

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: *member/volunteer/human resources/
financial/health and safety*

Introduction

Policy Statement

SoLO Life Opportunities is committed to ensure the safety of its 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, out on other premises or 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 CEO; in relation to projects, this will be the Project Leader. 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.

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Organisation: SoLO Life Opportunities
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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 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.

Risk Assessments

All projects will carry out a fire-risk assessment which will identify the key dangers and risks.

When risks or potential risks have been identified, plans will be put into place to minimise those risks and shared with all staff.

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.

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.

Recording

Fire 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.

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
- Contact systems for parents/carers
- Contact systems for arranging safe transportation home

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

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 responsible person 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 and Project Leaders responsible for electrical equipment to undertake regular visual checks (Project Leaders on project as they are using the equipment, Project Managers when visiting the projects or taking equipment back into storage) 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 will be kept clear, fire doors will be kept shut, and fire drills will be carried out every 6 months.