

Fire Prevention

Date Approved:	04/12/2022	Approved By:	Head of Centre		
Next Review Due Date:	04/12/2023	Manual ID Number:	BSA011	Version No:	1
Author and Responsible Manager:	Head of Centre				
Applicable to:	Staff				
Publication:	Staff SharePoint				

Section	Section Title	Page Number
1	Purpose & Scope	
2	Responsible Persons	
3	Risk assessment	
4	Fire Detection	
5	Maintenance (Fire Extinguisher, Escape Route, Smoking, Fire drill...)	
6	Summary Policy	
7	Fire Emergency Plan	

Fire prevention.

Purpose and Scope

As far as reasonably practicable, all steps shall be taken by Blackpool Skills Academy to prevent or minimise the probability of all causes of fire.

Blackpool Skills Academy recognises the need to take precautions to maintain the safety of all employees, contractors, staff and other visitors to its premises against the threat of fire or other emergencies.

Where applicable the practice has paid regard to the regulatory reform (fire safety) order 2005, which imposes duties on employers in respect of workplace under their control and on persons who have, to any extent, control of the workplace.

Blackpool Skills Academy acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality, and these will be regularly scrutinized to ensure that they are adequate (i.e., inspection of means of escape and maintenance of fire system and firefighting equipment will take place regularly).

Responsible persons.

We have appointed (...), the practice manager as the senior person, responsible for all aspects of fire safety including:

- Undertaking fire risk assessments.
- Overseeing fire contracts.
- Organising fire safety training
- Organising fire drills
- Coordinating an evacuation in the event of a fire
- Record keeping

Fire Marshalls will ensure that in the event of a fire occurring, effective steps are taken to reduce the effect of such an occurrence by:

- Rapid and controlled evacuation of the area involved.
- Speedy notification to a senior person, as above.

They will also ensure that the people concerned are moved to the designated assembly area for checking via a roll call system.

(...) is responsible for ensuring that this information is kept up to date.

(...0 will also ensure that all the new employees are aware of this information as part of their induction program when they join.

Risk Assessment.

Our nominated person(s) has/have conducted out workplace risk assessment, which include fire precautions, and these precautions, are outlined within this policy statement.

Where more than one person is appointed, the arrangements for ensuring adequate cooperation between them is (...).

We will review our fire risk and precautions regularly and, if we have any significant changes to the work process, furniture, equipment, substance, building layout, or the number of staff members likely to be present in the practice.

Fire Detection and warning systems

In order to safeguard people in case of a fire, the practice will be equipped with appropriate fare detection systems, alarms and non-automatic fire-fighting equipment.

Building management are responsible for arranging a weekly test of the system, keeping a register of these tests and reporting any defects to (...) who will arrange a necessary action.

Portable firefighting appliances.

In order to safeguard people in case of a fire, the practice will make available portable appliances for firefighting which are commensurate to the following factors:

- The equipment stored or in use
- Dimensions and use of practice rooms
- The likely number of people who may be present at the practice at any one time.
- The physical and chemical properties of substance likely to be present.

The practice nominates building management to be responsible for ensuring this equipment is readily available.

Fire Extinguisher

Building management is also responsible for keeping a register of these checks. This register is kept in the risk log folder in reception.

Any defective or used extinguishers are reported to building management, who will arrange repair/ replacement of the item.

Maintenance

In order to safeguard people in case of a fire, all firefighting equipment and devices shall be subject to as suitable system of regular and comprehensive maintenance.

Building management is responsible for keeping and implementing a maintenance schedule for all firefighting equipment and devices within the practice.

Escape route.

In order to safeguard the safety of employees in case of a fire the route to emergency exits from workplaces and exits are to be always kept clear.

In order to safeguard people in the event of a fire the practice will ensure that:

- The number, location and dimension of emergency routes and exits are adequate for the size of the practice, the quantity and type of equipment and the maximum number of persons that should be present there at any one time.
- Emergency doors in the direction of escape.
- Sliding or revolving doors are not fastened or locked so that they cannot be opened quickly and easily by any person in the event of an emergency.
- Signs indicate all emergency routes and exits.
- All emergency routes lead as directly as possible to a place of safety.

All internal doors within the practice are fire doors fitted with self-closing devices and are marked on both sides with the words "Fire Door – Keep Closed".

Smoking.

Blackpool Skills Academy operates a complete no-smoking policy, both inside the practice and within the surrounding grounds and outbuildings belonging to BSA.

Fire Routine notice.

Blackpool Skills Academy is responsible for ensuring that this information is kept up to date and always clearly visible.

Fire Drill.

Blackpool Skills Academy will conduct a fire drill at least once a month. Blackpool Skills Academy is responsible for arranging this and responsible for retaining records indicating the date and time of the evacuation and the number of participants.

Training

All our employees will be trained in the following:

- What actions to take discovering a fire.
- How to raise the alarm and what happens then.
- The procedures for evacuating staff, students and visitors including, where

appropriate, directing them to the exit and informing them of a safe assembly point.

- The actions to take upon hearing the fire alarm.
- The arrangement for calling the fire brigade
- The location of all escape routes.
- The location and, when appropriate, the use of firefighting equipment.
- How to open all escape doors, including the use of any emergency fastenings
- Where appropriate, how to turn off operating equipment, stop processes and isolate power supplies in the event of a fire.
- The importance of general fire safety and good housekeeping.
- The need to report problems/concerns promptly to management, and who to report to.

Additionally, staff members will be trained on the risks from flammable materials used or stored in the practice. They will also be trained on the precautions that must be put in place to control the risks, particularly their role in reducing and controlling potential sources of ignition and fuel for a fire.

The Procedures for dealing with health and safety issues

If an employee raises any concerns relating to fire safety, the practice will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Inform the employee of the results of the investigation and the action taken.

Summary Policy Statement.

To reduce the risk of a fire the practice will adopt the following simple precautions:

- Conduct risk assessments.
- Conduct a fire drill at least one a month
- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place.
- Ensure that housekeeping standards are such to minimise the risk and spread of fire.
- Ensure that effective security precautions are taken to minimise the risk of arson.
- Control contractors' operations and the fire risk associated with those operations.
- Aim to prevent fires of electrical origin by good maintenance, routine inspection and testing of equipment.
- Ensure that electrical equipment not in use is switched off, and where appropriate, unplugged.
- Ensure that all employees have adequate training on the practice emergency plan, fire precautions, and where appropriate, the use of firefighting equipment.
- Ensure the practice fire precautions are regularly reviewed and monitored.

- Ensure that flammable materials, liquids, vapors and gases are handled, moved and stored correctly.
- Ensure all doors, windows and other openings not required for ventilation (particularly out of working hours) are closed.
- Ensure that firefighting equipment, detection and warning systems are checked and inspected, as necessary.
- Ensure that employees report any concerns relating to fire risk to the relevant person.

Notifying the (...) of serious injury to a person who uses the service.

(...) is responsible for notifying the CQC without delay about events that lead to:

- Serious injury to any person who uses the service.
- An injury requiring treatment by a healthcare professional to avoid death or serious injury. These injuries include:
 - Injuries that lead to or are likely to lead to permanent damage – or damage that lasts or is likely to last more than 28 days – to:
 1. A person's sight, hearing, touch, smell or taste.
 2. Any major organ of the body (including brain and skin)
 3. Bones.
 4. Muscles, tendons, joints or vessels
 5. Intellectual functions such as:
 - ❖ Intelligence
 - ❖ Speech
 - ❖ Thinking
 - ❖ Remembering
 - ❖ Making judgments
 - ❖ Solving problems
- Injuries or events leading to psychological harm, including:
 - Post-Traumatic stress disorder
 - Other stress that requires clinical treatment or support
 - Psychosis
 - Clinical depression
 - Clinical anxiety
 - The development after admission of a pressure or of grade 3 or above that develops after the person has started to use the service.
 - Any injury or other event that causes a person pain lasting or likely to last for more than 28 days.
 - Any injury that requires treatment from a healthcare professional in order to prevent

Reporting incidents to the (...) that stop or may stop the registered person from

running the service safely and properly:

(...), the practice manager is responsible for notifying the CQC without delay about event that stop or may stop the registered person from running the service safely and properly. This includes:

- The failure of a utility for more than 24 hours.
- A level of staff absence or vacancy, or damage to the services premises that means that peoples assessed needs cannot be met.
- The failure of fire alarms, call system or other safety-related equipment for more than 24 hours.
- Any other circumstances or events that mean the service cannot – or may not be able to – meet peoples assessed needs safely.

Fire Emergency Plan

The Purpose of an emergency plan is to ensure that the people in you premises know what to do if there is a fire and that the premises are licensed or an alterations notice requiring it is in forced. You need to have an emergency plan for dealing with a fire situation. If you or your organization employ five or more people or your premises are licensed or alterations notice requiring it is in force, then details of your emergency plan must be recorded.