



Ufton Court Educational Trust Ltd

Fire Safety Management Policy Arrangements

Adopted and delivered on behalf of Ufton Court Educational Trust Ltd by

Signature:  Date: 23rd February 2022

Position: **Trustee with overview of Health and Safety**

Signature:  Date: 23rd February 2022

Position: **Managing Director responsible for implementation**

Signature:  Date: 23rd February 2022

Position: **Senior Leadership Team**

Signature:  Date: 23rd February 2022

Position: **Senior Leadership Team**

Company Address: Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

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Introduction and Specific Roles and Responsibilities: Fire Safety Management

Introduction

Ufton Court Educational Trust Ltd believes that employees, volunteers, and others working or staying overnight on Ufton Court premises should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. The management of fire safety in any working environment is of paramount importance in order to minimise risks to employees, volunteers and others.

Ufton Court Educational Trust Ltd ensure robust fire precautions, fire policies and procedures are in place and that fire wardens/marshals are appointed, and all staff are trained to cope with an outbreak of fire or an alarm activation.

The maintenance and effectiveness of precautions, such as fire alarm systems, fire doors, fire stopping and fire compartments, is of importance in all premises. It becomes of paramount importance where sleeping occupants are present to ensure fires are prevented and, in the unlikely event of one occurring, a fire can be safely contained in one area of the premises. In order to ensure fires are prevented and the correct response is adopted to fires which do occur, effective staff training in fire safety matters, emergency procedures and evacuation arrangements is essential.

This Policy lays down Ufton Court Educational Trust Ltd standards and procedures for the management of fire safety and the requirements specified are mandatory unless stated otherwise. However, the cooperation of staff in maintaining an effective fire safe environment is essential and comments or queries on matters arising, as a result of local application of the Fire Safety Policy, should be referred to your line manager or the Managing Director.

This policy is intended to set out the values, principles and policies underpinning Ufton Court Educational Trust Ltds approach to fire safety and to minimise the risk to its employees, volunteers and others who may be affected by fires occurring in its premises. This objective will be achieved both by minimising the risk of a fire starting and by ensuring that there are adequate physical precautions, fire detection systems, fire safety and extinguishing equipment, fire and evacuation procedures and training to address a fire emergency should it occur.

It is the policy of Ufton Court Educational Trust Ltd to ensure compliance with the legal requirements outlined below and that there is an adequate process of fire risk assessment. Ufton Court Education Trust recognises the importance of minimising unwanted fire alarms and consequent unnecessary calls to the Fire Brigade and will take all reasonably practicable precautions to ensure unwanted alarms are minimised.

The aim of Ufton Court Educational Trust Ltd Fire Safety Management Policy is to ensure that, as far as is possible, fires are prevented and that, in the event of a fire, staff know exactly what to do and how to react.

The Managing Director

The Managing Director 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 Court Educational Trust Ltd.
- 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.

All Line Managers

All line managers have a responsibility to comply with this policy. Other responsibilities include:

- Ensuring that all employees and volunteers directly reporting to them know, understand and accept Ufton Court Educational Trust Ltd health and safety policies and procedures especially in relation to fire safety.
- Ensuring the requirements of Ufton Court Educational Trust Ltd.'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 take into account 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.

Fire Site and Security Supervisor

The Fire, Site and Security Supervisor will support the Managing Director and line managers with the implementation of this policy. They are also responsible for:

- Ensuring that fire risk assessment(s) for the premises are reviewed annually by a competent person and 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 Maintenance Manager will be supported by the Facilities/HR Manager 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.

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- Ensuring that hot-work permits are issued to all contractors undertaking hot works on site with assistance from the Facilities/HR Manager.
- 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 Managing Director.
- 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.

Employees/Volunteers

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 House Manager/Maintenance Manager.
- 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/Maintenance Manager.

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.
- Leader's 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.

Fire Warden

- 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 Court Educational Trust Ltd.

Fire Marshals

Fire marshals are responsible for ensuring:

- The Receptionist will instruct everyone to go to channel 13 and await further instruction.
- The house has been zoned and a designated fire marshal has been allocated to each zone.
- 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.
- The Receptionist is responsible for collecting the staff signing in sheet with them (if safe to do so) and make sure that the bedroom list has been taken out.
- They attend fire marshal training arranged by Ufton Court Educational Trust Ltd.
- 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.

Specific Management Arrangements for Health and Safety Compliance [all departments]

The Fire Safety Management Policy is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Specific Managements Arrangements

The Management of Fire Safety

1. All buildings undergo an annual fire risk assessment by a competent person and any remedial works needed are completed immediately.
2. The site is visited regularly by the local Fire Safety Officer and any remedial works needed are completed immediately.
3. All Education residential groups complete a fire drill from their rooms/cabin when they first arrive.
4. 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.
5. All education groups have a list of students so they can check that all students have evacuated safely when they reach the assembly point.
6. All members of staff carry a radio on site which enables them to make contact with others and keep up-to-date with fire safety matters.
7. 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.
8. Flammable liquids and chemicals are kept away from the buildings and locked in a suitable store.
9. All potential sources of ignition or fire are reduced to a minimum and kept under constant review.
10. Sources of combustion and potential ignition sources are kept away from each other.
11. All members of staff have been trained in what to do if there is a fire and regular staff fire drills take place.
12. The Maintenance Manager, Fire Wardens and Fire Marshals receive ongoing appropriate and specific training to enable them to keep up to date with fire safety matters/legislation.

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 Site and Security Supervisor** using the associated PEEP Form.

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.

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.

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Flashing lights have been installed in the kitchen areas to assist members of staff who may be hearing impaired. Hearing impaired staff carry pagers so they can be alerted.

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 Court Educational Trust Ltd 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.

Fire Drills

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

Fire Risk Assessment

The Maintenance Manager ensures that fire risk assessments for Ufton Court premises are reviewed on an annual basis (or more frequent if any significant changes) by a competent fire risk assessor. Ufton Court Education Trust has engaged external consultants in this capacity and the Fire, Site and Security Supervisor will also undertake an internal review annually of low risk/simple premises.

Fire Officer Inspections

Fire Officers from the local Fire and Rescue Service may visit Ufton Court premises to carry out fire safety inspections and Ufton Court Education Trust Ltd welcome these visits. Any issues arising from these visits will be taken seriously and actions addressed overseen by the Maintenance Manager. The Managing Director will also be notified.

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

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.

Alarm Activations and Incident Reports

Ufton Court Educational Trust Ltd are committed to ensuring that the number of unwanted fire alarm activation are kept to a minimum. Ufton Court 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.

Fire Alarm Systems

The fire alarm system installed in the premises are subject to a daily check (fire panel) weekly test, operating a different call point each week 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.

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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.

Emergency Lighting

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

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 on a monthly basis and a record maintained.

Fire Doors

Fire doors are doors that are designed to restrict the spread of fire/smoke within a predicted time period. All fire doors will be suitably signed and should be kept closed or locked shut at all times. The use of wedges and other items as hold open devices is not permitted within Ufton Court Educational Trust Ltd premises.

All fire doors will be subject to a periodic inspection 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 monthly basis. In other areas such as plant rooms, office areas and areas not accessible to visitors, a visual inspection will be carried out every six months and records retained.

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.

Fire Doors which are held open with automatic release mechanisms (including Dorguards) 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.

Evacuation Aids

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

Fire Compartmentation

Any remedial works on fire compartmentation will be undertaken by a third-party accredited contractor.

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.

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.

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.

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

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Control of Hot Works/Contractor Control

It is also important that any contractors undertaking work at Ufton Court Education Trust Ltd 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.

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

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

Appendix 1

Associated RAMS Documents

- Fire Evacuation: All Buildings

RAMS review date before: End of Jan 2023

PERSONAL EMERGENCY EVACUATION PLAN

Name	
Allocated bedroom/work space	

IN THE INSTANCE OF A FIRE THEY WILL BE NOTIFIED BY (please tick)

- The existing alarm system
- A Deaf guard
- Other

DESIGNATED ASSISTANCE

The following person has been assigned to assist the individual with evacuating the building in a fire emergency:

Name:	
Allocated bedroom:	

PERSONALISED EVACUATION PROCEEDURE

Provide a step-by-step account of account of how the individual will be safely evacuated from the building, including transfer procedures etc.

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EQUIPMENT PROVIDED

What assistive equipment has been provided for the individual and where is it located?

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ADDITIONAL INFORMATION

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I am aware of and understand the emergency evacuation procedures and believe they are appropriate for our specific needs

Responsible adults signature	
Date	

Fire Marshall signature	
Date	

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