



# Fire Safety Management Policy

Adopted and delivered on behalf of Ufton

**Approved by Sarah Lindsell (Chief Executive Officer)**

**Date: 09/04/2024**

Registered Charity Address:

Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

Registered Charity Number: 1116659

Company registered in England and Wales number: 5794281

# Fire Safety Management

## 1.0 Purpose

This policy explains how Ufton arranges and manages fire safety on site. It is one of five sub policies which sit under the overarching Occupational Health and Safety Policy.

## 2.0 Policy

The Fire Safety Management Policy outlines how fire safety is managed for all visitors, volunteers, staff, and others to ensure that their experience is enjoyable, safe, and memorable; and that the buildings remain intact.

## 3.0 Consultation and Cooperation

Fire Safety management is subject to inspection and Fire Risk Assessments both internal and external; we work closely with external bodies to ensure that we comply with current regulations. Procedures for the management of fire safety and any requirements specified are mandatory unless stated otherwise. The cooperation of staff in maintaining an effective fire safe environment is essential.

## 4.0 Fire Safety Management Roles

### 4.01.0 The Chief Executive Officer will:

- Oversee that the requirements of this policy are met, providing advice as necessary to line managers, employees, and volunteers.
- Ensure that employees/volunteers involved in the management of fire safety are competent to do so.
- Monitor adherence to the policy through a process of inspection and audit, providing overall findings to the Trustees of Ufton.
- Ensure that fire risk assessments are in place for all buildings and that actions are managed in line with the timescales assigned by the assessor.
- Ensure that in the event of changes to staffing, premises, or the equipment within them that adequate account is taken of fire safety matters and the requirements of this policy to ensure fire safety standards are not compromised.

### 4.02.0 All line managers have a responsibility to comply with this policy. These responsibilities include:

- Ensuring that all employees and volunteers directly reporting to them know, understand, and accept Ufton's health and safety policies and procedures especially in relation to fire safety.
- Ensuring the requirements of Ufton's Fire Safety/Evacuation Plans are observed.
- Take part in reviews of established fire safety measures and instigate further safety measures, instructions, or training to ensure the health, safety and welfare of employees and volunteers under their control.
- Ensuring new employees, volunteers and contractors have an induction (which includes fire safety) which fully meets their needs.
- Ensuring that contractors have the necessary and required documentation and level of training required for the activity being delivered and that their actions consider fire safety risks.
- Investigating accidents or incidents and potential hazards in their area of control and take necessary action with the aim of preventing re-occurrence by the removal of any potential hazards.
- Making sure all employees and volunteers maintain the highest standards of housekeeping and orderliness in their section or area of control and ensuring that fire escape routes and exit doors are unobstructed.
- Identifying training needs concerning health and safety at work and arrange such training and instruction as may be necessary.
- Respond to any employee and volunteer representations questions or concerns.

### 4.03.0 The Fire, Site and Security Supervisor will support the Chief Executive Officer and line managers with the implementation of this policy. They are also responsible for:

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- Ensuring that fire risk assessment(s) for the premises on the site are reviewed by an external qualified Fire Risk Assessor every 2 years and that any remedial action is addressed within the timescales indicated by the assessor.
- Ensuring that this policy is reviewed on an annual basis with assistance from the Health and Safety Coordinator.
- Ensuring that maintenance and inspection is undertaken on the emergency lighting, fire alarm and detection systems, fire extinguishers, fire doors, fire compartmentation and any other fire equipment in accordance with statutory requirements and manufacturer instructions. The Fire and Site Security Supervisor will be supported by the Head of HR and Facilities when arranging maintenance and inspections and will ensure that records are either held in the fire safety logbook or electronically.
- Records of staff training are held, including dates when refresher training is required.
- Ensuring that hot-work permits are issued to all contractors undertaking hot works on site with assistance from the Head of HR and Facilities.
- Arranging and recording planned fire drills and recording un-planned evacuations and real fire related events ensuring that any remedial actions are addressed and reported to the Head of HR and Facilities.
- Recording visits by enforcing authorities such as the Fire and Rescue Service
- Ensuring Personal Emergency Evacuation Plans (PEEPs) are implemented for visitors, employees or volunteers should assistance be required in the event of an emergency.

**4.04.0 All employees/volunteers** have a responsibility to comply with this policy. This will include, but not be limited to:

- All employees and volunteers must comply with the relevant aspects of this policy.
- All employees and volunteers must sign in when they arrive and sign out when they leave site.
- All employees and volunteers are expected to make sure that fire escape routes and exit doors are unobstructed and in good working order and report any concerns they have immediately to the Head of HR and Facilities.
- All employees and volunteers must make themselves aware of the Fire Safety/Evacuation Plans and know the procedures for evacuating the building, action to take on discovering a fire/hearing the fire alarm and reporting to the designated assembly point.
- Education teams to stay with their groups and help them evacuate to the assembly point as directed.
- All employees and volunteers must keep their radios on and tune in to Chanel 13 where the fire warden will provide updates accordingly in the event of a fire/fire alarm.
- All employees and volunteers must report anything which they feel is a fire hazard to their Manager/Fire and Site Security Supervisor

**4.05.0 Visiting leaders:**

- Visiting group leaders are responsible for making sure that their groups know the fire escape routes and how to evacuate the buildings quickly and safely.
- Leaders staying in the house who leave by the Garden door at the back must pick up the bedroom list and take it to the assembly point in the event of hearing the fire alarm.
- They are responsible for checking that all their groups are outside at the designated assembly point and report their presence to a fire warden (identified by wearing a yellow high vis vest).
- They are responsible for making sure that their group remains safe whilst outside of the building and that they follow instructions from the fire warden and Fire and Rescue Service promptly and without question.
- They follow the Fire Safety/Evacuation Plans in the event of discovering a fire/hearing the fire alarm.

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### 4.06.0 Fire Wardens:

The designated fire warden's responsibility is to coordinate the evacuation and liaise with the Fire and Rescue Service upon arrival to an incident.

- The Fire Warden will check the panel to identify where the fire is and whether it is a false alarm.
- The Fire Warden will ensure that relevant information is provided to the Fire and Rescue Service upon arrival to an incident i.e., that buildings are clear, any persons left in buildings, location of high-risk areas, hazardous substance storage, location of asbestos etc.
- The Fire Warden will act as the focal information point receiving information and giving information and instructions. Note the Chief Fire Officer will take charge upon arrival to an incident.
- Fire Wardens will have attended a Fire Warden course. These are renewed every 3 years. Internal training on local procedures will also be provided by Ufton.

### 4.07.0 Fire Marshals are responsible for ensuring:

- The Office Manager will instruct everyone to go to channel 13 and await further instruction; each office space has a radio, some members of staff carry a radio around the site.
- The house has been zoned and a designated Fire Marshal has been allocated to each one.
- In the event of a fire alarm, they will sweep their designated areas to make sure everyone is out before leaving the building and reporting to the fire warden when they reach the designated assembly point.
- Whoever is in the front office or Pump House is responsible for collecting the staff signing in sheet with them (if safe to do so) and to make sure that the bedroom list has been taken out.
- They attend Fire Marshal training arranged by Ufton.
- Undertaking regular checks of their area to ensure that fire safety is not compromised, for example, by blocked exits, broken or wedged doors, firefighting equipment missing, obscured, or otherwise compromised.
- Assisting with the evacuation of any disabled person in their area in accordance with their PEEP and their training.

## 5.0 Fire Safety Management Arrangements

- All buildings undergo a biennial fire risk assessment by a competent person and any remedial works needed is addressed within the timescales indicated by the assessor.
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- The site is visited regularly by the local Fire Safety Officer and any remedial works needed are completed immediately.
- All Education residential groups complete a fire drill from their rooms/cabin when they first arrive.
- All day groups and other visitors are informed of the Fire Safety/Evacuation Plans including where they can find their nearest escape route and fire exit.
- All education groups have a list of students so they can check that all students have evacuated safety when they reach the assembly point.
- Some members of staff carry a radio on site which enables them to contact others and keep up-to date with fire safety matters; all office spaces have a radio which can receive any fire safety messages.
- Maintenance and inspection are undertaken on the emergency lighting, fire alarm and detection systems, fire extinguishers, fire doors, fire compartmentation and any other fire equipment in accordance with statutory requirements and manufacturer instructions.
- Flammable liquids and chemicals are kept away from the buildings and locked in a suitable store.
- All potential sources of ignition or fire are reduced to a minimum and kept under constant review.
- Sources of combustion and potential ignition sources are kept away from each other.
- All members of staff have been trained in what to do if there is a fire and regular staff fire drills take place.

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- The Fire and Site Security Supervisor Fire Wardens and Fire Marshals receive ongoing appropriate and specific training to enable them to keep up to date with fire safety matters/legislation.

### 5.01.0 Personal Emergency Evacuation Plans (PEEP's)

Where visitors require assistance in evacuating Ufton Court premises in the event of an emergency, a PEEP will be implemented by the Fire and Site Security Supervisor using the associated PEEP Form.

**5.01.01** Where employees/volunteers require assistance to evacuate, they should discuss their concerns and needs with their line manager, so any necessary individual arrangements can be put in place in advance.

**5.01.02** There are devices available for residential visitors with hearing impediment, deaf guards, which vibrate when the alarms ring and in addition flashing beacons have been installed in three bedrooms to ensure all persons are alerted.

**5.01.03** Flashing lights have been installed in the kitchen areas to assist members of staff who may be hearing impaired.

Any hearing-impaired staff may carry pagers or turn their phones to vibrate so they can be alerted.

## 6.0 Fire Safety Training

Regulation 21 of the Regulatory Reform (Fire Safety) order 2005 details that the Responsible Person must ensure that employees are provided with adequate fire safety training at the time when they are employed and, on their being, exposed to new and increased risks. To comply with this statutory requirement Ufton ensures that all staff receive regular fire safety training and fire training applicable to their role and all new employees/volunteers undertake fire safety training as soon as is practicable after commencement of employment.

## 7.0 Fire Drills

A fire drill including a full evacuation of the premises will be undertaken with every visiting residential school and once a term for staff.

## 8.0 Fire Risk Assessment

The Head of HR and Facilities ensures that fire risk assessments for Ufton premises are reviewed on a biennial basis (or more frequent if any significant changes) by a competent fire risk assessor. Ufton has engaged external consultants in this capacity.

## 9.0 Fire Officer Inspections

Fire Officers from the local Fire and Rescue Service may visit Ufton's premises to carry out fire safety inspections and Ufton welcomes these visits. Any issues arising from these visits will be taken seriously and actions addressed by the Fire and Site Security Supervisor. The Chief Executive Officer will also be notified.

In the event of a Fire Officer identifying any areas of significant concern, the Chief Executive Officer must be informed immediately.

## 10.0 Dangerous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used at Ufton Court premises, particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet (SDS). Employees, volunteers, and others should only be exposed to dangerous substances in an appropriately controlled and supervised environment.

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### **11.0 Alarm Activations and Incident Reports**

Ufton is committed to ensuring that the number of unwanted fire alarm activations are kept to a minimum. Ufton defines false alarm activations as activations of the fire alarm system due to causes other than a fire or planned testing of the fire alarm system.

In the event of a fire or an alarm activation, an incident form must be completed by the Fire Site and Security Supervisor and remedial action taken to prevent re-occurrence.

### **12.0 Fire Alarm Systems**

The fire alarm systems are subject to a daily check (fire panel) and a weekly test, activating different call points each time in rotation. The fire alarm systems are also subject to a programme of planned maintenance on a six-monthly basis by a specialist contractor. Any faults/defects arising from the weekly/planned servicing must be addressed and records retained.

Smoke detection installed in staff accommodation is subject to weekly testing with records retained.

### **13.0 Lightning Protection Systems**

The lightning protection system(s) will be inspected and tested every 11 months by a specialist contractor to allow for seasonal variations.

### **14.0 Emergency Lighting**

All emergency lighting units are to be function tested monthly and subject to an annual three-hour duration test by a competent person. Records are to be held.

### **15.0 Fire Extinguishers and Fire Blankets**

Fire extinguishers will be subject to an annual inspection and basic maintenance by a specialist contractor. A visual inspection of all fire extinguishers and fire blankets will be carried out monthly and a record maintained.

### **16.0 Fire Doors**

Fire doors are doors that are designed to restrict the spread of fire/smoke within a predicted time. All fire doors will be suitably signed and should be kept closed or locked, always shut. The use of wedges and other items as hold open devices is not permitted within Ufton's premises unless an alarm activated Doorgard is attached.

**16.01.0** All fire doors will be subject to periodic inspections to ensure that they remain in good condition. It is recommended in BS 8214:2016 that fire doors are inspected by a competent person on a frequency determined by a risk assessment. All fire doors within residential areas, will be inspected for damage on a quarterly basis. In other areas such as plant rooms, office areas and areas not accessible to visitors, a visual inspection will also be carried out quarterly and records retained.

**16.02.0** Riser doors are normally kept closed and not fitted with closers and therefore omitted from the proactive fire door inspection programme. A visual inspection will be carried out when risers are accessed.

**16.03.0** Fire Doors which are held open with automatic release mechanisms (including Dorgards) are to be subject to routine testing. This will confirm that each release mechanism is operating correctly and that, for example, distortion of doors does not prevent the doors from opening or closing as required. These doors are to be tested on a weekly basis during the fire alarm test and closed at night.

### **17.0 Evacuation Aids**

Evacuation aids such as evacuation chairs, pagers and deaf guards will be maintained in accordance with manufacturer's guidance.

### **18.0 Fire Compartmentation**

Where visible breaches to fire compartmentation are identified during fire risk assessment reviews and in-house inspections, remedial works will be undertaken by a third-party accredited contractor.

Reviewed annually unless changes in law, regulations or site

Issue Number: 8

Last review: Jan 24

Next Review: Jan 25

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Contractor works are also controlled to ensure any breaches to fire compartmentation are appropriately fire stopped by a third-party accredited contractor.

### 19.0 Inspection of Escape Routes

The inspection will check that fire escape routes are clear and that no combustible waste or materials have been stored on the escape route.

### 20.0 Waste and Arson

There is a potential risk of arson for all buildings, and it is important that appropriate measures are in place to minimise the risk. This includes highlighting to all staff the importance of good security and ensuring that the building is secured by named individuals at the end of each working day.

**20.01.0** Regular checks on standards of housekeeping in both external and internal areas will be undertaken to ensure that combustible or flammable materials have not been allowed to build up in any areas.

**20.02.0** Any waste materials will be moved to designated waste stores located away from the building.

### 21.0 Control of Hot Works/Contractor Control

It is also important that any contractors undertaking work on Ufton are appropriately controlled. This involves assessing the work being undertaken by contractors to determine the potential fire risk associated with this to ensure that any necessary controls are in place.

**21.01.0** All contractors are expected to abide by Ufton site rules and a permit to work system is in place to manage all higher-risk activities including, for example, hot works.

**21.02.0** Where staff are undertaking activities that create a fire risk, this will be documented in an associated risk assessment and method statement (RAMS) document.

### 22.0 Kitchen Extract

Kitchen extract cleaning will take place monthly in the main Tudor House, with additional cleaning carried out for the kitchen extract in the Barn, in particular following wedding events etc.

### *User Acknowledgment and Agreement*

*By signing below, you confirm that you have read and understood this policy*

*I confirm that I have read and understood this policy*

**Employee Name:**

**Employee Signature:**

**Date:**

**Fire Safety Management**  
**Appendix 1**  
**Fire Safety RAMs documents**

- Fire Evacuation: All Buildings
- Fire Evacuation: Wonky Shed