

Fire Safety Policy Group

Policy Reference:	<i>A82</i>
Version Number:	<i>6</i>
Applies to:	<i>All services</i>
Associated documents:	<i>AS6 Health and Safety Policy A82.1 Fire Log Book A82.2. Fire Evacuation Records A82.3 Fire Safety Manual</i>
Approved by:	<i>Group Health and Safety Manager</i>
Implementation date:	<i>January 2023</i>
Next review due by:	<i>January 2024</i>
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

0. Summary of changes since previous version of policy

No changes.

1. Aims

This policy defines the nature and purpose of Fire Safety procedures and arrangements across all sites owned or operated by The Aurora Group.

2. Legislation and statutory requirements

This policy is based on the following advice/legislation:

- The Health and Safety at Work act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Construction, Design & Management Regulations 2015
- Management (Health and Safety at work) Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations (amended) 2002
- The Education (Independent School Standards) Regulations 2014
- The School Premises (England) Regulations 2012
- Care Quality Commission (Registration) Regulations 2009

3. Scope

This policy affects all people who use our services, employees, volunteers, contractors and visitors to Aurora owned or operated premises.

The Aurora Group is committed to taking all reasonably practicable steps to protect our employees, residents, children, young people, visitors, contractors and local residents near to our premises, from the impacts and effects of fire.

A Fire Risk Assessment will be carried out or reviewed annually by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.

In doing so we will concentrate on fire prevention and management measures designed to eliminate or reduce fire hazards in our premises, thereby reducing the likelihood of a fire occurring and the impacts of any fire should one occur.

It is recognised that the possibility of fire incidents can never be totally removed. We will ensure that we are vigilant and have suitable fire protection measures in place, to ensure all occupiers of our buildings sufficient time to safely evacuate the premises and sufficient protective measures to keep them safe in the event of a fire or evacuation.

Aurora will take all practical steps to ensure that our Senior Leadership Teams are provided with the necessary support to effectively manage fire safety. All staff will receive training, instruction and information necessary to fulfil their fire safety duties and responsibilities.

We will endeavour to ensure that fire hazards in our buildings are eliminated if possible, reduced or controlled and overall to be at a level no greater than would normally be expected. In addition we will strive to ensure that the risks to life or health from fire are reduced to the lowest level reasonably practicable and maintained.

We expect all employees to contribute and comply with our fire safety procedures. Our employee's must ensure, so far as reasonably practicable, that they take care of their own safety, their colleagues' safety and the safety of anyone affected by their actions or inactions. All employees are not to interfere with or misuse any installation or equipment provided in the interests of fire safety.

Fire safety is of paramount importance and, as a minimum, our aim is to comply with applicable legislative requirements and any associated guidelines and Approved Codes of Practice.

Fire risks are to be identified, as an example but not limited to

- The work activity
- The curriculum activity
- Materials used and stored
- Sources of ignition e.g. flames and sparks from hot work, electrical equipment, electrical sub stations, portable heaters
- Furnishings and fittings etc.
- Identify any person i.e. staff and others especially at risk e.g. vulnerable people, visitors and contractors
- Eliminate or reduce the scale of the fire risks and provide additional control measures as required as part of a plan of improvements by:
 - Substituting highly flammable materials by less flammable substances
 - Reducing amounts of combustible materials
 - Improving housekeeping
 - Minimising sources of ignition
 - Control of hot work by a permit hot work system
 - Cleaning and equipment maintenance systems
 - Enforcement of no smoking anywhere on the premises
 - Improving fire alarm and emergency egress arrangements e.g. by shorter travel routes, better fire resistant, construction, etc.
 - Providing emergency lighting internally and externally to allow safe access to assembly points, etc.
 - The provision of fixed automatically activated fire-fighting equipment e.g. sprinklers and gas flooding systems if practical to do so.

4. Roles and responsibilities

4.1 The Site Lead will:

All fire safety information to be communicated to all staff, young people, visitors and contractors.

4.1.1 Have responsibilities for implementing the fire safety policy.

4.1.2 Ensure the Senior Leadership Teams work together to plan and organise safe systems of work, maintain records and to regularly review fire safety precautions and performance, in line with our commitment to compliance with fire safety legislation.

4.1.3 Ensure all fire safety information is communicated to all staff, young people, visitors and contractors.

4.2 Staff will:

4.2.1 Employees given the role of fire marshals would require training that is specific to being a fire marshal in either care or education.

4.2.2 All employees will complete fire safety awareness training during their induction period. This is primarily provided through an eLearning package.

4.2.3 All employees to follow the fire safety rules within this policy and related documents.

Drills must be carried out following guidance from the Aurora Fire Manual A82.3 to test the effectiveness of the emergency plan with records kept in the Fire Safety Log Book A82.1.

5. Monitoring arrangements

A review of this policy and related documents will take place annually.