

Mace Housing Co-operative Fire Safety Policy/Procedures

Fire Safety Policy

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1. General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

To assist us in achieving the highest level of fire safety we have carry out regular Fire Risk Assessments to ensure that all precautions are taken and all procedures followed

2. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

3. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures –

The following procedures are in place to ensure high standards of fire safety:

- a) Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Health and Safety Officers.

- b) The fire evacuation procedure will be practised 4 times a year. A record will be kept of the date and the time taken to evacuate the buildings.
- c) Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- d) All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- e) All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person'.
- f) Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- g) All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- h) Alarms are checked every 6 months by a suitable contractor and tested weekly.
- i) Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- j) All visitors must be logged into the Visitors Book in the admin offices on arrival on site.

5. Emergency Evacuation Plan

To try and account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Health and Safety Officer or acting officer Manager shall temporarily allocate the function to an alternative suitably trained member of staff.

If you discover a fire: Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb.

Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions.

Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Report to the assembly points for a roll call and if you are with a visitor, ensure they accompany you.

If you hear the fire alarm: Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call, If you are with a visitor, ensure they accompany you.

Fire Marshalls – on hearing or setting off the alarm: Encourage everyone to evacuate as soon as possible Check ensure that all persons present leave the building.

Fire Alarm Status: In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. In the event that the fire alarm is a false alarm, then the Fire Marshalls should establish the cause before letting anyone re-enter the building.

Before the Fire Brigade arrives: If there is a fire, the fire marshals can, if they have received appropriate training make use of the fire extinguishers located on every floor to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

6. Assisted Evacuation (Personal Emergency Evacuation Plan)

Any member of staff who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. On a regular basis The Fire Marshalls checks the NB on the database and liaises with the relevant staff to complete the PEEP form. This is then given to the Fire Marshall whose responsibility it is to ensure the relevant staff has a copy.

Reviewed: 31 July 2017