



Fire Safety (in support of Company's Health & policy)



'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Health and Safety Manager
Authoriser	Executive People Director
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1. Fire Safety Policy

1.1 Policy Statement

- 1.1.1 The Regulatory Reform (Fire Safety) Order 2005 came into effect in October 2006 and replaced over 70 pieces of fire safety law.
- 1.1.2 The Order applies to all non-domestic premises in England and Wales, including the common parts of blocks of flats or houses in multiple occupations (HMOs). The law applies to you if you are:
 - responsible for business premises
 - an employer or self-employed with business premises
 - responsible for a part of a dwelling where that part is solely used for business purposes
 - a charity or voluntary organisation
 - a contractor with a degree of control over any premises.
- 1.1.3 Under the Order, the responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.
- 1.1.4 Five Rivers Child Care Ltd aims to ensure that premises which they own, or use are constructed, equipped, operated and maintained in a manner which ensures the safety of children', visitors and staff which protects the premises from fire.
- 1.1.5 Knowledge of Fire Precautions and of how to respond in the event of fire is regarded as a basic duty of all staff employed by Five Rivers Child Care Ltd.
- 1.1.6 It is the duty of every employee to observe the Fire Precautions Policy and Fire Procedures of Five Rivers Child Care Ltd.
- 1.1.7 This policy should be read in conjunction with other Five Rivers Child Care Ltd policies and procedures, which are relevant to fire safety, including the Health and Safety Policy and policy on promotion of non-smoking.

1.2 Terms and Definitions

1.2.1 The table below sets out a number of terms and definitions used within this document:

Term	Definition
Fire Risk Assessment	<p>A Fire Risk Assessment is an organised and methodical look at your premises, the activities carried out there and the likelihood that a fire could start and cause harm to those inside or nearby.</p> <p>In all instances, the details of a fire risk assessment, actions to be taken, and details of anyone especially at risk must be recorded.</p>

Responsible Person	The term Responsible Person refers to the person or persons who have responsibilities for ensuring fire safety within non-domestic premises.
Manager	Residential Manager/Office Manager/Establishment Manager

1.3 Data Protection

- 1.3.1 The Five Rivers Group supports the objectives of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) and other legislation relating to Data Processing, including the Human Rights Act 1998, the Safeguarding of Vulnerable Groups Act 2006 and the regulations that underpin our services. The Five Rivers Group has a statutory obligation to process personal data in accordance with the provisions of the United Kingdom General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018.
- 1.3.2 Every member of The Five Rivers Group has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the United Kingdom General Data Protection Regulation (UKGDPR), the Data Protection Act 2018, the Five Rivers Group Data Protection Policy and The Five Rivers Group Data Retention Policy.

1.4 Disclosure of Information

- 1.4.1 It is a criminal offence for a person to knowingly or recklessly sell, disclose or retain personal information outside of the Five Rivers Group under section 170 DPA 2018 without a legitimate purpose and legal basis. The Five Rivers Group considers these actions unauthorised and will take all necessary action to ensure personal data is not disclosed, retained or sold without a valid legal reason including referral to the Criminal Investigations Team of the Information Commissioner’s Office (CRIT ICO).

2. Fire Safety Procedure

2.1 Statutory responsibilities

2.1.1 Five Rivers Child Care Ltd is required to ensure that all legislation relating to fire precautions and fire safety is observed in those premises owned, managed or operated by Five Rivers Child Care Ltd.

2.2 Responsibilities

2.2.1 The nominated Director of Five Rivers Child Care Ltd is responsible for ensuring that the policy relating to general fire precautions, organisation and training is implemented. To assist with this task, responsibility for the effective implementation of this policy will be assigned to a named staff member, known as a nominated Fire Marshall for each Five Rivers Child Care Ltd establishment.

2.2.2 Each person designated as nominated Fire Marshall is accountable to the Responsible Person for the premises of Five Rivers responsible for: -

- Supervising the maintenance of fire precautions
- Recording internal inspections and testing arrangements related to fire prevention and preparedness
- Ensuring that all staff and young people participate regularly in drills and fire training.

2.2.3 These nominated Fire Officers/Marshalls should be of sufficient experience for them to be able to carry out the whole range of their duties effectively. Nominated Fire Officers/Marshalls will ensure that any person would be able to take correct action in a fire emergency and take effective command.

2.3 Headteachers / Residential Managers/Office Managers

2.3.1 Each Senior Manager of the property is deemed the Responsible Person by Five Rivers who is responsible for ensuring that fire safety instructions are brought to the attention of and observed by their staff and that they participate in fire precautions training. Additional duties will be as follows:

- To ensure that the fire precautions aspect of the induction checklist for new staff has been completed.
- To be responsible for informing the Head of IT and Facilities Department of Five Rivers Child Care Ltd any change of use associated with the school / Home / Office / Other Properties
- To be responsible for ensuring that staff are recorded in the Fire Training and Drill Register.
- To be responsible for appointing people within their department to undertake testing of fire alarms and maintain a Fire Log / Inspection Forms (ClearCare) in accordance with fire Regulations and guidance.
- To ensure that all staff, without exception, are trained in fire procedures, including raising the alarm, evacuation procedures, and are familiar with the use and operation of the firefighting equipment available.
- To arrange for fire drills, as required, to ensure that all staff and young people are fully aware of the action they must take in the event of fire.

- To ensure that all staff are aware of the method and route of evacuation in their area of work.

2.4 Personal Emergency Evacuation Plan (PEEP)

- 2.4.1 Staff must also be trained to physically evacuate children/young people from the school, Home, Office and other premises under the direct control of Fire Personal Emergency Evacuation Plan (PEEP).
- 2.4.2 It is the responsibility of the Headteacher/Manager to ensure that anyone in their school/Home or Office who has a disability or physical impairment which prevents them from evacuating the building in the normal manner, completes a PEEP. A copy of the plan should be kept on the fire file. Please see Connect H&S page for the PEEP template.

3. Training

- 3.1. Effective training for all staff, without exception, is of vital importance and all staff must have both basic instructions in fire precautions and training appropriate to their own particular job and specific needs.
- 3.2 It is essential that every member of staff at Five Rivers Child Care Ltd:
- Understands the character of fire, smoke and toxic fumes
 - Knows the fire hazards involved in the working environment
 - Practices and promotes fire prevention
 - Knows the correct action to take if fire breaks out
- 3.3 It is the duty of every member of staff to report to management any instances where proper procedures are not being implemented, for example:
- Fire doors wedged open
 - Escape routes blocked by furniture or accumulation of rubbish
 - Hazardous or flammable materials adjacent to escape routes
 - Faulty electrical equipment and gas appliances
- 3.4 Amongst the most important aspects of fire prevention are the obvious dangers from smoking, the possibility of deliberate fire raising and the need for a range of good housekeeping measures with particular emphasis being paid to the safe use of electrical equipment.

4. Reporting procedures

- 4.1 All incidents involving fire must be reported immediately to a Director of Five Rivers Child Care and the Headteacher / Manager. The report of any fire should include:
- Details of injury and damage
 - Any information at hand on the cause of the outbreak
 - Measures taken to deal with it
 - Problems encountered
 - Suggestions for immediate action
 - Any other particulars that seem relevant
 - A rough assessment of the costs involved should also be included if possible.

5. Fire Risk Assessment

- 5.1 A Fire Risk Assessment of the property and premises is a legal requirement under The Regulatory Reform (Fire Safety) Order 2005.
- 5.2 Five Rivers Child Care Facilities Department will arrange for a Two-yearly Fire Risk Assessment by a 'Competent Person' as defined within the order, to be completed on each property and premises owned, managed or occupied by Five Rivers and associated companies.
- 5.3 A Fire Risk Assessment is a 'Live Document' and will be subject to internal review annually or sooner if there are any changes to Legislation that are applicable to the premises, or the operations conducted within. Also, any changes to the use of the premises and structural alterations or remedials to the building and decor of the premises. It will be the responsibility of the Headteacher / Residential Manager / Office Manager or senior person managing the premises to inform the Facilities Team of the changes.
- 5.4 Any Actions or Recommendations raised within the Fire Risk Assessment are to be considered and where appropriate completed within agreed timescales and recorded. Responsibility for completion will be agreed between the Head of Facilities and the Responsible Property Manager.

6. Audit Checks/Advice

- Five Rivers Health and Safety Manager will conduct an internal Fire Safety Audit annually within the two year Fire Risk Assessment window, on properties owned, managed and occupied by Five Rivers Child Care. The purpose of the audits are:
- To ensure compliance with the Fire Risk Assessment is maintained and all Actions and/or recommendations have been completed or evaluated
- That equipment installed i.e. Fire Doors, Emergency Lighting, Detectors, Fire Alarms, Fire Extinguishers, etc. are functional, inspected and tested in accordance with legislation, best practice and Five Rivers procedures
- Fire Inspection Records are maintained, accessible and accurate
- Identify significant alterations to the premises, operations within are identified and are aligned with current Fire Risk Assessment or to arrange Reassessment by 'Competent Fire Risk Assessor'.

7. Fire Safety Maintenance Checklist – Daily Checks

- 7.1 Daily, weekly and monthly fire preparation inspections are to be completed and recorded on the respective service management systems
- 7.2 Any defects raised or concerns noted are to be escalated directly with the Head Teacher / Residential Manager / Manager or where appropriate Head of Facilities for immediate action.
- 7.3 Please refer to the Connect Fire safety page for further guidance [Fire Safety](#)