



Fire Safety Policy	
Latest Review: December 2024	Next Review: December 2025
<p>Compliance: The Regulatory Reform (Fire Safety) Order 2005</p> <ul style="list-style-type: none"> • The Fire Precautions (Workplaces) Regulations 1997 • The Health and Safety at Work Act 1974 • The Management of Health and Safety at Work Regulations 1999 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 	
<p>Associated Policies:</p> <ul style="list-style-type: none"> • Health & Safety Policy • Disaster Policy 	
<p>Statement of intent</p> <p>This policy is designed to outline the Assist Trust’s legal responsibilities with regard to fire safety. It sets out the processes in place to minimise any risks associated with fire at Assist Trust. Full compliance with this policy will ensure not only legal compliance but also that risks of injury related to manual handling are reduced to a minimal level.</p>	
<p>1. Introduction</p> <p>1.1. The guidelines in this document apply to Assist Trust staff, members, visitors, contractors and volunteers (“relevant persons”).</p> <p>1.2. It applies to all activities both on and off Assist Trust property, including Heath Gardens Allotment, excursions, and any other planned activities outside of Assist Trust grounds.</p> <p>1.3. This Policy has due regard to legislation, including, but not limited to:</p> <ul style="list-style-type: none"> • The Regulatory Reform (Fire Safety) Order 2005 • The Fire Precautions (Workplaces) Regulations 1997 • The Health and Safety at Work Act 1974 • The Management of Health and Safety at Work Regulations 1999 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <p>1.4 This Policy should be read in conjunction with the Health and Safety Policy.</p>	

2. Aims

This policy aims to:

- 2.1. Promote and maintain the health and wellbeing of those involved at Assist Trust by providing a safe working environment, specifically with regard to tasks relating to fire safety.
- 2.2. Implement a systematic approach to fire safety, whereby everyone is aware of their individual roles and responsibilities.
- 2.3. Provide practical, workable solutions to improve the efficacy and safety of our working practices.
- 2.4. Provide the equipment and information necessary to ensure the health and safety of those involved with fire safety.
- 2.5. Ensure staff are informed and trained to take care of their own health, as well as the health of others.
- 2.6. Ensure compliance with relevant legislation, such as The Regulatory Reform (Fire Safety) Order 2005 and The Health and Safety at Work Act 1974.

3. Staff awareness

3.1 Employees must take responsibility for their own safety and be considerate of the safety of their colleagues, visitors and contractors, as well as other occupants and the emergency services. Employees must:

- Complete the sign-in register every time they enter or leave the building (or notify the office if signing in is being managed centrally)
- Ensure the members have signed in and / or out as applicable at the start of and during the group session.
- Be aware of the fire exits and escape routes.
- Be aware of the location of the assembly point.
- Be aware of the location of the fire alarm points.
- Be aware of the location of the fire extinguishers.
- Refrain from parking on the main access road.
- Report any potential fire risks or hazards to the Health & Safety team
- Ensure their actions do not increase the risk of causing fires

3.2 New employees will be required to undertake an induction during their first day in the office which will include awareness of this policy.

3.3 Employees with mobility impairments should be given assistance where required and as planned, in line with their Personal Emergency Evacuation Procedure (PEEP).

4. Fire Prevention and Risk Assessment

4.1 A fire risk assessment must be carried out under the Fire Precautions (Workplaces) Regulations 1997 and The Regulatory Reform (Fire Safety) Order 2005 to assess general fire precautions and other fire safety duties which are required to protect everyone in case of fire in and around the building.

4.2 A full fire risk assessment is carried out at all Assist Trust properties and sites which include identifying potential fire hazards and reviewing the adequacy of current control measures. The risk assessments are revised annually or when required, if there have been changes to the buildings, buildings use, and newly identified fire hazard etc.

5. Fire alarm

5.1 The fire alarms are tested weekly by the Health and Safety Team. If the alarm is sounded at any other time, or if the alarm continues to sound during the testing, everyone must proceed to evacuate the building.

5.2 Fire alarm tests are recorded in the H&S section of the shared staff folders on the Assist Trust server.

6. Fire drills

6.1 Fire drills are carried out every six months by a member of the Health and safety Team, with no prior warning to the relevant persons.

7. Fire extinguishers

7.1 The fire extinguishers are checked monthly by the Health and Safety Team and undergo an annual maintenance check by Ace Fire, arranged by the Health and Safety Team.

7.2 Fire extinguishers are located at various points throughout the building. Glow-in-the-dark signs are displayed next to or above each fire extinguisher indicating the type of extinguisher and what it can be used for.

7.3 Fire blankets are located in the kitchen areas. These are checked monthly by the Health and Safety Team and annually by Ace Fire.

8. Responding to Fire Incidents

8.1 In the event of a fire, everyone must exit the building as swiftly and safely as possible.

Fire Action posters are displayed around the office and must be followed. This procedure states the following:

- Leave the building using the nearest available exit.
- Close all doors behind you.
- Do not stop to collect personal belongings.
- Do not take any risks.
- Proceed to the designated assembly point for the site you are at.
- Report to the fire warden checking the roll call register.
- Do not re-enter the building for any reason unless informed it is safe by the fire wardens

8.2 The sign-in register and visitor lists will be collected by a Manager. The Manager will check the sign-in register and visitor lists, and will liaise with the Fire Officer.

9. Response to Discovering a Fire

- RAISE THE ALARM (if smoke/ heat alarms have not gone off).
- The appointed Fire Marshal (First, a manager, then member of H&S Team. If none are available, then any trained Fire Marshal present) will delegate person or persons to ensure that all persons within the premises leave by the nearest safe exit, ensuring no one is left behind in toilets or out of the way places. Go to Fire Assembly point closing all doors behind you.
- The Fire Assembly points are as follows:
 - **Lazar House:** Triangular grassy area to the front of the building beside Sprowston road.
 - **Heath Gardens:** The football pitch.
 - **For 20, 22 & 24, Colegate:** Area behind Friars Quay , to the back of 20 Colegate
- The Manager will be responsible for ensuring that the register is called and the fire brigade.
- The names of any missing persons must be reported immediately to the Senior Fire Officer upon arrival.

- Only if a member of staff has received fire extinguisher training, is at minimal risk of harm and is confident to do so, can they tackle a fire.

10. Information and training

10.1 Assist Trust will ensure that all the staff receive appropriate fire safety / extinguisher training, and refresher training, when required.

10.2 All relevant persons should be aware of the Assist Trust's policies and procedures regarding fire safety.

10.3 Practical advice and training regarding best practice and strategies to minimise risk relating to fire safety should be provided where practicable and relevant.

11. Responsibilities

11.1. Assist Trust's Health & Safety Team and CEO will ensure:

- Risk assessments have been carried out and updated as necessary (these should be reviewed at least once annually).
- Where there has been a risk identified, that this has been followed up appropriately and within a reasonable amount of time so as to ensure the risk to any relevant person is minimal.
- That all remedial action and risks are documented.
- Relevant persons are following the Assist Trust's health and safety procedures.
- That all relevant equipment is maintained regularly in line with current legislation and that unsafe equipment is withdrawn from use.
- P.A.T testing is to be carried out annually by a registered electrician.
- All employees have undergone fire safety and fire extinguisher training.

11.2. Staff members must:

- Familiarise themselves with this document, and therefore their rights/responsibilities under the Health and Safety at Work Act 1974, The Regulation Reform (Fire Safety) Order 2005 and The Fire Precautions (Workplace) Regulations 1997.
- Be aware of their own individual capabilities and refuse to undertake fire safety actions which would exceed this and place them at risk of injury.
- Attend fire safety / extinguisher training sessions.
- Report all fire safety concerns to the Health & Safety Team or CEO or another relevant person; completing the appropriate report form.

Signed and Authorised by:

Name:

Role:

Date:

Name:

Role:

Date: