



Groundwork Sheffield

Fire Safety Policy

GWS 022

Approved by the Board of Trustees July 2015

Contents

1. Introduction
2. Definitions
3. Purpose
4. Scope
5. Roles and Responsibilities / Accountabilities
6. Operational Procedures
7. Implementation and dissemination

'Not Controlled when Printing'			
Policy name:	Fire Safety Policy	Policy number:	GWS-022
Version	5	Date of next review:	July 2016
		Author	DA

1. Introduction

1.1 Groundwork Sheffield has statutory obligations under the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 to ensure it has robust fire safety arrangements in place within its premises. This document outlines the responsibilities and the operational procedures in place to demonstrate compliance with this legislation and any associated Department of Health guidance.

2. Definitions

2.1 Responsible person: The person who has control over the premises. This may be either the owner of the building or the occupier provided they have control of the premises in connection with their trade/business.

2.2 Competent person: Someone with sufficient training, experience and/or knowledge enabling them to assist in undertaking preventative and protective measures.

2.3 Risk assessment: A written document complying with the Fire Safety Order to ensure the organisation has identified its fire hazards, evaluated the risk of fire occurring and, as a consequence, implemented suitable control measures.

2.4 Fire codes: Department of Health guidance in the form of Healthcare Technical Memorandums on fire safety areas.

3. Purpose

3.1 Groundwork Sheffield is committed to ensuring peoples' safety at work. It aims to do this by:

- Providing a safe working environment which, so far as is reasonably practicable, removes or reduces the fire hazards present on site.
- Implementing a pro-active approach to risk assessment to identify where risk needs to be controlled.
- Developing preventative and protective measures to mitigate the impact of fire on life safety, property, and assets.
- Providing guidance to staff on operational requirements relating to fire safety.

4. Scope

4.1 This policy applies to all people using the following premises:

- Groundwork Sheffield – Unit 21, The President Buildings, Savile Street East, Sheffield S4 7UQ
- Groundwork Sheffield – Unit 15, The President Buildings, Savile Street East, Sheffield S4 7UQ

5. Roles and Responsibilities / Accountabilities

5.1 Duties of Groundwork Sheffield

'Not Controlled when Printing'			
Policy name:	Fire Safety Policy	Policy number:	GWS-022
Version	5	Date of next review:	July 2016
		Author	DA

Groundwork Sheffield shall:

- Perform annual assessments of the fire risk assessment.
- Ensure that all fire safety equipment is regularly serviced as necessary.
- Keep the fire procedure up to date and notify employees of any changes.
- Disseminate this policy to employees in an appropriate manner.

5.2 Duties of Employees of Groundwork Sheffield

- Report any fire concerns they may have to the Fire Marshal.
- Take reasonable care of themselves and others, and be pro-active about fire safety.
- Be mindful of any arising fire hazards and to treat them appropriately.
- Follow any guidelines given to them by Groundwork Sheffield.
- Be familiar with the fire procedure.

6. Operational procedures

6.1 Risk assessment

- In line with the Fire Safety Order the employing organisation is required to assess the fire risks with each site it owns or manages.
- The fire risk assessment shall be completed annually by a competent person, and shall be reviewed for any significant change in layout or operation to the premises.

6.2 Training

- As part of their induction, all staff members and site users shall be made aware of the location of fire extinguishers, how to use them, and the fire procedure (6.3)
- These procedures will be reinforced by appropriate signage.

6.3 Evacuation procedure

The evacuation procedure shall be on display throughout the building and shall be explained to all staff at their induction. The procedure shall detail:

- How to raise the alarm, by shouting "Fire!"
- To leave via the exit taking the shortest safe route.
- Do not stop to collect personal belongings
- To phone 112 or 999 and inform the fire service, giving the full address and postcode.
- Do not tackle the fire.
- Where possible, assist colleagues and others to escape but do not put yourself in danger.
- Meet at the fire assembly point where a headcount will be taken.

'Not Controlled when Printing'			
Policy name:	Fire Safety Policy	Policy number:	GWS-022
Version	5	Date of next review:	July 2016
		Author	DA

6.4 Control of smoking and arson

- To help prevent arson, the premises are to be locked while unoccupied and the last employee out of the office is responsible for shutting and locking the main door.
- Smoking is illegal within confined public spaces, or places of work. All staff, should they wish to smoke, will do so outside the premises.

6.5 Fire Alarm Test

- The fire alarm is to be tested by the Fire Marshal at 10 am, every Tuesday.

7. Implementation and dissemination

7.1 A copy of this document shall be stored on the Groundwork Sheffield intranet at: M:\Policies.



Signed:

(Chair)

Date: 30th July 2015


Signed:

(Executive Director)

Date: 30th July 2015

'Not Controlled when Printing'			
Policy name:	Fire Safety Policy	Policy number:	GWS-022
Version	5	Date of next review:	July 2016
		Author	DA