

# **Cranedale Educational Charitable Trust Ltd**

Code of Working Practice No. 117  
Appendix 117.3

## **Fire Safety Policy**

*Essential for: All Cranedale Staff*

### **General Statement:**

Cranedale Educational Charitable Trust Ltd is a responsible employer that takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, customers and visitors under the Fire Regulations relevant to the Regulatory Reform (Fire Safety Order), 2005 which came into force in 2006 and the 1982 Education Act relating to residential establishments. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy (CoWP No.127)

### **Employees' duties:**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the Cranedale Centre management in complying with any procedures that they may introduce as a measure to protect the safety and well being of the Centre's staff, customers and visitors. Failure to comply may be treated as a disciplinary matter.

### **Communications:**

The Cranedale Centre management will keep staff informed of any changes that are made to our fire safety procedures and Workplace Fire Risk Assessment. The management will also ensure that all customers and visitors to the premises are briefed in the evacuation procedures and made familiar with all available escape routes.

### **Procedures:**

Cranedale Centre management have introduced the following procedures in order to maintain high standards of fire safety:

- A Workplace Fire Risk Assessment, formulated in June 2015 by M&L Fire Risk Associates Ltd will be reviewed annually or more frequently, if in response to alterations to the premises or new work processes.

- The fire evacuation procedures will be practiced at least 6 times annually. *Refer to data in Monitoring/Records file*
- All Cranedale Staff involved in the running of fire drills will wear high visibility vests.
- Training will be provided for all new employees in the use of Fire Extinguishers and raising the alarm. *Refer to data in Monitoring/Records file and Evidence of H&S Training file.*
- Additional 'in-house' fire awareness/evacuation procedures will be provided for all new employees as an essential part of their induction. *Refer to data in Monitoring/Records file*
- All escape routes will be clearly signed and kept free from obstructions at all times
- All fire related equipment will be regularly serviced and maintained. *(Certificates held in Monitoring/Records file)*. If any employee notices defective or missing equipment they must report this immediately to the management.
- Alarm systems will be tested regularly on a Thursday at 11am and all employees will be informed. *Refer to data in Monitoring/Records file*
- Emergency Lighting systems and Fire Extinguishers will be inspected monthly via in-house inspection. *Refer to data in Monitoring/Records file*
- Bi-annual inspections of the Fire Alarm and Emergency Lighting Systems are undertaken by G2 Integrated Security Solutions Ltd. *Refer to data in Monitoring/Records file*
- Blaze Fire Safety Ltd is contracted to annually inspect and maintain all fire extinguishers to ensure correct operation. *Refer to data in Monitoring/Records file*