

# FIRE SAFETY POLICY

## 1) Introduction

The Engineering Trust Training Ltd. (ETT) recognise that good standards of fire safety are an integral part of good management. The sensible and proportionate management of fire supports our work and the services we provide.

The Regulatory Reform (Fire Safety) Order 2005 - (RRFSO). The Order places duties on 'responsible persons', to the extent which they have control, over premises and activities to: -

- a) Ensure compliance with relevant legislation
- b) Ensure suitable and sufficient fire risk assessments are carried out
- c) Implement protective and preventative measures as required to ensure the safety of all 'relevant persons'
- d) Appoint competent person/s to assist him/her in implementing the measures as required

We will review, and where necessary revise, our policy at suitable intervals (annually or following any significant or material change in organisation or arrangements) to ensure that it continues to reflect our operation.

## 2) Definitions

The following definitions are taken directly from the RRFSO:

- a) Responsible Person means:
  - i) in relation to a workplace, the employer, if the workplace is to any extent under their control;
  - ii) in relation to any premises not falling within the above
    - the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
    - the owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.
- b) Relevant Persons means:
  - i) "any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises".
- c) Principles of Control (General):
  - i) The RRFSO defines the principles of control, in order of preference, as being:
    - avoiding risks;
    - evaluating the risks which cannot be avoided;
    - combating the risks at source;
    - adapting to technical progress;
    - replacing the dangerous by the non-dangerous or less dangerous;
    - developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
    - giving collective protective measures priority over individual protective measures;
    - giving appropriate instructions to employees.
- d) Place of Reasonable Safety:

- i) A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.
- e) Place of Total Safety:
  - i) In relation to premises, means a safe area beyond the premises.

### 3) Policy Statement

- a) ETT is committed to providing and maintaining a safe and healthy work place and to protect its employees, students, contractors and visitors against fire and the effects of fire.
- b) ETT will deliver this policy by:
  - i) Clearly defining roles, responsibilities, and accountabilities with regards to fire safety
  - ii) Developing and implementing appropriate fire safety procedures and arrangements to safeguard all stakeholders against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency
  - iii) Appointing one or more competent persons to provide competent fire safety advice
  - iv) Ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant “principles of control”, to reduce these risks to a tolerable level
  - v) Ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments
  - vi) Ensuring the building and facilities are designed and constructed in accordance with relevant fire safety standards
  - vii) Providing employees and anyone else affected with appropriate fire safety information, instruction, and training
  - viii) Cooperating and communicating with any other “Responsible Persons”, as necessary, to ensure compliance with the RRFSO.

### 4) Responsibilities

- a) ETT CEO has overall responsibility for ensuring that:
  - i) Fire safety risks are assessed and that appropriate control measures are identified and implemented
  - ii) Appropriate resources are made available to enable ETT to fulfil its legal duties under the RRFSO
  - iii) Significant findings of fire risk assessments relating to building fabric and structure are properly addressed and control measures are implemented in accordance with the “principles of control”.
  - iv) Any plant, equipment and features of premises provided for the purposes of fire safety remains in good working order and is subject to a suitable system of maintenance by a competent person.
  - v) All new and refurbished areas are so designed as to ensure compliance with this policy and any relevant fire-safety and building legislation.
  - vi) All relevant activities and processes are assessed for fire safety and suitable control measures implemented.

- vii) Appropriate liaison and co-operation with other responsible persons is carried out, e.g. licensees / contractors, to ensure that they are aware of the fire safety policy and procedures and to identify any risks arising from their activities.
  - viii) Members of staff receive fire safety training on induction or on being exposed to new or increased risk and periodically thereafter.
  - ix) A suitable number of fire wardens are appointed, identified and trained.
  - x) Appropriate arrangements are put in place (for example, Personal Emergency Evacuation Plans) to secure the safety of all relevant persons.
  - xi) All relevant persons comply with the requirements of the fire safety policy.
- b) The CEO delegates some responsibility for undertaking these duties through line management and identified roles. The following people are identified as having responsibility for fire safety issues in those areas.
- i) Director of Delivery and Operations will ensure that:
    - All activities and processes are assessed for fire safety and suitable control measures implemented (i.e. included in the risk assessments for activities and practical teaching activities).
    - All ETT learners receive fire safety training on induction, both in company, at sub-contracted colleges and at The Engineering Skills Academy.
    - All relevant persons are given training and instruction in fire safety matters commensurate with their activities.
    - All “relevant persons” comply with the requirements of the fire safety policy.
    - Fire safety incidents are investigated, and relevant improvements identified. Where significant issues are identified these will be brought to the attention of the relevant duty holders for action.
    - Investigating the cause of fires and fire alarms, where relevant, and provide written advice to support appropriate action to prevent a reoccurrence and to comply with this policy.
  - ii) All ETT Staff
    - Providing support to the CEO and Director of Delivery and Operations to ensure fire safety is a key factor in all decision making and delivery.
    - Carrying out Fire Risk Assessments for their work and reporting the significant findings and associated recommendations to the CEO.
    - Assisting relevant persons to evacuate to a temporary or permanent place of safety.
    - Promoting compliance with relevant fire legislation
    - Liaising, where appropriate, with officers from external enforcement agencies on matters of fire safety.
  - iii) Learners are required to:
    - Cooperate by complying with the fire safety policy, associated standards and any relevant fire safety training and arrangements.
    - Not put themselves or others at undue risk.
    - Disclose any health issues or disabilities to the CEO if they require assistance to evacuate a building during a fire alarm activation and to participate in any necessary Personal Emergency Evacuation Plan (PEEP) process.
  - iv) Licensee and Contractors will be required to:
    - Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the “principles of control”.

- Co-operate with ETT on all matters of fire safety and comply with all reasonable instructions relating to fire safety given by ETT.
- Ensure that they, and all staff and/or learners falling under their control, have received appropriate information, instruction and training to enable them to comply with this policy and associated emergency arrangements.