

Fire Safety Policy

Compass Disability Services
Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

January 2015
Review Date: January 2018

Introduction

Fire can have a devastating effect. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

The objectives of this policy are:

- To safeguard all persons on Compass Disability Services premises from death or injury in the event of a fire or associated explosion
- To minimise the risk of fire and to limit the spread of fire
- To minimise the potential for fire to disrupt usual office proceedings, damage buildings and equipment and harm the environment

Scope

This policy applies to all persons on Compass Disability Services premises and in particular to staff who have a duty placed upon them, to actively monitor the implementation of this policy.

Policy

Compass Disability Services will comply with The Regulatory Reform (Fire Safety) Order 2005 and all other current fire safety legislation and standards.

Compass Disability Services will ensure:

- That adequate means of escape exists for all persons on the premises in the event of a fire and that all of these means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times
- That the means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order, and records are kept of any testing and necessary maintenance

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- That adequate means of giving warning in case of fire exists and are maintained in efficient working order, and records are kept of any testing, false alarms and necessary maintenance
- That adequate means for fighting fire are present and are maintained in efficient working order, and records are kept of any testing and necessary maintenance
- That appropriate fire training is given to all staff upon commencing employment, at appropriate refresher intervals and if any changes are made to the premises
- That the individual needs of all members of staff with mobility impairments are discussed regarding evacuation in the event of a fire, and an appropriate plan of action is agreed and other members of staff are made aware of this
- That appropriate instruction will be given to all persons on the premises regarding evacuation procedures
- That all premises owned or occupied by Compass Disability Services are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures
- That measures are taken to protect buildings, installations and equipment from fire.

Procedures

- Emergency lighting will be checked and tested every 6 and 12 months by a qualified electrician; and checked every month by a delegated member of staff and the results recorded in the Emergency Lighting Log Book.
- The Fire Alarm will be checked and tested every 6 and 12 months by a qualified electrician; and tested weekly by a delegated member of staff and the results of all testing, maintenance and false alarms are recorded in the appropriate Fire Alarm Log Book.
- Firefighting equipment will be checked and tested every 12 months by a reputable Fire Protection Engineer. A delegated member of staff will check the firefighting equipment each month also.
- Fire drills will be carried out at 12 month intervals, these drills will be timed and recorded.
- The logs and records of the above tests are stored in the Health and Safety Internal folder in the Office Support cabinet.

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- Staff responsible for unlocking the fire exits in the morning, are required to check that all means of escape are free from obstruction at each unlock, before allowing other persons on the premises.
- Fire safety training will be given to all employees by their appropriate line manager during induction or whenever changes are made to the premises or operations of the organisation.
- Staff that greet the meeting room leaders/organisers are required to issue them with a Welcome Note that details the evacuation procedure and assembly point.
- A fire risk assessment review and subsequent identification of significant findings and action to be taken, will be carried out at 12 month intervals or sooner if changes are made to the premises or operations of the organisation.

Responsibilities

The Trustees of Compass Disability Services are responsible for ensuring that the Fire Safety Policy and Procedures are written and reviewed regularly.

The Chief Executive Officer is responsible for ensuring fire risk assessments are completed, the implementation of the Fire Safety Policy and procedures and that the Senior Fire Officer is performing related duties adequately.

The Senior Fire Officer is responsible for training, circulating, monitoring, auditing and implementing the Compass Disability Services Fire Safety Policy and procedures.

Staff with management responsibility will ensure that all procedures are followed and that persons under their responsibility are trained and given adequate instruction in the case of fire.

Staff and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. *Failure to comply with such instruction may lead to disciplinary action being taken.*

Meeting room leaders/organisers are responsible for their groups and they must familiarise themselves with the information contained in the Welcome Note and take actions as detailed therein. It is the responsibility of Office Support staff to ensure that meeting room leaders/organisers are aware of these responsibilities.

Staff must report any observed shortcomings in Fire Policy/Evacuation Procedure to the Chief Executive.

Contractors working on behalf of Compass Disability Services must comply with the Compass Disability Services, Fire Safety Policy and obey all instructions given to them in regard to fire safety. They must also ensure that all personnel, for whom

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they are responsible, are adequately trained and instructed in fire safety procedures and arrangements.

Policy Revisions

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation or changes to the operations or premises of the organisation. All employees should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive.

Additional Information:

- Fire Safety Procedures
- Health and Safety Policy
- Health & Safety Internal Folder
- Fire Alarm System Information

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