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FIRE SAFETY POLICY

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1. Policy Statement

- Good Apple is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.
- Good Apple takes its fire safety duties seriously. For that reason this Fire Safety Policy has been formulated to help the unit comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

2. Policy Scope

- The policy is relevant to all Good Apple employees, students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

3. Policy Purpose

- This policy addresses our obligation under The Order that requires Good Apple to:
 1. Develop a policy to minimize the risks associated with fire
 2. Reduce the risk of an outbreak of fire
 3. Reduce the risk of the spread of fire
 4. Provide a means of escape
 5. Demonstrate preventative action
 6. Maintain documentation and records in respect of fire safety management

4. Policy Details

- To achieve these aims, Good Apple will provide and maintain:

1. A nominated 'Responsible Person'

At Good Apple the 'Responsible Person' is the Curriculum head.

2. A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to Fire.

Further detail of the responsibilities of staff and other users of the unit for implementing the Fire Policy, and the arrangements, procedures and operating standards in place, will be described in the 'Responsibilities, Arrangements and Guidance' document attached as an Appendix to this Policy.

3. Suitable arrangements for:

- f Identifying Fire hazards and managing risks (Risk Assessments)
- f The provision, testing and maintenance of fire detection, fire fighting and emergency lighting equipment.
- f Reviewing, updating and testing of Emergency Evacuation procedures.
- f Maintaining documents and records

4. Information and training of staff relevant to their roles and responsibilities in relation to Fire.

5. Monitoring and Review of Policy

- The Policy will be reviewed by the Directors every year or more frequently if necessary. The review and suggested amendments will be initiated by the Health and Safety Officer and submitted to other directors as necessary.
- The attached appendix, 'Responsibilities, Arrangements and Guidance', will be reviewed at least annually and at any other times when changes may be necessary. Good Apple may make such variations to these procedures as it sees fit, subject to informing relevant unit users and following normal principles of reasonableness and fairness.

6. Non - compliance

- All employees have legal duties under Section 7 of the Health & Safety at Work Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, to take reasonable care of their own and others, health and safety at work. They must co-operate fully with health & safety policies and procedures, must report defects, and must not misuse safety equipment provided. Good Apple will consider any breach of these legal duties as a disciplinary matter, and the established in the units disciplinary and grievance procedures will apply.
- Students who commit serious breaches of the fire safety rules or procedures may be suspended by the Curriculum Head pending a full investigation.

7. Related Documents and Legislation

Internal:

- Policies:
 - Health and Safety Policy
 - Smoking Policy
 - Equality and Diversity Policy
- Procedures
 - Health and Safety Induction for New Staff
 - Fire and Emergency Evacuation
 - Staff Responsibilities – Fire and Emergency Evacuation

External (Major applicable legislation):

- The Regulatory Reform (Fire safety) Order 2005
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

APPENDIX TO THE FIRE SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS AND GUIDANCE

1. Organisation and Responsibilities

1.1. The Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety Risk Assessments and ensure the safety of the staff and any person who may legally come onto College property and of anyone not on the premises but who may be affected.

- At Good Apple the 'Responsible Person' is the Curriculum Head
- The day to day responsibility for ensuring the management of the risks is delegated to the Vocational tutor, who is also the Assistant Safety Officer.

1.2. Competent Persons

The competent persons under this Policy are:

- The Health and Safety Officer

Training and supervision will be provided for nominated competent persons where required.

Other competent persons may occasionally be appointed or hired for the purposes of advice on technical issues or preparing assessments or reports.

1.2.1. The Health and safety Officer duties are:

- Advise the Fire Marshals.
- Assist with fire drills.
- Ensure that the Assistant Health and Safety Officer is notified of any fires, false activations or any problems associated with the fire systems and associated equipment.
- Make reports to other directors and stakeholders as required.
- Liaise with the Fire Service when required
- Review and maintain the following documents:
 - Records of weekly tests of fire alarms, call points, emergency lighting and fire doors.
 - Records of annual inspection and testing of all fire fighting equipment.
 - Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
 - Records of all fires and false activations together with associated reports and follow up actions.
 - Records of inspection, risk assessment and maintenance of electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety

1.2.2. The Health and Safety Officer/ assistant health and safety officer duties are:

- Carry out or arrange for Fire Risk Assessments
- Review and maintain fire safety signage
- Suggest appropriate changes to existing or planned new buildings where required for the purposes of Fire Safety
- Make reports to directors as required.
- Update the Responsible Person or delegate(s) on changes to legislation, advice or other material facts relating to Fire Safety within the unit.
- Liaise with the Fire Service when required
- Review and maintain the following documents:
 - This Fire Safety Policy
 - Copies of all Fire Risk Assessments
 - The Fire and Emergency Evacuation procedures
 - Fire and Emergency Evacuation plans (routes)
 - Records of all fire drills and (at least three per year) listing evacuation times and any actions required
 - Records of all fire training

1.3. Fire Marshals

The unit Fire Marshals are the staff of the unit together with the Competent Persons.

The Marshals:

- Make contact with and provide essential information to the Lincolnshire Fire and Rescue Service if required
- Assist in evacuations and drills

1.4. Tutors

- Tutors will arrange for a PEEP (Personal Emergency Evacuation Plan) for any student who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

1.5. The Curriculum Head area tutors:

- Give information to new staff on induction, .regarding Fire Safety, Emergency Evacuation Procedures, Staff responsibilities for Evacuation and Hazard Reporting.
- Are responsible for Risk Assessments for activities in their area which will include reporting any fire hazards to the competent persons.
- Will complete a PEEP (Personal Emergency Evacuation Plan) for any member of staff that they manage who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

1.6. All Staff

All Staff carry out the following duties:

- Take reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work all staff will ensure that they, and their students, visitors and other users of the unit buildings, keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices are not removed or covered over.
- Co-operate fully in complying with any procedures that the unit may introduce as measures to protect the safety and well-being of all staff, students and visitors.
- Assist with the Fire and Emergency Evacuation procedures in the way described in the annual "Fire and Emergency Evacuation – Staff Responsibilities" document.
- Report any hazards or defective or missing fire safety equipment to Reception and / or the Competent Persons.
- Ensure the tutors are made aware of any students that may require a PEEP (Personal Emergency Evacuation Plan) or special arrangements during an emergency evacuation of the building.

2. Documentation & Records

- Good Apple documents and keeps records to prove responsible actions. The records detailed in Section 1.2 will be kept in good order, up to date and available for scrutiny at any time.

3. Communication

- Good Apple will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with employees on matters of fire safety policy and arrangements.
- Staff will be informed of any changes that are made to the fire safety procedures and fire risk assessments.
- Fire safety information will form part of the induction training for new members of staff.
- Good Apple will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

The College has the following procedures in order to maintain high standards of fire safety:

- The fire and emergency evacuation procedures which will be practiced at least three times annually.
- All staff will be given training, including fire safety information, by the Curriculum Head as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety.
- All students will have an overview of the emergency evacuation procedures explained to them as part of their induction into the College. Specific emergency evacuation procedures for each room in which they study will also be explained to students as part of induction for each subject.
- Personal Emergency Evacuation Plans (PEEPs) will be in place for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

- Key staff nominated by the competent persons may be trained in the use of fire extinguishers, whether or not they have been given specific fire fighting duties.
- All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
- Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets may be made where deemed appropriate.
- All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the unit notices defective or missing equipment, they must report it to a competent person.
- An appropriate fire detection and alarm system will be provided. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving clear instructions to staff 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, to indicate the emergency exit routes.
- In the normal course of their work all staff will make it their business to ensure that residents, students, staff, visitors and other users of the unit buildings keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

5. Risk Assessments

- Competent Persons shall make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.
- The Competent Persons may require occasional external assessments and may contract competent organisations to do this work.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- Area Tutors have a duty to identify all hazardous substances and other potential or actual hazards, incorporate these into their own Risk Assessments, and make this information available to those who carry out Fire Risk Assessments.

6. Smoking

- Smoking is prohibited in all enclosed and substantially enclosed premises in the College. This includes the transportation. In the unit grounds there is no area where it is permissible, only outside boundaries of the Good Apple Unit. This policy applies to all staff, students, contractors and visitors.