

THE FIRE RISK ASSESSMENT COMPANY.

## Fire Safety Policy

**Dove Lodge**  
49 Beach Road  
Littlehampton  
West Sussex BN17 5JG  
Reg Charity No:1097703

April 2016

<b>N°</b>	<b>TITLE</b>	<b>PAGE</b>
	Presentation page	1
	Summary	3
1	Introduction	5
1a	Passive Factor	5
1b	Human Factors	5
2	Applicable Legislation	6
3	Policy Statement	7
4	Organisation & Management	8
5	Managerial Responsibilities	8
6	Nominated Responsibilities	9
7	Nominated Officers	9
8	Deputy Nominated Officers	10
9	Fire Team	10
10	Fire Safety Advisors	10
11	Action In The Event Of Fire	11
12	Fire Emergency Plan/Drills	12
13	Fire Risk Assessment	12
14	Fire Reporting	13
15	General Duties & Responsibilities Of Staff	13
16	Staff Training	14
17	Estates	15
18	General Fire Safety	16
19	Log Books	17
20	Policy	17
21	Arson	18

## Summary

April 2016

### Fire Safety Policy

This fire safety policy has been prepared on behalf of Dove Lodge
Beach Road
Littlehampton
West Sussex
Tel: 01903 719451

Mrs Wendy Hodge as the responsible person for the Premises known as The Broadway to comply with **The Regulatory Reform (Fire Safety) Order 2005 [FSO] and Management of Health and Safety 1999**

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures. This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

#### As such the following will be provided:

- The management of Dove Lodge will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the Regulatory Reform (Fire Safety) Order 2005.
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed, and its **significant findings** acted upon.
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.
- All **staff will be trained** to satisfactorily implement the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- **Employees will be provided with comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.

- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees. All employees should be notified of the location of this document and are privy to the information and consequent action plan adopted by the management.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

**Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.**

**Signature**.....

**Date**.....

## **1. Introduction**

Fire is a potential hazard in all premises. A fire at Dove Lodge could pose a major threat to the lives of everyone within the premises including; visitors, guests and contractors. Therefore all premises require a fire safety strategy based primarily on the avoidance of fire. In the event of an incident involving the threat to life, there must be in place a means of rapid detection, containment and control supported by reliable procedures for evacuating all persons with special attention given to times when occupants may be disadvantaged by disability/ impairment regarding to escaping to a places of ultimate safety.

Strategy requires the highest level of management commitment and professional competence. The whole structure must be supported by a procedure for appraising and re-appraising fire precautions and for staff to implement any changes by training and re-training in procedures to adopt for safe evacuation. The Fire Risk Assessment Company .Com. provides the framework for such a fire safety strategy.

Fire safety is dependent on taking account of two principle factors:

### **1a) Passive factors:**

- i) All initial building design and construction should conform to the relevant regulations and codes of practice.
- ii) A thorough review of fire precautions when planning alterations in the use, layout or design of any part of a building is essential.
- iii) An appropriate choice of fire alarm and detection systems with proper lifetime maintenance must be made.
- iv) A sufficient and suitable provision of fire fighting equipment with an effective maintenance regime should be installed.
- v) The provision and ongoing upkeep of fire retardant furnishings, textiles, fixtures and fittings must be ensured.

### **1b) Human factors:**

- i) Effective management systems must be in place that constantly displays a commitment to fire safety.
- ii) Suitable safety policies and programmes of staff training etc need to be adopted and kept under constant review.

iii) The need for compliance at all levels within your organisation with the policies and procedures must be accepted.

iv) This document therefore, sets out the policies and procedures for the organisation and management of fire safety within the Company.

v) The policies and procedures set out in this document are mandatory. Non-compliance could result in disciplinary action.

## **2. Applicable Legislation**

The principal Acts/guidance impinging on fire safety are:

- a) The Regulatory Reform (Fire Safety) Order (2005)
- b) The Management of Health and Safety (1999)
- c) The Fire Safety & Places of Sport Act (1987)
- d) The Fire and Rescue Services Act (2004)
- e) The Health & Safety at Work Act (1974)
- f) The Building Act 1984
- g) The Building Regulations 2000 and approved document B (2006) and M
- h) The Housing Act (1985)
- j) Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (1995)
- k) COSHH 2002
- l) Equalities Act 2010

### **3. Dove Fire Safety Policy Statement**

It is The Management's policy to protect all persons on its properties from the hazards of fire by ensuring safe buildings and systems of work as far as are reasonably practicable.

Dove will operate in accordance with statutory duties, and Fire Service guidance, and specifically ensure:

- a) Clearly defined managerial responsibilities for fire safety within the premises, in accordance with Fire Risk Assessment Company.Com - Policy and Principles.
- b) Provision for the compulsory training for all employees, contract and voluntary workers in fire safety.
- c) The provision of an adequate fire warning system, means of escape and fire fighting equipment, with good housekeeping practices to minimise the risk of fire.
- g) A system of assessing structural and other fire protection needs in premises, determining fire priorities and the allocation of funds for the completion of agreed works, taking into account other established priorities.

### **4. Organisation and Management**

a) In addition to ensuring that all statutory requirements relating to fire safety and fire precautions are observed in all buildings for which they are responsible, the Regulatory Reform (fire safety) Order 2005 requires that all buildings which are not single dwellings have appropriate fire safety policies and programmes in place.

b) Specifically, The Management must have:

- i) A clearly defined fire safety policy, and
- ii) A programme for installing and satisfactorily maintaining adequate levels of both passive and active fire precautions in every premises.

These precautions should be designed to prevent the occurrence of fire, to ensure its detection and to stop its spread.

c) The programmes should also include plans for:

- i) A means of raising the alarm in case of fire;
- ii) The provision of suitable first aid fire-fighting equipment;
- iii) The evacuation of residents, guests, contractors and any person frequenting the property called Dove lodge in an emergency
- iv) Appropriate and periodic staff training (annually)

v) A system of comprehensive record keeping.

d) Clearly defined fire safety policies and programmes are essential regardless of whether any particular premises/property (or any part of such premises/property) falling within the current fire safety legislation that would require the issue of any certification required by other legislation.

Fire safety policies and Risk Assessments must not remain static; they need to be regularly reviewed and updated to take account of changes in the structure of buildings, their functions, contents and any other matters which may have a bearing on fire safety considerations.

## **5. Managerial Responsibilities**

The Secretary of State requires all Businesses and designated responsible persons comply with a robust Fire Safety Policy.

## **6. Nominated Responsibility for Fire**

a) The Trust is responsible for the appointment and accountability of all Nominated Officers (Fire)

b) Responsible Person is also responsible for the co-ordination of activity with respect to fire safety in the premises and therefore holds the key responsibility for the supervision and co-ordination of fire safety throughout the Company.

c) The principal fire duties of the designated responsible persons are:

i) To maintain the highest possible fire safety standards (including good housekeeping) within available resources and to ensure that each premises has an appropriate fire procedure.

d) To consider the advice of the Fire Safety Advisor (FRACC) and implement recommendations where appropriate in liaison with the Management.

e) To implement the requirements of Statutory Provisions or 'Codes of practice' in liaison with the Management.

f) To ensure the Fire Safety Advisor is consulted on:

i) All schemes under his/her control as to the proposals to acquire, construct or modify premises, and to ensure adequate fire protection is included in the design.

ii) All delegated schemes so that advice can be provided to a 'Project Team' on evacuation procedures to be incorporated in the design of any material changes to premises/ properties in accordance with current legislation.

## 7. Nominated Person (Fire)

Nominated Person (Fire) shall be directly responsible to the Charitable Trust Management. These persons should be of sufficient seniority and proficiency to enable them to carry out the whole range of their duties effectively and take command in emergencies.

The Nominated Person (Fire) is responsible for:

- a) Supervising the effective day to day upkeep of the fire safety policy.
- b) Ensuring that in conjunction with the Fire Safety Advisor all staff participate regularly in fire safety training and fire drills and maintain records of attendance. This should also take account of contractors, staff and visitors.
- c) Ensure that Fire Wardens are appointed and properly trained where necessary following an assessment of that property.
- d) Attend fire drills or nominate a Deputy.
- e) Be responsible for the co-ordination and direction of staff actions during a serious fire in accordance with the emergency plan.
- f) To ensure that fire reports are completed and to inform the Owner of their contents and arrange for them to be acted upon in accordance with the fire reporting procedures (section 16)
- g) Ensure that a fire safety risk assessment is both carried out and reviewed as necessary for each assessable area.  
The nominated person (Fire) should have at least one appointed deputy to ensure a responsible person is always available to assume the relevant duties in the absence of that officer.  
Where practicable, a deputy in the event of an emergency should be able to take command until Intervention Appliances of The Fire and Rescue Service arrives and to act as a focus for liaison purposes thereafter.
- h) Should notify the Fire Advisor if any member of staff has a disability so that relevant procedures can be put into place (to include deafness & blindness or other disabling restriction)

## **8. Deputy Nominated Person (Fire)**

There is no specific detail for the appointment of these positions. However, it is suggested the role is suited to a responsible employee, who will deputise for the Nominated Person (Fire) as required. Their responsibilities will include:

- a) Ensuring the staff are trained in accordance with this policy and that accurate records are maintained
- b) Ensuring that potential fire hazards or malpractice's are reported to the Nominated Officer (Fire), and
- c) Ensuring that departmental evacuation plans are in place and current.

## **9. Fire Team**

Fire teams may operate on agreed sites. Their duties (if necessary) to be agreed by the Management.

## **10. Fire Safety Advisors**

The Responsible Persons have statutory duties and other responsibilities in respect of fire safety for their premises and as a means of fulfilling these obligations, competent Fire Safety Advisors have been consulted. Fire Safety specialists are responsible for advising management on technical fire matters. However, FRACC can monitor the state of fire precautions in the premises, may include staff training programmes and are prepared to:

- a) Advise and assist management in the implementation and application of the provisions of Fire-Safety legislation.
- b) Advise management of their initial and continuing responsibilities in respect of their designated premises requiring any certification or licence under any legislation listed in Section 2.
- c) Review building stock, recommending prioritised action in respect of fire safety improvements.
- d) Liaise with Insurers, Planning Authorities, Local Building Control and Fire Authority in the specification of fire precautions in new and existing premises.
- e) Prepare and implement training programmes for all staff employed in this premises including contracted staff and volunteers. Assist local managers in the organisation of fire drills, witnessing the effectiveness of those drills and recommending appropriate remedial action where necessary.

- f) Maintaining accurate records of staff training and fire drills. In areas where practical drills may cause risk or unnecessary inconvenience to residents, visitors, contractors and staff, desk top or paper exercises will be undertaken.
- g) Advise on the adequate provision, siting and effective maintenance of all 'first aid' fire fighting equipment, fire safety signage, notices, etc.
- h) Support occupants of leased domains in complying with their legal and moral responsibilities to safeguard themselves and all fellow occupants.
- i) Maintain accurate records for all fire incidents, assist with investigating the cause of fires in conjunction with local fire and police authorities, in the event of an incident involving fire occurring.

## **11. Action In The Event of Fire**

- a) In the case of a fire either being discovered or suspected the fire alarm should be actuated. The senior person present will take charge until the arrival of The Fire and Rescue Service.
- b) On arrival, the Nominated Person (Fire), or deputy, will take command from the person in charge, liaise with the fire brigade and take all corporate decisions necessary.
- c) All areas will have an established local evacuation plan (see 12 below) in place which should be put into practice. A copy of the plan should be given to the arriving Nominated Person (Fire) so that he/she will know what course of action is being pursued in the affected area.

11.5 The fire warden (if applicable) will respond to their respective locations i.e. the incident scene, entrance doors etc and carry out their duties. These should include ensuring all persons in the building should be accounted for. Fire doors are to be closed on evacuation, to reduce the rapid spread of fire and products of fire if freely ventilated

## 12. Fire Emergency Plan/Fire Drills

Every building/area it is required to have a current, written evacuation plan in place. This plan should include:

- Raising the alarm
- Who takes charge of proceedings?
- What telephone calls are required and who makes them
- Method of evacuating patients, visitors, volunteers, contractors and staff
- Identifying a place of safety/location for continuing care
- Means of confirming the building/area has been cleared of people
- Systems of closing doors/windows and reassuring patients

There is a requirement for The Responsible Person to test these evacuation plans at least once per year to cover every building/area within The Company's footprint. These drills are to be arranged by local managers in conjunction with the Fire Safety Advisor and the Management who will attend to isolate services as necessary, trigger the alarms and reset them once the drill is completed. The outcome of the drill is to be recorded in the logbook.

Should managers be concerned that a full fire drill could be detrimental to the fundamental concept or operations in the normal running of this commercial concern, a desk top exercise can be arranged with the Fire Safety Advisor as an acceptable alternative.

## 13. Fire Safety Risk Assessments

Every workplace is required to have a current fire safety risk assessment in place. It is the local manager who is responsible for ensuring that the assessment is carried out and reviewed as necessary even though another person may do it on their behalf: i.e. an independent fire-safety consultancy.

The responsibility for surveying and documenting a suitable and sufficient has been tasked by **Thefireriskassessmentcompany.com**

The assessment will be based on the techniques detailed in the guidance within PAS 79 and the five step method of determination

## 14. Fire Reporting

- a) The collection of data from fire incidents in the property is important and lessons can be learnt from routine reports.
- b) Lessons are taken into account when updating and reviewing 'Risk' . Large fires can develop from insignificant beginnings, the Fire and Rescue Service should be called to all fires.
- c) Trivial Outbreaks Minor outbreaks that are rapidly extinguished e.g. smouldering waste paper should be reported ) and a written report/submitted to The Responsible Person
- d) Serious Outbreaks Serious fires involving death, serious injury, closure and or significant damage to Property should be reported to Punch Taverns. This report must be considered by your H&S Management.
- e) Details of all outbreaks of fire to which the Fire Service are called must be reported promptly In addition fires involving multiple death, multiple injury or damage on a very large scale will be notified immediately by The Fire Service to The Health and Safety Executive under

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)**

## 15. General Duties and Responsibilities of all Staff

- a) The Health & Safety at Work Act 1974 imposes on all employees a duty to take reasonable care to avoid injury to themselves and others by their work activities, and to co-operate with their manager and others in meeting the statutory requirements.
- b) The Act also requires employees not to interfere with, or misuse equipment provided to achieve compliance with the 1974 Act (sections 7 & 8) thereby placing themselves and others at risk e.g. wedging open fire doors, misuse of fire extinguishers and the like.

Employees are responsible for the well being of all residents, staff and visitors under the care and control of The Management.

It is the duty of every employee to report to their Nominated Officer (Fire) or deputy any instances where agreed fire safety procedures are not being implemented or are being abused.

All employees are required to attend and participate in general fire safety training and drills and where necessary shall receive both basic instructions in fire safety and fire training appropriate to their own workplace and duties.

## **16. Staff Training Policy**

a) On the first day of employment, as part of their induction presentation each new member of staff will be instructed by their line manager in the following:

- i) Actions to be taken on discovering a fire
- ii) Actions to be taken on hearing the fire alarm
- iii) Location of the nearest fire alarm actuation points
- iv) Location of the nearest fire exit
- v) Location and type of the nearest fire extinguisher
- vi) Location of assembly points.

Following this instruction a localised training record sheet will be created for the new member of staff.

### b) Basic Lecture

Within one calendar month of commencing employment, each new member of staff should attend an induction lecture. This lecture will deal with all basic aspects of fire safety and fire equipment. The training to be conducted by a competent person.

### c) Refresher Training

Within every period of 12 months all staff will receive refresher training. All staff should attend at least 1 session annually

d)The objective of the staff training policy is to ensure that all personnel:

- i) Understand the character and hazards of fire, smoke and toxic fumes,
- ii) Are fully aware of the fire hazards involved in their own working environment,
- iii) Practice and promote fire safety,
- iv) Are conversant with and follow the procedure in which they are trained if fire occurs,
- v) Report all fires “and near hits” to the Responsible Person
- vi) Be alert to the possibilities of arson/fire setting,
- vii) Adopt good housekeeping practices to avoid as far as possible the potential outbreaks of fire,
- viii) Adopt the procedures set out in Management’s non-smoking policy.

### Fire Training Records

At the end of each training year, the Responsible Person should complete an annual fire training return showing the state of training for that calendar year.

## **17. Estates Responsibilities (Material Alterations)**

- a) Ensuring that the Fire Safety Advisor is consulted on:
  - i) Procedures to be incorporated in the design of new premises in accordance with current building standards or recognised deviations.
  - ii) All proposals to construct or modify premises under their control and to ensure that adequate fire protection is included in the design.
  - iii) Ensure that all structural and constructional work conforms to the appropriate British Standards, in compliance with the Building Regulations and Guidance given by Department of Communities and Local Government within 'the guides' published (available on the CLG web site) to implement The Regulatory Reform ( Fire Safety) Order 2005.
  - iv) Management are also responsible for ensuring that fire warning systems, emergency lighting, fire fighting equipment and fire protection elements of structure are regularly inspected, maintained and tested as appropriate and that proper and accurate records are available.

## 18. General Fire Safety

- a) Furniture and Furnishings are fire-retardant and compliant to surface of fire spread tests.
- b) Automatic fire detection systems and break-glass call points shall be installed in accordance with BS 5839 Part 1 (2002).
- c) Fire alarms will be tested weekly by The Management or occupier of the premises, and any defects should be reported immediately to the Fire Safety Advisor.
- d) Emergency Lighting shall be installed in all premises to the current British Standard 5266 Part 1(2005) and the recommendation of the Fire Safety Advisor.
- i) The emergency lighting will be tested in accordance with British Standard 5266 Part 6, and any defects should be reported immediately to the Fire Safety Advisor.
- e) Fire fighting equipment will be sited as recommended by the Fire Safety Advisor. Nominated Officers (Fire) have a responsibility to ensure that the equipment is accessible at all times.
- f) An appointed competent contractor will be responsible for the annual testing of all Fire-fighting equipment. In addition a weekly check of all appliances to be carried out by Management to ascertain that they are in situation and that the annual testing is in date.
- h) Access for Fire Fighting Appliances. The Management will agree access routes for fire fighting appliances where applicable. Management will make the necessary arrangements to ensure these routes to be kept clear and provide the appropriate signage. All staff' have a responsibility for ensuring that these routes are kept clear.
- i) Annual Building Inspections.  
Management shall inspect the fire safety aspects of each premises annually and subsequently submit recommendations detailing any shortfalls to The management.  
Inspections shall have special regard to the following:
  - a) Means of Escape, including emergency lighting
  - b) Means of raising the alarm
  - c) Fire fighting equipment
  - d) Lightning protection.

e) Fixed Installations.

### **19. Fire Safety Log Books**

.The purpose of this is to ensure that all fire safety information relating to that property is made accessible to managers, staff and Regulatory Authorities.

Log should contain:-

- Section 1 Inspections by the Fire Service
- Section 2 Risk Assessments
- Section 3 Staff Training Records
- Section 4 Emergency Lighting Test Records
- Section 5 Fire Extinguisher checks and Test Records
- Section 6 Weekly Fire Alarm Test Records
- Section 7 Fire Alarm Activation Records
- Section 8 Report of Fire Incident
- Section 9 Fire Emergency Plan.
- Section 10 Fire Policy.
- Section 11 Plan of Property.
- Section 12 Fire Evacuation Drills.
- Section 13 Means of Escape Checks.
- Section 14 Servicing of Heating Systems.
- Section 15 Portable Appliance and Electrical Periodic Testing
- Section 13 Hot Works Permit

Fire logs will be audited on an annual basis by the Fire Safety Advisor. Results of audits will be submitted to The Management.

### **20. Smoking Policy**

The Broadway has a no smoking policy is in place and it must be adhered to at all times. Failure to do so may result in disciplinary action, and is in breach of the law.

Smoking should only take place in areas designated for that purpose, in an area where there is total isolation from any public area. Sufficient and suitably placed Ash trays or bins are to be provided in these areas. Authorised smoking areas should be inspected at regular intervals (and at about half an hour after they have been vacated) to ensure that discarded smoking materials are removed to prevent igniting other materials.

## 21. Arson

a) Accidental fires are an ever present risk in warehouse premises but with due diligence a high degree of prevention can be achieved and in fact should be expected. Arson on the other hand is always going to be significantly harder to safeguard against than accidental fires because the determined arsonist will, create artificial circumstances that go beyond any reasonable benchmark of probable risk.

Due to the high number of arson attacks that take place nationally, staff need to be aware of the ever present threat which is posed and to therefore be constantly vigilant.

b) A range of considerations can be taken into account when combating arson and they include:

i) When a new building is at the planning stage it should be designed and sited so as to be under maximum natural surveillance, away from adjoining low buildings, boundary fences and trees.

ii) External fire escapes, down-pipes and flat roofs should be avoided if possible. The type of building materials used and the window and door fastening options should be subject to careful consideration.

iii) When the building is occupied, considering its use, the furnishings should be functional, practical and fire resistant.

iv) The building and its grounds should be well maintained, vegetation should be kept short, gaps around doors etc limited to only that which are necessary and if letter boxes are provided then they should have a suitable fire retardant receptacle fitted on the inside.

v) Good housekeeping and the secure storage of combustibles are essential to deny the potential fire-setter access to a ready supply of fuel (this will also reduce the fire loading in the event of an accidental fire. Any reduction in the number of places in which to hide an incendiary device is obviously going to be beneficial.

vi) Consideration should be given to the provision of intruder alarms or closed circuit television in any vulnerable area.

vii) There is a need to be mindful of arson being used as a secondary crime to hide some other activity i.e. theft for gain (televisions, videos, wallets, purses etc) theft to support a habit, destroying records, accounts. Be minded the act may be to hide a far more serious crime of murder or manslaughter.

**Finally, if an arson attack should take place then staff should be reminded of the importance of preserving the scene of crime.**

