

Fire Safety Policy & Procedures

1. General Statement

Floorskills Limited 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, learners and visitors who will attend our centre. These include the provision of a safe place of work where fire safety risks are minimised. 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.

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, learners 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.

- Fire risk assessments will be undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will have an impact. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the designated Fire Warden Simon Kenney under the instruction of Senior Management and may include contracting in a fire prevention company to support.
- 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.
- Evacuations will take place at different times and in different scenarios, i.e. during training, through break times, non-training days etc.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Wardens. 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.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by designated staff Simon Kenney.
- 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 Matthew

Bourne, Director. Alarms are checked every 6 months by a suitable contractor and tested weekly.

- Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Director and/or nominated responsible person. All visitors must be logged into the Visitors Book in the main reception area on arrival on site. Please see the Fire Safety Management files for all records of checks, certificates and remedial works.

5. Emergency Evacuation Plan

NB: 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. 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. If a tutor/assessor/coach is with his/her learners in a classroom, they should take the registers with them. The onus is on staff to ensure that under 18's in particular get out of the building safely. Inform Fire Marshals as to the location of the fire. Report to the assembly points for a roll call.

The Fire Assembly Point is located

Grass verge opposite the workplace

The trainers must make all learners and visitors aware of this.

Fire Wardens – on hearing or setting off the alarm: Encourage everyone around you to evacuate as soon as possible. Check rooms are all empty, and then check with the staff, learners and visitors are accounted for at the roll call.

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. Fire Wardens should establish the cause before letting anyone re-enter the building. Before the Fire Brigade arrives: If there is a fire, the fire warden can, if they have received appropriate training, and if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located 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 or student 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. Upon staff / learners completing induction forms there is reason to suggest that a PEEP be required this plan will be made on day one of this being noted.

Completed PEEP forms are kept in the fire safety folder.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a learner with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS.