



# FIRE SAFETY POLICY

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Reviewer	Paula Knowles
Review Date	September 2024
Next Review Date	September 2025

## 1. Introduction

ELKOLET Humanitarian Developers Limited (“the Business”) is committed to providing a safe working environment for its staff, students, volunteers and visitors. For this reason, the Business has formulated this policy to facilitate compliance with the Business’ legal obligations under The Regulatory Reform (Fire Safety) Order 2005 (“Fire Safety Order”).

## 2. Policy objectives

- 2.1 To provide a safe and healthy working environment for all staff, students, volunteers and visitors
- 2.2 To minimise the risks to the Business premises from fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005.
- 2.5 To address obligations under the Fire Safety Order that require the Business to:
  - 2.5.1 Develop a policy to minimise the risks associated with fire.
  - 2.5.2 Reduce the risk of an outbreak and subsequent spread of fire.
  - 2.5.3 Provide means of escape.
  - 2.5.4 Demonstrate preventative action.
  - 2.5.5 Maintain documentation and records in respect of fire safety management.

## 3. The Responsible Persons

The Business has appointed Paula Knowles as the ‘responsible person’. The responsible person’s duties are to ensure the safety of staff, students, volunteers and visitors by:

- 3.1. Ensuring that a competent person carries out a Fire Risk Assessment. The Fire Safety Risk Assessments will take into consideration everyone who may come onto the premises, whether they are employees or visitors. Particular attention will be paid to people who may have a disability or anyone with special needs.
- 3.2. Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- 3.3. Preparing a written Emergency Action Plan for the building to be displayed at various locations about the premises.
- 3.4. Preparing Personal Evacuation Plans for disabled persons (if relevant).

#### **4. Fire Marshals**

The Business will appoint competent persons to act as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Making contact with the emergency services.
- 4.2 Assisting in evacuations/fire drills.
- 4.3 Carrying out regular checks on all fire safety equipment, including emergency lights and alarms.
- 4.4 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
- 4.5 The names and duties of all competent persons will be displayed on the safety notice board, located in the main office on the first floor.

#### **5. Communication**

The Business will ensure that all persons employed either as direct employees or contractors as well as volunteers are provided with all relevant information related to fire safety. The Management of the Business will consult with the employees on all relevant matters of fire safety policy and arrangements, and we will ensure staff are kept informed of any changes that are made to fire safety procedures.

#### **6. Training**

- 6.1 Upon commencement of employment or at the start of a volunteering placement, all employees/volunteers will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be instructed to report any defective or missing equipment to the Director of Education and Family Support.
- 6.3 All employees will receive instruction on their role in the case of an emergency.
- 6.4 It shall be company policy that all senior employees will be trained in the use of fire extinguishers, whether or not they have been given specific fire-fighting duties.
- 6.5 Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

#### **7. Equipment/Testing**

- 7.1 The fire evacuation procedures will be practiced at least every six months.
- 7.2 Firefighting equipment will be provided. This includes, fire extinguishers and fire blankets.
- 7.3 All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturer's instructions.
- 7.4 An appropriate fire detection and alarm system is already provided. The findings of the risk assessment will determine whether the type and extend of the system

is applicable to the premises. Alarm systems will be tested regularly, and records kept. Staff will be told when tests are scheduled.

- 7.5 Emergency lighting is already provided for escape routes where applicable. The findings of the risk assessment will determine whether the type and location of the lighting is sufficient. Emergency lighting will be maintained on a service contract
- 7.6 Operation of fire doors and emergency exits will be tested and recorded in the fire log six monthly, or more often if dictated by the fire risk assessment.

## **8. Procedures**

- 8.1 The Business has introduced the following procedures in order to maintain high standards of fire safety:
- 8.2 Emergency escape routes will be established and kept free from obstruction at all times, and fire exit doors kept in good working order and unlocked at the times when the premises are occupied.
- 8.3 The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting strips on the existing doors.
- 8.4 Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and the emergency exit routes.
- 8.5 Evacuation drills will be held at least twice a year.

## **9. Records**

The Business will record its staff training including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The Business will keep the following records:

- 9.1 Records of weekly tests of fire alarms.
- 9.2 Records of annual inspections and tests of all firefighting equipment.
- 9.3 Records of periodic tests of emergency lighting.
- 9.4 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- 9.5 Records of inspections, risk assessments and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety (where appropriate).

This Policy will be reviewed annually and updated as necessary. The Trustees endorse this policy and are fully committed to its implementation.

Name:	Paula Knowles
Position:	Director of Family Support and Education
Signature:	
Date:	September 2024
Date for Review:	September 2025

Issue No	2
Amendments from previous	Wording of section 3.1
Other comments	

Issue No	3
Amendments from previous	Formatting adjustment section 3 Clarification added section 4.5 Responsibility change section 6.4
Other comments	