

POLICY AND PROCEDURE

Fire Safety Policy



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Category: **Staff**/volunteers/tenants/clients & members

Policy Statement

SoLO Life Opportunities is committed to ensure the safety of its **tenants/clients**/members, staff and volunteers (as well as the general public).

This policy outlines the approach taken to ensure that the risks associated with fire are minimised whether in the office situation, in other premises and on off-site activities. This policy should also be read in conjunction with the Health and Safety Policy.

SoLO Life Opportunities is committed to comply with the Regulatory Reform (Fire Safety) Order 2005.

Procedures

Responsible person

At each site, a responsible person will be nominated. In the case of the registered office and the Fire Station Annexe, this will be the **Business Support Manager**; in relation to projects, this will be the Project Leader; **in relation to Supported Living accommodation, Overnight Breaks, and projects using other venues, it will be the Project Manager with delegated responsibility to the staff on site.**

The responsible person will take all reasonable steps to reduce the risk of fire and ensure that people are able to safely escape if there is a fire. The responsible person is also responsible for alerting landlords and those responsible for premises to any potential fire risks at the earliest opportunity, including equipment that is not working.

The responsible person must also take account of other people who may be involved in the fire, e.g. members of the public, visiting professionals etc. and pay particular attention to any of those with a disability.

At least 3 members of the office staff within the Walnut Close Office will be appointed to act as Fire Wardens in the event of a Fire drill or actual

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evacuation. At the Fire Station Annexe this responsibility is delegated to the Carers Centre who will appoint Fire Wardens for the building. Their role will include assisting the safe evacuation of staff by directing them to the designated muster point, checking rooms are empty (if safe to do so), and taking the signing in book out of the building. **Within Supported Living there is no legal requirement for a warden as properties are domestic dwellings, but the staff member who is working at the time will act as a warden in so far as they will escort the tenants safely and calmly out of the building to a designated spot.**

Risk Assessments

All projects will carry out a fire-risk assessment which will:

- **identify the hazards**
- **identify the people at risk**
- **evaluate, remove, or reduce the risks**
- **record findings**

This will be reviewed and updated regularly.

When risks or potential risks have been identified, **emergency** plans will be put into place and shared with all staff, **and training given** to minimise those risks. Consideration will be made to those most at risk (e.g. vulnerable children or adults, those with mobility problems and issues around understanding – autism etc.) and plans will be made to ensure their safe escape from a fire.

Emergency Planning

Plans will be in place to ensure that projects are able to deal with any emergency. These plans will include:

- Safe evacuation from buildings: clear passageways, clearly marked routes, emergency doors & lighting, muster point.
- Contact systems for parents/carers.

These plans will also take into account the Emergency Treatment Policy and Procedures.

Storage of flammable or explosive materials

Wherever possible materials stored should be non-flammable and nonexplosive. In the case, where flammable and explosive materials have to be stored, they will be stored in fire-proofed, locked cabinets away from any source of possible ignition.

Fire Fighting Equipment

All fire fighting equipment in place at the offices and alarm systems will be checked on an annual basis by a professional company. **The Business Support Manager** from SoLO will ensure that these checks have taken place. Project Leaders will ensure that checks have taken place on fire fighting equipment where they use external premises and alert the Landlord where they have expired.

Electrical Equipment

SoLO requires all Project Managers, Project Leaders, **and other staff** responsible for electrical equipment to undertake regular visual checks to ensure that the equipment is safe. This also applies to office staff who are using laptops, screens and printers. Any concerns should be reported to their Line Manager who will action test or repair. All electrical portable equipment will be subject to Portable Appliance Testing every two years and this will be carried out by a qualified electrician who will provide the necessary documentation to evidence their authority to carry out this task.

Smoking

SoLO operates a no smoking policy on all of its buildings based projects and in the registered office.

Prevention

Wherever possible, steps will be taken to prevent the outbreak of a fire. This will include ensuring that there is a fire risk assessment carried out of the premises where an activity takes place. Portable electrical equipment which is owned by SoLO will be subjected to electrical test every 2 years and fixed wiring will be 5 yearly to fit with legal requirements. Access to the fire exits must be kept clear, fire doors kept shut, **exit signs in place**, and fire drills carried out every 6 months.

Recording

Drills, testing of the alarm and lighting, incidents relating to fires, or near misses will be logged in a fire log book. The Senior Management Team will review these on a quarterly basis through the performance management system. Visitors to the office, projects etc. will be signed in and out.

Links with : Health & Safety guidelines