



Fire Safety Policy

Directors at The Teignbridge Community Project are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The Directors of The Teignbridge Community Project have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in The Teignbridge Community Project, including, but not exclusively; Directors, Management, Team Leaders, Employees, Contractors and Volunteers.

Policy Statement

This organisation believes that staff and service users should be as safe as possible from the threat of fire or injury in the case of an outbreak of fire. The organisation believes that the best way to ensure this state of safety exists, is to have robust fire policies and procedures in place, to ensure that staff are well trained to cope with an outbreak of fire or, an alarm to ensure that appointed fire wardens are in place in accordance with the law in the organisation's offices.

The Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to fire safety. The organisation aims to ensure that, as far as is possible, fires are prevented and in the event of a fire, staff know exactly what to do and how to react.

The goals of the organisation are:

- To minimise the risk of workplace fire by the use of adequate fire prevention and risk- assessment techniques.

- To ensure that all staff understand what to do in the event of a fire.
- To ensure that all staff attend fire training at least annually.
- To ensure that, in the event of a fire, the organisation premises can be evacuated as quickly, safely and efficiently as possible.

Where evacuation or fire risks are assessed as high, then professional fire advice should be sought. All Service users should be encouraged to adopt fire awareness behaviours. Special evacuation arrangements can be made for service users with limited mobility, wheelchairs or sensory impairments.

On the discovery of or suspicion of a fire, staff should:

- Remain as calm as possible and raise the alarm immediately.
- Evacuate the premises immediately, helping any service users or visitors to the premises to evacuate as per the evacuation plan.
- Ensure that everybody who was in the premises is accounted for.
- Close all doors upon leaving.
- Call the fire brigade, if not already done.
- Ensure that any person not accounted for is immediately reported to a fire brigade officer on arrival.
- Contact the organisation's **Managing Directors** and report the fire.
- Record the details of the incident in the Incident Book and fill out accident forms in the event of injuries.

Note: If the suspicion of fire is raised by seeing smoke coming from under a door, or by seeing smoke in a closed room, staff should on no account attempt to open the door but should raise the alarm and summon the fire brigade as quickly as possible.

Staff should:

- Never stop to collect valuables or possessions.
- Never open doors where they can see smoke coming through unless that is the only means of escape.

- Never attempt to re-enter the building until told it is safe to do so by a fire brigade officer.

- All persons should follow a pre-determined escape plan and if there is a lot of smoke within the premises, people should crawl along the floor where the air should be clearer and the temperature cooler. They should call 999 as soon as they are in a safe place.
- All staff should meet in the The Teignbridge Community Project's designated safe places. The designated safe places for The Teignbridge Community establishments are:

At the bottom of the car park leading to The Teignbridge Community Project establishment at: Unit 10, Hanbury Buildings, Bradley Lane, Newton Abbot. TQ12 1LZ. Please meet at the Assembly point sign. Thank you.

In the event of a fire, or of the fire alarm sounding, staff should:

- Evacuate the building immediately and go to the nearest designated fire assembly point.
- Remain as calm as possible and help any service users, visitors, disabled persons, or contractors on the premises to evacuate.
- Where possible and safe to do so, check all rooms (in particular toilets) to ensure nobody remains in them or are trapped.
- Close all doors.
- Ensure that any person not accounted for is immediately reported to the person who is currently in charge of the building, or directly to a fire brigade officer.

The organisation manager is responsible for ensuring that:

- The fire brigade has been called to any fire by dialling 999 and asking for fire service.
- The fire brigade is met on arrival.
- The staff nominal roll and visitor book is removed from the building and used to account for staff and visitors by roll call.
- Any person not accounted for is immediately reported to the fire brigade upon arrival.

The organisation manager is responsible for:

- Supervising evacuation assembly points.
- Carrying out roll calls.
- Liaising with the fire brigade on arrival.

Fire Risk Assessment Protocol

The Managing Directors are responsible for carrying out a Fire Risk Assessment.

Daily Checks (usually carried out at the close of day)

- That all fire exits and stairways are free of clutter.
- That all unnecessary electrical equipment and heaters are turned off.
- That storerooms or rubbish areas do not have smouldering fires

Weekly Checks

- That all firefighting equipment is in good repair, are in place and in date.
- Stocks of flammable materials or gases are kept to an absolute minimum and are stored safely away.
- That all goods and boxes are safely stored away to minimize clutter, reduce the fuel available to fire and enable people to exit the building safely in the event of an emergency.
- That all Fire Instruction and No Smoking notices are in place and have not been obscured.
- That individual rooms do not contain obvious fire hazards such as overfull waste baskets or portable heaters placed close to stock.
- That all electrical equipment is free of obvious defects such as worn cables and exposed leads.
- That organisation security arrangements are all in place discouraging arson.

Annual Checks

- The engineers contracted to service the fire alarm systems are found within the fire risk assessment
- The organisation contracted to service the fire extinguishers is found within the fire risk assessment

Administrative Guidelines

Full records of fire precautions should be kept in the Fire Log. This information should be entered by the fire safety lead and should include:

- For fire drills: the times and dates of drills, and the time between sounding the alarm and the last person leaving the building.
- For firefighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing.
- For training: times and dates of training events, who attended and what was covered.
- The **Directors** are responsible for ensuring that the staff and service user nominal rolls are kept up to date.

Personnel

- The **Directors** are responsible for ensuring that the correct fire procedures and arrangements are in place.
- The fire safety lead (s) for the organisation are the **Directors**.
- The people responsible for the organisation is **Colette Palmer and Anna Lofthouse**.
- The organisation's fire advisors are: Colette Palmer and Anna Lofthouse.

They should also all be aware of how they must respond in the event of an emergency.

All new and existing staff should know:

- Who is responsible for ensuring the correct fire procedure is carried out.
- The location and usage of all fire extinguishers and where special extinguishers (e.g. those suitable for use on electrical equipment) are located.
- The location of break-glass fire alarm points.
- The emergency fire evacuation procedures.

In-house training sessions for existing staff should be arranged so that all relevant staff can attend a session every year.

Such general fire safety training should include instruction on fire prevention, on what to do in the event of a fire and on fire fighting. Records should be kept in the fire log of who attended each session. Staff who do not attend should be reminded to attend the next session. Additional training will be available for the **Directors** and Managers of the appropriate buildings.

Related Policies

Accidents, Incidents and Emergencies Reporting (RIDDOR)

Health and Safety

Gov. uk: Fire safety in the Home:

www.gov.uk/government/publications/make-your-home-safe-from-fire

Training Statement

All new staff should be encouraged to read the policy on fire safety as part of their induction process. All members of staff should be aware of the procedures in the event of a fire at the organisation premises.

They should also all be aware of how they must respond in the event of an emergency.

Appointed Person

An appointed person should be known to staff and clients alike; as the designated person to whom concerns should be addressed.

The appointed person at The Teignbridge Community Project is: Colette Palmer

Contact Number: 07790930938

If the concern is about this designated person, please report to: **Anna Lofthouse**

Contact Number: 07445158419

Reviewed: 1st August 2024

Next Review: 1st August 2026

Signed:



Date: 1st August 2024

Colette Palmer, Director

Signed:



Date: 1st August 2024

Anna Lofthouse, Director