

OPTIONS FOR LIFE

FIRE SAFETY POLICY

It is Options for Life's policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as is reasonably practicable. This Fire Safety policy is written as an extension of the Health and Safety policy, sets out Options for Life's obligations in respect of fire prevention, and helps to emphasise the organisation's commitment to fire safety.

It is the policy and objective of Options for Life to:

- operate in accordance with statutory duties and fire safety guidance.
- ensure there are clearly defined managerial responsibilities for fire safety within the organisation.
- undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- ensure there is a system of comprehensive record keeping.
- identify and implement reasonably practicable control measures to control risks from fire.
- provide fire safety training for all employees and volunteers.
- provide adequate fire warning systems, means of escape and fire fighting equipment, with good housekeeping practices to minimise the risk of fire.
- conduct regular fire evacuation drills and testing of emergency equipment.
- ensure there is a system of assessing fire protection needs in premises, determining fire priorities and the allocation of funds for the completion of agreed works, taking into account other established priorities.

Responsibilities

- The Chief Executive will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- Managers and co-ordinators will ensure that these policies and procedures are implemented and adhered to in their areas of operational responsibility.
- The Administration Manager will ensure that an appropriate system for carrying out fire risk assessments is in place.
- Managers and co-ordinators will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- Managers and co-ordinators will ensure that action plans and additional control measures resulting from fire risk assessments are implemented.
- Managers and co-ordinators will ensure that regular inspections are carried out on any control measures to ensure their continued effectiveness.
- Employees, volunteers, service users, visitors and contractors will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Notices are displayed at each of Options for Life's premises, giving precise instructions to follow in the event of a fire, and the location of the assembly point.

Each of Options for Life's premises is required to have a current written Fire Risk Assessment in place, which is recorded in the Fire Safety Logbook.

Each of Options for Life's premises is required to have a current, written emergency evacuation plan in place.

Options for Life's practice is to carry out a fire and emergency drill at each service base at least twice each year. The fire and emergency drills are initiated by the co-ordinators at each individual

service base. All fire and emergency drills are recorded in the Fire Safety Logbook.

Adequate portable fire fighting equipment is available at each service base, and is inspected and maintained in accordance with the manufacturer's instructions and the current British Standard by a competent person on an annual basis. All inspection and maintenance visits are recorded in the Fire Safety Logbook.

Where fitted, fire alarms and smoke detectors are installed and maintained in accordance with the manufacturer's instructions and the appropriate British Standard. Annual inspections and tests will be carried out by a competent person. All inspection and maintenance visits are recorded in the Fire Safety Logbook.

Emergency lighting is installed and maintained in accordance with the manufacturer's instructions and the appropriate British Standard. Annual inspections and tests will be carried out by a competent person. All inspection and maintenance visits are recorded in the Fire Safety Logbook.

All furniture and furnishings used at Options for Life's premises shall conform to the appropriate British Standard.

Options for Life has a Smoke Free policy.

This policy and the associated procedures must be construed and have regard to the fact that Options for Life do not have exclusive use of some premises, and will therefore work with other occupiers to promote this policy and the associated procedures.

Disciplinary action will be taken against any members of staff who do not comply with the organisation's Fire Safety policy and the associated procedures. Appropriate action will also be taken in the case of any volunteers, service users or other persons who do not comply with the Fire Safety policy and the associated procedures.

This policy was approved and endorsed by the Board of Trustees on 15th February 2010, with next review due on 15th February 2011.