

Health & Safety

Fire Safety Policy

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OR04	2	Policy Review	Craig Morris	March 17	QSGC	
OR04	3	Minor changes to wording and practice 5.4	Craig Morris	April 18	QSGC	
OR04	4	Removed Night Fire Drill from point 4.1. & 7.1	Craig Morris	Jan 2019	QSGC	
OR04	5	Full review: Minor changes to wording	Craig Morris	April 2020	PSC	
OR04	6	Full Review	Pavlina Turkova	April 2021	QSGC	N/A
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OR05	9	Full review: 4.1 Removed the reference to the Intranet	Pavlina Gibbon	October 2022	QSGC	N/A
OR05	10	Electric scooters/bikes included	Pavlina Gibbon	Aug 2023	QSGC	N/A
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Contents

1	Introduction	4
2	The Responsible Person	4
3	Competent Persons.....	5
4	Documentation & Records.....	5
5	Employee’s Duties.....	6
6	Communication.....	6
7	Procedures	7
8	Electric Scooters/Bikes.....	9
9	Associated Documentation & Legislation	10



Fair Ways Vision, Mission and Values

Our vision

To build an institution that makes a difference to society and leaves a legacy greater than ourselves and our contributions.

Our mission

To make a difference through passionate care, support and education.

Our values

As a charity we measure our wealth by the difference we make, rather than any profit.

We believe that by embodying a culture in which every individual is valued for their own contribution, we can develop them and harness their potential, so that they may achieve great things.

Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

P ROFESSIONAL	A CCEPTING	R EFLECTIVE	T RANSPARENT
<ul style="list-style-type: none"> We do what we say we will We approach challenges with optimism and enthusiasm We don't judge, we notice We put the needs of the service before our own personal gains 	<ul style="list-style-type: none"> We don't give up on people We value all individuals and are willing to challenge them We embrace each other's differences as much as our similarities We accept responsibility for our actions 	<ul style="list-style-type: none"> We give feedback, we invite feedback, we listen to feedback We look inward before we look outward We learn as much from our mistakes as from our successes We listen to each other, learn from each other and grow together 	<ul style="list-style-type: none"> We are always willing to explain why We have the courage to be open and honest We earn trust through our transparency We live by our values even when no-one is watching

1 Introduction

1.1 Fair Ways is a responsible employer that takes our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

1.2 This policy addresses our obligation under The Order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

1.3 To provide a safe environment for the service users and staff, visitors & contractors, arrangements have been put in place to ensure suitable and sufficient fire safety measures are in place and are routinely monitored, namely, to ensure that:

- All properties, especially those providing residential care for children & young person services, have all systems in place to provide full and compliant fire safety standards
- Staff are familiar with what action to take in the event of a fire
- Periodic audits of the effectiveness of management structures and risk controls for fire safety are conducted
- To eliminate or reduce harmful substances that could increase risks in the event of a fire outbreak
- Local systems of monitoring and recording fire safety are routinely undertaken & recorded
- Local systems for the ongoing maintenance of standards set by Fair Ways are maintained.

1.4 This fire safety policy is supplemented by our No Smoking / Smoke Free Policy.

2 The Responsible Person

2.1 Fair Ways has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The department manager is responsible for their department and premises. The manager shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire.

3 Competent Persons

3.1 Fair Ways will appoint competent persons (Fire Warden or Shift Leader) to carry out the following duties:

- To carry out proactive (day to day) and reactive (emergency) firefighting duties
- Make contact with the emergency services
- Assist in evacuations.

3.2 A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

4 Documentation & Records

4.1 Fair Ways documents and records are kept in order to prove that we have acted responsibly. The lack of records could leave the matter open to doubt. Inspectors will require inspection of our records during any enforcement visit and, therefore, the following records will be available in the H&S / Fire folders stored at all company premises:

- The Fire Safety Policy
- No Smoking / Smoke Free Policy
- Fire evacuation procedures (access via the local fire folder)
- Fire Risk Assessment (access via the local fire folder)
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- Detailed records of all fire training (Kept with Learning & Development Team)
- A record of all fire drills listing all attendees, evacuation times and any comments:
 - Residential will carry out at least 4 per year
 - Education will carry out at 6 per year, 1 per half term
 - Office staff will carry out 2 per year
- Records of weekly tests of fire alarms
- Record of annual inspection and test of all firefighting equipment
- Records of monthly tests of emergency lighting
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.

5 Employee's Duties

- 5.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our service users, staff and visitors / contractors.
- 5.2 As to keep our homes feeling 'HOMELY' our extinguishers may be stored out of sight and all fire signage is avoided where possible. If extinguishers are stored and locked out of sight from service users, all managers and staff must ensure all staff working directly on site have access to these areas and are aware of the procedure and the reasons for it.
- 5.3 A response to tackling the safety issues these may cause, employees must be familiar with the property and the emergency exits, location of the fire extinguishers and other fire equipment and will shadow and guide visitors to safety.
- 5.4 **All employees must have the departments master key on their person at all times, this is to ensure they can access all areas and more importantly access the fire extinguishers should they be behind a locked door or cabinet.**
- 5.5 Where there is a risk of school pupils maliciously setting off the fire alarm call points on a regular basis and disturbing other lessons, pupils and departments, key operated fire call points have been installed. This prevents disturbance, stops the risk our service users and staff becoming accustomed to false alarms and not taking a real evacuation seriously.
- 5.6 **As to ensure the fire alarm can be raised in the event of an emergency, all employees working directly on site must:**
1. Have a call point key on their person at all times
 2. Understand they must carry a key at all times
 3. Know how to use the key and activate the alarm
 4. Ensure the key is easily distinguishable

6 Communication

- 6.1 Fair Ways will ensure that any person employed (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. All visitors to the Fair Ways premises will get briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

7 Procedures

7.1 Fair Ways has introduced the following procedures in order to maintain high standards of fire safety:

- a) The Responsible Person will ensure that a fire risk assessment is in place and all remedial action is completed. The fire risk assessment is carried out by external specialist and will take place annually or if there is a reason to suspect that it is no longer valid.
- b) The Fire Safety Risk Assessments will take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- c) A Personal Emergency Evacuation Plan (PEEP) is used to document how people will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided, in the event of an emergency. Should it be deemed necessary a PEEP will be produced on behalf of this individual to ensure their safety. A PEEP should only be used for individuals who have difficulty responding to a fire alarm or escaping from a building unaided, they should not be issued for those who are able to evacuate by themselves, this is ensure PEEPs are not overly used and colleagues and management can focus on those in need of assistance. Our regular fire drills (induction and then regular) and training cover the safe evacuation of our employees, service users and visitors.
- d) The fire evacuation procedures will be practiced at least four times per year in a residential setting, at least six times per year (one every half term) in an educational setting and twice a year in an office setting.
- e) All employees will be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- f) All agency staff will be provided with an induction checklist covering guidelines on the Fire Policy, and procedures to be followed in the event of a fire.
- g) Service users will be inducted on fire evacuation within 48 hours of placement.
- h) All visitors / contractors and any temporary staff are to be made aware of the fire safety arrangements and action to be taken in the event of a fire.

- i) A barbecue risk assessment will be carried out using the Company template and the findings communicated with all relevant parties before a barbecue activity takes place.
- j) All escape routes will be established, kept in good working order and free from obstruction at all times. Operation of fire exit doors will be tested and recorded in the fire documents and log.
- k) Firefighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets. Sprinkler system will be installed in some Fair Ways sites.
- l) All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- m) An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- n) The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors (depending on the building use). These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that fire door remain closed at all times, unless stated in the fire risk assessment.
- o) Candles or similar are not permitted to be used at Fair Ways' sites.
- p) Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- q) Emergency signs may not be displayed as our aim is to maintain a homely environment. It is staff's responsibility to ensure they are aware of the location of fire extinguishers and the emergency exits. Any visitors will be continuously monitored throughout their visit and will be guided to safety.
- r) As to keep the feel of our home 'homely' and to tackle the risk of the extinguishers being used as a weapon, being set off or tampered with by our service users, the fire extinguishers may be stored out of view in a locked cupboard that only staff will have the key to access.

8 Electric Scooters/Bikes

Service Managers are instructed against facilitating the acquisition of e-scooters for the youth under their care. They should aim to offer guidance and promote the significance of safety when purchasing an e-bike and a compatible charger from a trustworthy retailer.

The law regarding electric scooters states:

'It is illegal to use a powered transporter:

- *on a public road without complying with a number of legal requirements, which potential users will find very difficult*
- *in spaces that are set aside for use by pedestrians, cyclists, and horse-riders; this includes on the pavement and in cycle lanes'*

<https://www.gov.uk/government/publications/powered-transporters/information-sheet-guidance-on-powered-transporters>

If a young person either has an e-scooter/e-bike when they arrive in placement or have acquired one without the Service Manager knowledge, the Service Manager will undertake a risk assessment.

This will be carried out on an individual basis by the Service Manager and HS Team must be notified.

The risk assessment will include the following arrangements regarding fire safety:

- An external fire risk assessor will be consulted.
- Check the battery regularly for any signs of damage and if you suspect it is damaged it should be replaced and should not be used or charged.
- Do not dispose of the battery in the household waste or normal recycling. The e-scooter/bike manufacturer may offer a recycling service. Alternatively check with your local authority for suitable battery recycling arrangements in the local area.
- Do not store or charge e-scooters/bikes on escape routes.
- Store e-scooters/bikes and their batteries in a cool place. Avoid storing them in excessively hot or cold areas.
- Follow manufacturer's instructions for the storage and maintenance of lithium-ion batteries if they are not going to be used for extended periods of time.
- In the event of e-scooter/bike or lithium-ion battery fire – do not attempt to extinguish the fire.
- Get out, stay out, call 999.
- Fire evacuation procedure in place and all staff/young people /visitors/ contractors are instructed.
- Fire alarm system installed, tested and serviced.

In addition to the above, electrical safety arrangements are also a part of the risk assessment. (*Ref. Electrical Safety Policy*).

9 Associated Documentation & Legislation

- The Regulatory Reform (Fire Safety) Order 2005
 - The Road Traffic Act 1988
- <https://www.gov.uk/government/publications/powered-transporters/information-sheet-guidance-on-powered-transporters>