INSTRUCTION 4

FIRE SAFETY ARRANGEMENTS

Reference:

    A.   Regulatory Reform (Fire Safety) Order.
    B.   Health and Safety at Work Act 1974.
    C.   Management of Health and Safety at Work (as amended).
    D.   Fire Risk Assessment Annex K to this policy.
    E.   Fire risk assessment Guidance Annex L to this policy.

General instructions to staff and Members of the Council

4.1   All employees are to be aware of the location of the nearest fire alarm, fire extinguishers, assembly point(s) and all possible escape routes from their normal place of work (this should be covered by your manager on induction see paragraph 4.7).

Alarm

4.2   The fire alarm will sound automatically:

- On the activation of a break glass point;
- If smoke is detected by a smoke detector;
- If sufficient heat is detected by a heat detector.

Fire Extinguishers

4.3   If you are confident, and IF IT IS SAFE TO DO SO tackle the fire using the appropriate extinguisher. When tackling a fire ensure that the correct extinguisher for the particular type of fire is used. Modern fire extinguishers are red but have different coloured labels depending on their contents. Older extinguishers may be red, black, blue, or cream, depending on their contents.

Red	– Water	-	For wood, paper, textile and other solid material fires
Black	– CO2	-	For liquid and electrical fires
Cream	– Foam	-	Liquid fires
Blue	– Powder	-	Liquid and electrical fires

Fire Risk assessment

4.4   Current legislation requires a fire risk assessment (Reference D) to be undertaken. This will initially be undertaken by the assistant surveyor who looks after that building. The assessment will then be lodged within the building file. Further guidance regarding fire risk assessment can be found at Reference E.

Responsibilities

Head of Operations

4.5   The Head of Operations is classed as the "Responsible person" and therefore is to ensure:

- That suitable and sufficient fire risk assessment is undertaken, with findings being recorded and remedial actions being implemented in a reasonable time scale.

Health and Safety Manager

4.6   The Health and Safety Manager is responsible for:

- Advising on Fire Policy;
- Advising on Personal Emergency Evacuation Plans (PEEPs);
- Writing and reviewing evacuation procedures (WSH, Haverhill House, Depots and Mildenhall offices);
- Ensuring fire drills are undertaken;

Building Manager

4.7   The Building Manager will be responsible for:

- Ensuring fire alarm/emergency lighting tests are undertaken and recorded as per current legislation;
- Ensuring regular checks are made on fire extinguishers and emergency exits.

Managers/supervisors

4.8   Managers/supervisors are responsible for:

- Ensuring their employees are aware of the fire hazards recorded and ensure the fire risk assessment is amended when the risk increases or decreases;
- Ensuring employees receive the appropriate training as part of induction process. It will need to cover the following;

   - Emergency exits – at least two;
   - Location of assembly point(s);
   - Specific fire precautions for your place of work (if any);
   - Use of fire extinguishers;
   - Fire/Emergency procedures;
   - Introduction to fire wardens at place of work.

- Ensuring employees complete the "Fire safety" training module (at induction and then annually) on the Council's intranet site https://stedmundsbury.britsafelearning.com (a requirement of reference A);
- Ensuring their employees with disabilities have the appropriate Personal Emergency Evacuation Plan (PEEP) in place to ensure safe evacuation of the building and this plan is passed to both the Health and Safety Manager and Facilities management.

Senior receptionist, Emergency Evacuation Wardens, Emergency Controller

4.9   On the activation of the fire alarm the senior receptionist, Emergency Evacuation Wardens and the Emergency Controller are responsible for ensuring they follow their instructions as laid out in the procedures in the event of a fire.

Employees

4.10   All employees are to:

- Follow the emergency procedures as published;
- Complete the "Fire safety" training module (annually) on the Council's intranet site https://stedmundsbury.britsafelearning.com.