

# Fire Safety Policy and Procedure

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## 1. Purpose

- 1.1. To ensure that suitable arrangements are in place to minimise fires and protect lives.
- 1.2. To ensure that all staff are aware of their roles and responsibilities in relation to fire safety and our specific requirements in relation to fire evacuation.

## 2. Policy

- 2.1. Cambian Group will ensure that:
  - Adequate resources are available for the implementation of this policy.
  - Arrangements are made for the effective communication of this policy.
  - Suitable and sufficient assessments are made of the risk posed from fire.
  - Measures are taken to minimise the risk of fire.
  - Suitable emergency evacuation procedures are developed and implemented.
  - Adequate information, instruction and training is provided.
  - Arrangements are made for the inspection, testing and maintenance of the fire detection system, extinguishers and emergency lighting.
  - Fire safety records are maintained.
- 2.2. This policy will be reviewed at least annually or sooner if necessary.

## 3. Procedure

### Who does this apply to?

- 3.1. The Group Compliance & Regulation Director has overall responsibility for management of health and safety.
- 3.2. Registered Managers/School Heads/Principals will be responsible for the implementation of this procedure on a day to day basis.

### What do I need to do?

- 3.3. Ensure that a fire risk assessment is completed by a competent person on an annual basis and that additional risk controls identified have been actioned within the specified timescales.
- 3.4. Make sure the fire risk assessment takes account of changes to the building layout, extensions to buildings, new equipment and new work activities.

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- 3.5. Registered Managers/School Heads will ensure fire fighting detection and protection systems are regularly maintained by a competent person and that any remedial action is implemented within specified timescales. See below for further details
- 3.6. Registered Managers/School Heads will ensure employees receive fire safety training at site induction.
- 3.7. Minimise the sources of fuel, oxygen and ignition held on site and ensure adequate protection and training is given for those that are.
- 3.8. Ensure fire escape routes and fire exits are operating, unlocked and free from combustible materials and obstructions.
- 3.9. Provide a fire evacuation plan and ensure it is practiced at six monthly intervals. Amend the plan in light of any shortcomings identified during the fire practice.
- 3.10. Maintain a fire log for each site to record maintenance of the fire system.
- 3.11. Systematically file the fire risk assessment, maintenance records, and records for training and drills, including remedial action. Keep for a minimum of three years.

### Fire evacuation plan

- 3.12. Provide a fire evacuation plan which includes:
  - The action to take in the event of fire.
  - The fire escape routes.
  - The final assembly points.
  - Person responsible for co-ordinating fire evacuations.
  - Fire Marshals.
  - Method of evacuation for disabled people on site and disabled visitors.
  - Ready access for the fire brigade (you may need to contact them).
- 3.13. Cambian Group have adopted an full evacuation process. This is in place at all Cambian sites, except CAHMS and larger Schools/Colleges sites. All other sites within the Group should be using full evacuation, where this is not practical, then a written request should be made to the Group Facilities Risk Manager for approval of the required arrangements.
- 3.14. Ensure that you are familiar with the fire evacuation plan and provide employees with details of what action to take in the event fire.
- 3.15. Appoint fire wardens where necessary, to assist with evacuations, ensure they are trained and provide a list of these fire wardens on the notice board.

### Hazardous work by employees and contractors

- 3.16. Ensure that work by employees and contractors does not add to the fire load. In particular:
  - Escape routes and fire exit doors are not obstructed.
  - Fire fighting equipment is not removed or relocated.
  - Materials, equipment or substances which are a fire hazard are not brought onto the site without prior approval.
  - Hot works, e.g. welding, brazing, etc. are subject to a Permit to Work.
  - Combustible waste does not accumulate and is removed from site at the end of each day.
  - Employees and contractors are aware of the emergency procedures.

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### Maintenance of fire detection and fire protection systems

- 3.17. Ensure that fire detection and fire protection systems are regularly maintained by competent contractors. Here are the recommended intervals:
- Fire alarms are tested as specified in the fire certificate or recommended by the manufacturer. Not less than six monthly – See BS 5839-1 2002
  - Emergency lighting is tested Monthly ( in-house) Annually (Contractor) (in accordance with BS EN 50172:2004)
  - The sprinkler installation is tested every six months or annually (wet only).
  - Smoke/heat detector heads are tested not less than six monthly, unless otherwise specified (see BS 5839-1 2002)
  - Fire fighting equipment, eg extinguishers, detectors and generators, is tested annually.

### Fire checks

- 3.18. Ensure that the following checks are carried out. Mark the weekly and monthly items on the fire log. Most of these issues are included within the daily and monthly monitoring checks:

#### Daily:

- 3.19. Fire escape routes are operating and are free from obstructions before opening.
- 3.20. Goods and equipment, especially combustible items, are not stored in fire escape routes.
- 3.21. Final exit doors are operating and are not obstructed on either side.
- 3.22. Fire doors are kept closed and are not held open by artificial means (eg; a fire extinguisher, wedges etc).
- 3.23. Smoke detectors, heat sensors are not covered
- 3.24. Emergency lighting LCD's are operating.
- 3.25. Firefighting equipment is in place.
- 3.26. Call points are not obstructed.
- 3.27. Sources of combustion and ignition are identified and removed.

#### Weekly

- 3.28. Test the fire alarms by activating different call points in rotation so that all call points are operated and checked over a period of twelve months.
- 3.29. Check that the emergency generator is functioning (if present).
- 3.30. Check that Fire Action Notices and fire directional signs are present and not obstructed.
- 3.31. Test the sprinkler alarm gong (where fitted).

#### Monthly

- 3.32. Test the emergency lighting. (In accordance with BS EN 50172:2004).

## 4. Standard Forms, Letters and Relevant Documents

- 4.1. GHS 07.02 - Fire Log