



Fire Safety Policy and Procedures for Staff

1. AIMS

It is the overall Atarjamat aim to minimise the risks to staff, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practices.

All heads will fully ensure that a suitable and sufficient fire risk assessment is carried out and recorded.

The fire safety folder is located in the Site HR's office.

2. Fire Safety Management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire warden training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills each term
- To check adequacy of firefighting apparatus and its maintenance annually
- To implement recommendations from the Fire Risk Assessment
- To consult with the fire risk assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To ensure Fire Safety Log Book is kept up to date and accessible

3. PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall fire safety	The HR manger / Technician
Fire safety training, induction and revision	The HR manger / Supervisor
Fire risk assessments	Appointed fire risk assessor.
Fire drills	The HR manger
Checks on call points	Site Supervisor
Checks on emergency lighting	Technician
Fire escapes unobstructed	The HR manger / All Staff
Check all fire protection systems are maintained	The HR manger / Technician
First Aid kit	The HR manger

4. FIRE SAFETY TRAINING

Specific training for the supervisor will be undertaken at least every two years. This training will be up to fire warden standard and will include fire extinguisher training.

All staff will have internal refresher fire training annually. This training will be carried out by the supervisor and will serve as refresher training. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of firefighting equipment e.g. fire extinguishers and fire blankets.
- Location assembly area and procedure for calling the fire service
- Exit routes including alternatives escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building in case of emergency

In addition:

- Fire extinguisher training to be provided every 2 years for all staff
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Health & Safety File and Fire Logbook located in the HR manager's office.

5. FIRE RISK ASSESSMENT REVIEW PERIODS

There is an annual review or following any significant change, which includes to the building or staff particularly those involved in fire safety.

6. FIRE DOORS AND EXITS

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

The HR manager/ Site Supervisor will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked daily as part of the risk assessments. More thorough testing will be undertaken by the Site Supervisor every week.

7. MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS

Professional consultants maintain fire extinguishers, fire alarm systems and emergency lighting. Fire alarms are connected to a secondary power source.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located and their specific use can be found in the fire safety folder and on Appendix 3 to this document.

System	Frequency	Method of test
Fire alarm	Bi-annual	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Electrical systems	Weekly	Confirmation that all electrical cords and outlets in safe condition
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Fire extinguishers	Weekly	Check that seals are intact, equipment has not been removed or tampered
First Aid Kit	Weekly	Check kit is fully stocked and up-to-date supplies

Records for these tests are kept in the Fire safety logbook located in the Hr manager's office.

8. PAT Testing

The Site Supervisor will ensure that all PAT testing is conducted regularly and certificates are recorded in the "Fire Log Book" Folder.

9. DISABLED MEMBERS OF STAFF

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

10. EVACUATION DRILLS

Each fire alarm call point displays the procedure for emergency evacuation. See emergency plan for location of where call points are situated.

The main alarm indicator panel is situated in the in the lobby near the Main Entrance. Fire evacuation drills should be carried out each term. The evacuation time is set at under 4 minutes.

11. STAFF ROLES AND RESPONSIBILITIES IN THE EVENT OF AN EVACUATION ALARM

Action	Person responsible	In case of absence
Evacuation of all staff	Group section leader	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Administration Staff	Administration Staff
Checking rooms	Technician	HR manager
Calling the fire brigade	Administration Staff	Administration Staff
Meeting the fire brigade	Supervisor	Deputy Head/ most senior member of staff

In general, all staff will assemble at the assembly point, unless the source of the fire makes this impossible.

Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head warden/nominated person. The officer in charge of the first fire engine should be informed of any person not accounted for and their last know location.

12. EVACUATION PROCEDURE

Supervisors should familiarize the staff with the Evacuation Procedure.

Instructions for staff

On hearing the Fire Alarm:

- Listen to the following instructions from your supervisor.
- Leave the room in an orderly manner via the nearest exit.
- Follow the fire exit route shown on the evacuation map.
- Do not run, push or panic. Walk quickly and silently to your appointed assembly area.
- Line up in an orderly manner.

13. FIRE AND EMERGENCY EVACUATION PLAN

In accordance with the fire policy and procedures, a Fire and Emergency Evacuation Plan has been devised. **See Appendix 1.**

It will be revisited annually according to legal requirements. Staff must familiarise themselves with the Fire and Emergency Evacuation Plan

FIRE AND EMERGENCY EVACUATION PLAN

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

- Leave by the nearest fire exit, taking any visitors with you.
Do not delay your exit to collect belongings
- Close doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

DISABLED PERSONS - If the situation occurs where a member of staff, or visitor with a disability needs help in leaving the premises, the support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the staff.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay by lifting the plastic cover and pressing firmly
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the supervisor, Member of Senior staff will do so or be instructed to do so from the assembly point
- Upon their arrival, the supervisor, Member of Senior staff or person in charge will liaise with the fire service representative and hand over any relevant documentation, including plans of the building (in dedicated folder)

4. ROLL-CALL

- Each supervisor will be given their register by office staff upon entering the assembly point, and they will call the register and double check numbers to

ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived out of the building.

5. FIRE DRILLS

Fire drills are carried out each half term and logged in the fire log book.

6. FIRE WARDEN PERSONNEL (Supervisors)

- Whilst exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the HR manager, and in their absence the supervisors upon your arrival at the assembly area.

7. STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the staff in their care from the building will be undertaken by the person in charge.

8. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

9. FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

10. FIRE FIGHTING EQUIPMENT

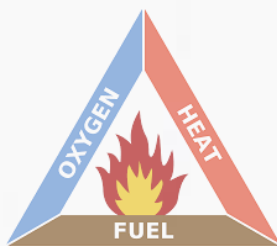
All fire fighting equipment in each room will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary workers at Atarjamat.

Atarjamat - Fire Safety Information for Employees – Toolbox Talk

As an employee of Atarjamat it is vital that employees are aware of ways in which fires can start, so that they can be prevented from occurring in the first place (**Prevention**)
It is also important that employees know what measures have been provided in their workplace to ensure their safety in the event of fire (**Cure**). **Prevention is better than cure!**

How do fires start?



Fires need three things to start and (once started) continue to burn:
Heat – as source of ignition eg: faulty or misused electrical equipment
Fuel – something that will burn, eg: soft furnishings, dry waste or packaging materials etc
Oxygen – found in the atmosphere eg: natural airflow through doors and windows

Fire Prevention – what can employees do to prevent a fire starting or spreading

Preventing fires is mainly a matter of common sense. You should know what to do, and what not to do, in order to prevent fires from starting. For example:-

- Make sure combustible material (eg waste, wood, paper, plastic, flammable liquids and gases) don't come into contact with potential ignition sources. (eg. naked flames, smoking materials, radiant heat sources such as cookers and heaters, light bulbs, electrical sparks, and work processes).
- Ensure that your workplace is kept tidy, and that combustible material is not allowed to build up.
- Keep fire doors shut at all times (or, if held open on automatic releases, keep them clear).
- Ensure escape routes are kept clear
- Report any damage to fire detection, warning or fire fighting equipment
- Close windows and doors at the end of the day
- Do not remove fire extinguishers or block access to them
- Ensure fixed and portable electrical equipment is in a fit condition to use, used correctly, and that the PAT sticker is within date (Portable Appliance Test sticker).
- Ensure that electrical equipment is switched off when not in use.
- Adhering to HBC No Smoking Policy
- Making sure fire doors are not wedged open



Portable Appliance Test Sticker



HBC operates a strict No Smoking Policy

Fire Procedure – what employees should know:

Managers must explain to all employees what the fire procedures are in the workplace. In the event of a fire employees need to know:

- What action to take if they discover a fire
- How to operate the fire alarm call points (where fitted)
- What action to take on hearing the fire alarm, including where necessary, how to contact the fire and rescue service (eg dial 112)
- The location of their nearest fire exit, and the route to it
- Any alternative fire exit routes
- The location of the Fire Assembly point
- Who to report to at the fire assembly point
- Fire drill arrangements
- Any responsibilities regarding staff and visitors who are disabled and may need help evacuating the building
- Specific duties of named individuals on Personal Emergency Evacuation Plans



Fire action notices is displayed at each exit



Where fitted, employees should know how to operate the fire alarm call points

Tackling a fire

Extinguishers have been provided to help deal with small fires. However, employees are not expected to put themselves at risk by fighting fire. Only the ones that have been trained, or are confident in the use of extinguishers, should decide whether it is safe to tackle a small fire, no bigger than the size of a waste paper basket. **This must only be done after raising the alarm.**

However, if employees feel that they would be putting themselves at risk, they **must** leave the fire and make their escape.

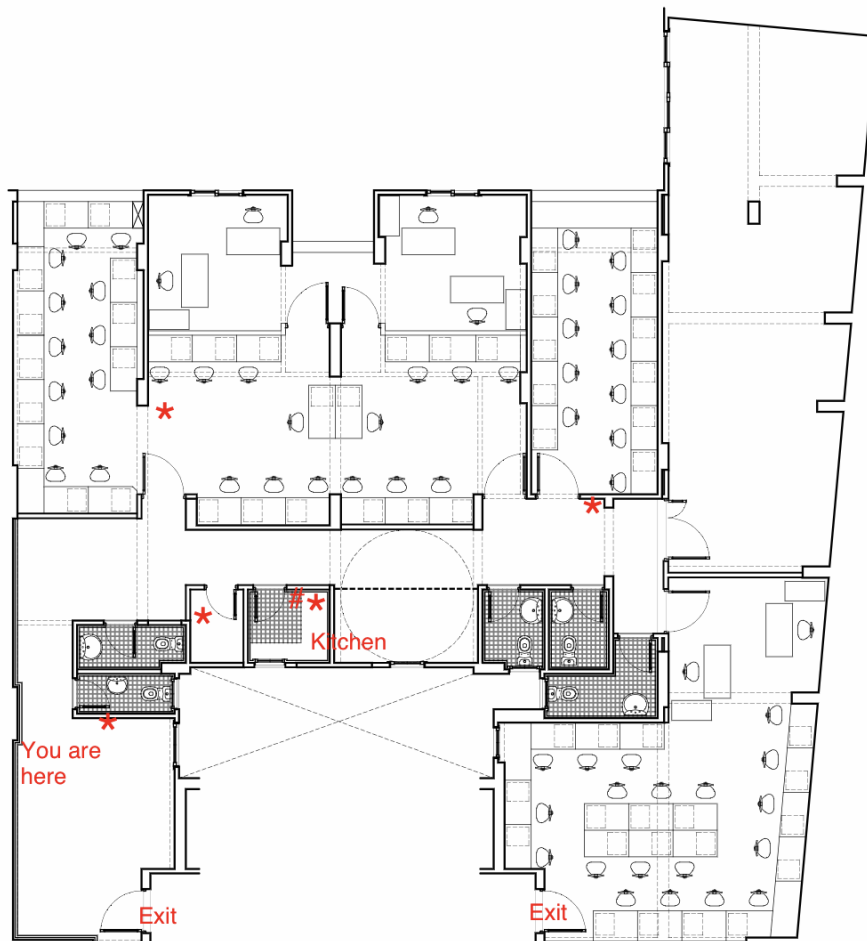


There are various types of extinguishers used to tackle different types of fires. If staff have not been trained or are not confident in the use of extinguishers they should not put themselves at risk by fighting a fire.

On at least an annual basis, **all employees** should re-familiarise themselves with the fire procedures for their workplace and be able to answer the following questions:

- What are the evacuation routes in your workplace?
- What should you do when you hear the fire alarm?
- Where are the fire alarm call points in your building?
- What is the first thing you should do if you discover a fire?
- Do you know how to raise the alarm?

Fire extinguishers and Aid kit in Atarjamat



- * Fire extinguisher
- # First aid box