

Fire Safety Policy



Trustee Owner	Andrew Cobb
Effective date:	1/3/22
Review date:	1/3/25
Related documents	Fire safety risk assessment Fire emergency evacuation plan Health and safety policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First draft	Andrew Cobb	01/03/22
1.1	Katharine Jane	Updated for charity status	Jane Sullivan	14/7/22
1.2	Andrew Counsell	Reviewed – no change needed	Katharine Jane	11/03/24

Scope

The scope of this policy applies to all premises used by Newton Rigg Ltd, and all persons on the premises.

All Newton Rigg Ltd staff and volunteers have individual responsibilities to take reasonable care to prevent fire and must co-operate with those persons who are responsible for fire safety to enable them to carry out their duties.

The policy's purpose is to:

Minimise the risks to all persons on the premises, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To conduct regular fire safety inspections and record the findings
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety check list is kept up to date

Responsibilities

Fire safety training, induction and revision	H & S Officer
Fire risk assessments	H & S Officer
Fire drills	H & S Officer
Updating of checklist / recording	H & S Officer
Checks on emergency lighting	H & S Officer
Fire escapes unobstructed	All staff
Check all fire detection and protection systems are maintained	H & S Officer

Fire safety training

Training by a qualified person for all staff will take place every 3 years and records kept in the staff training records.

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure

- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets –to protect escape route
- Reporting to the assembly area
- Exit routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

All new staff will be given the internal training as part of their induction. A record to be kept on the induction checklist.

Fire Risk Assessment

Fire risk is assessed annually and all actions addressed.

Evacuation Drills

Evacuation drills will be carried out a minimum of once a year according to the Fire emergency evacuation plan.

Drills must be recorded on the Fire Safety checklist. All persons will receive immediate feedback on the success of the evacuation.

Maintenance of fire safety equipment and fixtures.

Inspections to be made according to the following schedule and record on the fire safety checklist.

Fire extinguishers annually	Qualified contractor
PAT Testing annually	Qualified contractor
Electrical Safety 5 yearly	Qualified contractor
Gas Safety annually	Qualified contractor
Fire detectors/alarms monthly	H&S Officer
Emergency lighting function test monthly	H&S Officer
Emergency lighting discharge test annually	H&S Officer
Fire Safety inspection as part of H&S inspection annually	H&S Officer
Fire exits clear – continually	All staff

