

Work Skills Learning

Fire Safety Policy

2016 / 2017

1. Introduction

Work Skills Learning (“the Company”) is committed to providing a safe working environment for its staff and visitors. For this reason the Company has formulated this policy to facilitate compliance with the Company’s legal obligations under The Regulatory Reform (Fire Safety) Order 2005 (“Fire Safety Order”).

2. Policy objectives

- 2.1 To provide a safe and healthy working environment for all staff and visitors.
- 2.2 To minimise the risks to Company premises from fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations under the Fire Safety Order that require the Company to:
 - 2.5.1 Develop a policy to minimise the risks associated with fire.
 - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
 - 2.5.3 Provide means of escape.
 - 2.5.4 Demonstrate preventative action.
 - 2.5.5 Maintain documentation and records in respect of fire safety management.

3. The Responsible Persons

The Company has appointed Nickie Evans as the ‘Responsible Person’. The Responsible Person’s duties are to ensure the safety of staff and visitors by:

- 3.1 Carrying out (or ensuring that a competent person carries out) a Fire Risk Assessment. The Fire Safety Risk Assessments will take into consideration everyone who may come onto the premises, whether they are employees or visitors and particular attention will be paid to people who may have a disability or anyone with special needs. Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- 3.2 Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.
- 3.3 Preparing Personal Evacuation Plans for disabled persons (if relevant).

4. **Fire Marshals**

The Company will appoint competent persons to act as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Making contact with the emergency services.
- 4.2 Assisting in evacuations/fire drills.
- 4.3 Carrying out regular checks on all fire safety equipment including emergency lights and alarms.
- 4.4 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
- 4.5 The names and duties of all competent persons will be displayed on the safety notice board.

5. **Communication**

The Company will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of the Company will consult with the employees (where relevant) on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures.

6. **Training**

- 6.1 Upon commencement of employment all employees (where relevant) will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be instructed to report any defective or missing equipment to their line manager.
- 6.3 All employees will receive instruction on their role in the case of an emergency.
It shall be Company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- 6.4 Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

7. **Equipment/Testing**

- 7.1 The fire evacuation procedures will be practiced every six months.
- 7.2 Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- 7.3 All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.
- 7.4 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 tests are scheduled.

- 7.5 Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the risk assessment.
- 7.6 Operation of fire exit doors, including any automatic closers, will be tested and recorded in the fire log on a weekly basis.
- 7.7 Any other safety systems provided, such as emergency lighting and fire doors, will be checked regularly to ensure correct operation.

8. **Procedures**

The Company has introduced the following procedures in-order-to maintain high standards of fire safety:

- 8.1 Emergency escape routes will be established and kept free from obstruction at all times;
- 8.2 Fire exit doors will be kept in good working order and unlocked at times the premises are occupied;
- 8.3 The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors;
- 8.4 Signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire;
- 8.5 Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.

9. **Records**

The Company will record its staff training including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Company will keep the following records:

- 9.1 Records of weekly tests of fire alarms, fire exits.
- 9.2 Records of weekly flow tests of sprinkler systems (where fitted).
- 9.3 Records of wet and dry tests of dry rising mains (where fitted).
- 9.4 Record of annual inspection and test of all fire fighting equipment.
- 9.5 Records of periodic tests of emergency lighting (where fitted).
- 9.6 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- 9.7 Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).

This Policy will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.

Name:	Nickie Evans
Position:	Office Manager / PA to Dayo Adeagbo
Signature:	
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Issue No	1
Amendments from previous	N/A
Other comments	N/A