

**Fire Safety Policy**

**Aim:**

The aim of the fire policy is to assist employers and employees with their specific duties and responsibilities in minimizing the risk of fire and taking preventative action to reduce the spread of fire and provide a means of escape.

Every business owner and employer must:

* Assess the risk in their workplace
* Check that fires can be detected and people can be warned in enough time to leave the building safely
* Check there is a safe means for leaving the building
* Provide and maintain firefighting equipment
* Instruct employees on what to do in the event of a fire.

**Executive Head teacher/Senior Management:**

Have a specific responsibility for the promotion and maintenance of fire safety and should ensure that:

They have a system or emergency plan that should take into account the needs of disabled employees/users. There should be a system in place to identify disabled staff/users/visitors within their respective areas. If people use a wheelchair or walking aid their disability is obvious, some disabilities are less obvious and staff should be vigilant in an emergency so that help can be given to those who need it most. Although people with impaired hearing may have difficulty hearing a fire alarm they may not be completely insensitive to sound, some may be able to hear a conventional alarm; however where a member of staff or the public is known to have difficulty someone should be given the responsibility of alerting the individual concerned. People with impaired vision or colour perception may experience difficulty in seeing or recognising fire safety signs. Any staff/users with learning difficulties or mental illness must be told what they should do in the event of a fire, and be reassured and assisted to a place of safety.

Ensure all electrical systems are designed, installed and maintained to prevent placing people in danger. Only suitably trained and qualified people should be allowed to install, maintain or otherwise work on electrical systems or equipment.

Ensure all escape routes and fire exits are kept clear of obstructions and combustible materials. Flammable materials such as adhesives, cleaning materials or paint should be securely stored in a well ventilated area when not in use and kept separate from other materials.

Keep landings and stairways clear and ensure no flammable rubbish and waste which could support the spread of fire making the route unsafe is stored there.

Ensure all staff/users/visitors are familiar with PRISM’s fire procedures and know what action should be taken if they hear the alarm or discover a fire.

Ensure all employees/users (and contractors) are told about the evacuation arrangements and are shown the means of escape as soon as possible after arriving at the premises.

All staff should receive fire safety training which should be repeated at least once a year so that employees remain familiar with the fire precautions in the workplace and are reminded what to do in an emergency. It is important that employees are told about any changes to the emergency procedures before they are implemented.

Ensure all staff/users participate fully with fire drills.

**Person in charge of emergency:**

The most senior person on the premises should take command and control of the emergency and evacuation process until the emergency services arrive.

If possible they should ascertain where the fire is located.

**Employees:**

Employees are required to check that the room they are working in is cleared during emergency evacuation and assist with fire drills. In addition once all the people have left the building they should assist in preventing re-entry until the fire service have given the all clear.

**Fire Refuge:**

A fire refuge in a fire protected intermediate area should be identified which enables wheelchair users or those with impaired mobility to wait in safety. This area should only be used as a means of facilitating phased evacuation and not a final destination.

**Fire alarms and firefighting equipment:**

Fire alarms must comply with the British Standard.

All workplaces should be provided with means of fighting fire for use by people in the premises. Extinguishers provided should cover the nature of materials likely to be found in the workplace. They should be properly maintained and serviced and should be located in conspicuous positions or escape routes.

**Means of escape:**

Fire escape route and exits should be kept clear of obstructions and goods at all times. Doors leading to and at the end of fire escape routes should be fastened so that they can be immediately and easily opened by persons on their way out without the use of a key. Vision panels are installed in fire doors to safeguard the safety of the occupants within the room. Vision panels should be kept clear and free from obstructions at all times.

Fire doors (marked with blue and grey sign “fire door keep shut”) are there to safeguard against the spread of smoke and fire. They should not be wedged open other than when fitted with purpose designed magnetic catches linked to the alarm system. Automatically closing fire doors should be labelled with the words “Automatic Fire Door – keep clear”. Where possible automatic fire doors should be closed at night and have an additional sign to this effect.

Emergency escape routes and exit doors should be clearly indicated as appropriate by suitable signs, which should be in positions where they can be seen clearly.

If escape route is blocked or becomes impassable it may be safer to stay put and protect self till fire brigade arrives. Finds a suitable room with a window that opens and if possible a phone. Close the door.

Before opening doors check with back of hand, if the door feels warm don’t open as the fire on the other side.

If a lot of smoke crawl along with nose the floor where the air will be cleaner.

**Emergency lighting:**

Emergency lighting units should be sited to cover specific areas (e.g. stairs, corridors, exit doors) and comply with British Standard 5266: Part 1. Lighting should be inspected by a competent person in accordance with the schedules set out and manufacturer’s recommendations.

**Torches:**

In addition to emergency escape lighting it may be necessary to provide other forms of emergency lighting. The emergency escape lighting could take the form of battery operated torches placed in suitable positions where employees can quickly get access to them in an emergency.

**Smoking:**

Smoking is not allowed in the premises. Smoking is only allowed outside the front entrance to the building. Smokers should be warned of the danger of careless disposal of smoking materials. Ashtrays should be empties regularly and should not be emptied into containers which can be easily ignited.

**Contractors:**

Contractors on site must be informed of policy and procedures including what action to be taken in the event of a fire. They should not block or obstruct fire escape routes and thoroughfares.

**Risk of Arson:**

The possibility of arson should be considered as a component of the fire risk assessment. The risk of arson can be reduced by having good security. Ensure flammable rubbish and waste is removed to a safe place and disposed of correctly.

**General:**

Special care should be taken when cooking with fats. Cooker hoods/ducts should be kept clean to avoid build-up of grease.

Plug sockets should not be overloaded. All electrical equipment not in use should be switched off and where appropriate unplugged.

Prism has all fire equipment checked and maintained 6 monthly. A fire alarm check is carried out quarterly.



**FIRE EXTINGUISHERS**

**LOCATION OF FIRE EXTINGUISHERS**

* Water Extinguisher and Powder Extinguisher – outdoor equipment room.
* Multi-Purpose Powder Extinguisher – Kitchen beside back door.
* Fire Blanket – Kitchen
* Water Extinguisher – Creche.
* Water Extinguisher – Bottom of stairs in small alcove.
* Water Extinguisher and Carbon Dioxide CO2 – Top of first flight of stairs.
* Water Extinguisher and Carbon Dioxide CO2 – Top flight of stairs outside the meeting room.

**HOW TO USE**

1. Keep upright, pull out pin.
2. Aim nozzle at the base of the flames, squeeze the lever and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

**TYPES OF EXTINGUISHER AT PRISM**

All new portable fire extinguishers are now coloured red with a zone of colour which indicates the contents of the extinguisher. This colour indication appears on the front of the extinguisher above the operating instructions and will be clearly visible when it is correctly mounted.

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| TYPE | COLOURS | HOW IT WORKS |
| Standard Dry Powder or Multi -Purpose Dry Powder | BLUE LABEL | Standard Dry Powder- best for liquids such as grease, fats, oil, paint, petrol.  Multi-Purpose Dry Powder – best for wood, cloth, paper, plastics, coal etc., fires involving solids, liquids such as grease, fats, oils, paint, petro etc. |
| Water | RED LABEL | Best for wood, cloth, paper, plastics, coal etc., fires involving solids. |
| Carbon Dioxide CO2 | BLACK LABEL | Best for liquids such as grease, fats, oil, paint, petrol etc., electrical equipment. |

\*Fire extinguishers must not be used on chip or fat pan fires as the jet from the extinguisher may force burning fat out of the pan.

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Paul Craven