards in the workplace e.g. sources of ignition, fuel and oxygen.
2. Identify the people who may be at risk in the event of fire in the workplace.
3. Evaluate the risk by considering whether existing control measures are adequate to prevent, detect and protect from fire (considering all fire hazards and people identified in stages 1 & 2).
4. Record significant findings and action any additional control measures required. Inform all staff of your findings.
5. Review the assessment to ensure effectiveness is maintained and revise where necessary.

A review should take place:

- a. Periodically (annually).
- b. Following significant changes to the building and grounds or operations carried out within.
- c. After a fire.

The purpose of the assessment is to identify all significant fire hazards within the premises and evaluate the risk by considering whether these hazards are adequately controlled. Prioritised actions should be detailed for all additional control measures identified, in order that risks are sufficiently managed.

Answering the fire prevention and fire protection questions within step 3 of the FRA will establish the existing controls within the premises and identify gaps where additional controls are required. A level of risk must be detailed against each question to detail whether controls are adequate.

Depending on the size and complexity of the building, it may be useful to divide the assessment up by looking at whole-building hazards and specific hazards within individual areas.

Situations

The locations within premises where a fire is generally most likely to start are where 'hot' processes are carried out e.g. within school kitchens, boiler rooms or risks are introduced on site by external contractor works.

Consideration must be given to structures and areas away from the main building, including external material storage, outbuildings and waste storage areas. These places are often less well protected and can therefore be more prone to arson (fires, if adjacent to the main structure, can affect the main building).

In addition, fires within isolated or less frequently visited parts of the building and grounds may take effect before anyone notices and is able to raise the alarm.

Fire spreads through a process of convection, conduction and radiation:

- Convection – hot air and smoke rise, passing through the building spreading the heat from the fire; this is the main way in which fire spreads
- Conduction – heat passing through materials (metal is a good conductor of heat) causing a fire to ignite elsewhere
- Radiation – direct heat from the fire being absorbed into flammable materials causing them to heat up and ignite

Poor housekeeping contributes to the risk of fires within all situations.

Hazards

Below are some potential fire hazards and risk control measures to assist you in undertaking the fire risk assessment. It must be noted that these lists are not exhaustive.

Identify potential sources of:

- Ignition
- Fuel, and
- Oxygen

All three hazard sources are known as the 'fire triangle' and are required to start and maintain a fire.

Ignition Hazards

Potential sources of ignition can be identified by looking for possible heat sources that could ignite combustible materials.

Examples of ignition hazards:

- Naked flames and smoking materials
- Arson – deliberate ignition
- Electric, oil or gas heaters (fixed or portable)
- Hot lamps e.g. halogen lighting
- Hot work activities e.g. welding, grinding, use of burners
- Cooking equipment
- Operating machinery (mechanical or electrical work equipment)
- Faulty or misused electrical equipment
- Chemical agents
- Hot surfaces and obstruction of equipment ventilation

Fuel Sources

Fuel sources are anything that will easily burn; consider whether there are sufficient quantities to provide fuel for a fire or cause it to spread to further fuel sources.

Examples of fuel sources:

- Flammable solids e.g. wood, paper, card, textiles, foam, plastics and packaging materials
- Waste materials and litter

- Flammable liquids e.g. paints, thinners, adhesives, petroleum based products, cooking oil, white spirit, paraffin
- Flammable gases e.g. mains gas, gas cylinders, acetylene, liquefied petroleum gas (LPG)

Oxygen Hazards

The main source of oxygen is within the air, although consideration should be given to mechanical ventilation and areas that store bottled oxygen.

Examples of oxygen hazards:

- Natural ventilation through open doors and windows
- Mechanical ventilation e.g. building ventilation, extraction ducting
- Oxygen cylinders
- Oxidising chemicals (as identified by the substance manufacturer or supplier)

Controls

All staff, pupils or visitors who may be at risk in the event of fire must be identified. This includes staff, pupils, service users, visitors, contractors and other occupiers sharing the school building or in close vicinity. Particular attention must be given to anyone who may require additional measures of assistance or arrangements.

Groups of people considered at greater risk include:

- Young people (between the ages of 13 and 16)
- Those with learning difficulties or mental health problems
- Those with a disability; particularly those who use a wheelchair or require specific assistance
- Those who have impaired vision or hearing
- Those who work alone or in isolated parts of the building

You must consider whether existing control measures are suitable and sufficient to remove or reduce the risk of fire, considering the type of premises and the work being undertaken.

Measures of fire prevention are through removing or reducing the sources of ignition, fuel and oxygen.

Measures of fire protection are through provisions of fire protective structure, systems of fire detection, fire fighting and means of escape and evacuation.

It can be helpful to take photographs of areas where fire controls require improvement as these can be used to reinforce recommended actions and for review to completion.

Examples of areas requiring improvement may include:

- Poor fire compartmentation (services not fire stopped where going through compartments)
- Poor housekeeping
- Blockages to fire escape routes
- Missing signage
- Missing firefighting equipment
- Poor practices e.g. leaving fire doors wedged open

Provision of information, instruction, training and supervision must be made for all systems of protection.

Step 3 of the FRA form identifies various types of general predetermined control measures (either in place or required) against questions of fire prevention and fire protection. Detail should be added to each of these predetermined measures to reflect the specific circumstances of the premises.

Specific fire protection control documentation required:

- Fire Precautions Log Book (detailing records of inspection, testing, incidents, drills and training)
- Evacuation Procedure (detailing all roles, responsibilities and actions)
- Building Plan (detailing locations of fire protection provisions e.g. exits and extinguishers). Building structure fire compartments should also be clearly marked on the plan
- Fire Action Notice (detailing immediate action to be taken in the event of fire)
- Personal Evacuation Plan (means of escape for disabled people)
- Fire Inspection (monitors the effectiveness of fire control provisions); this should be formally carried out monthly

Safe Working Procedure

The Site Manager should use the completed assessment to develop safe working procedures; these include emergency evacuation procedures, personal evacuation plans and permit to work procedures for hot working.

Training

All staff should receive sufficient training to enable them to carry out their duties in accordance with legislation and any specified safe working procedure.

The level of fire competence required to carry out a FRA is dependent on the pre-known risks within the premises i.e. types of activities carried out and the building design. Specialist advice may be required if the extent of issues are outside the capabilities of the responsible person.

Practical training can be supplemented by additional written instructions. Instruction in fire emergency procedures is particularly important during staff induction. Defined roles and responsibilities will also require specific training and/or instruction; roles include fire marshals, assembly point marshals and responsibilities for personal evacuation plans.

Fire drills should be carried out at least twice a year. The timing and frequency of drills should take into account staffing issues including, part-time workers and holidays. Named managers should be designated to observe and formally report on both good and bad observations made. Any failings should be rectified through the fire risk assessment process and associated procedures.

The purpose of fire drills is to train all staff in the correct procedure and actions required when confronted with a fire or emergency. This should prevent panic and ensure the safe, orderly and efficient evacuation of all building occupants to a safe place.

Training and instruction may be provided either 'in-house' or from an external provider. Regular refresher/continuation training and instruction is necessary to ensure competence remains current.

Training and instruction should include:

- Fire risks and precautions to be taken to avoid fire
- Action to take if you discover a fire
- Raising the alarm, including location of alarm call points
- What to do when the fire alarm operates
- Contacting the Fire Service
- Location and correct use of fire fighting equipment
- Making power supplies and plant safe
- Escape routes and fire exits
- Operation of escape door fastenings (panic bars etc)
- Evacuation procedure, including arrangements for ensuring that people with disabilities, members of the public etc. are removed to a safe place

- Assembly areas and means for ensuring that everyone has left the building

Some staff may need additional training about specific risks in their work area e.g. kitchen staff, laboratory staff, electrical and maintenance engineers.

Records of all training must be kept.

Review

This guidance will be reviewed every two years, or sooner should new legislation or knowledge become available.

The Fire Risk Assessment

**PLEASE REFER TO THE FIRE RISK ASSESSMENT - RECORD
OF SIGNIFICANT FINDINGS FILE IN FIRE FOLDER FOR
FURTHER DOCUMENTATION ON FIRE SAFETY.**

APPENDIX 3
BUILDING PLAN (FIRE CONTROL)

**PLEASE REFER TO THE BUILDING PLAN IN THE FIRE FOLDER
FOR FURTHER DOCUMENTATION ON FIRE SAFETY.**

EMERGENCY EVACUATION ACTION

(action to be taken in the event of a fire)

On Discovery of a Fire:

Raise the alarm at the nearest fire alarm call point, to activate full evacuation.

Contact:and describe the area and extent of the fire.

On Hearing the Alarm:

Evacuate the building via the nearest available fire exit and go to the designated assembly point.
Turn off electrical/gas equipment and close windows and doors behind you, if safe to do so.

The Evacuation Assembly Point is at: Fire Marshals to aid the escape
of all persons from the premises.

All registers and premises signing-in book must be taken to the assembly point and any absentees reported.

Contacting the Fire Service:

Person designated to contact the fire service during working hours:

Name/Position:

Deputy to the designated person to contact the fire service:

Name/Position:

Procedure in the event of a Gas Leak:

Report to: and follow the fire evacuation procedure.

Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

Name/Position:

National gas leak helpline: 0800 111 999

Do not take any risks.

Do not use lifts.

Do not re-enter the building until instructed to do so