

Fire Evacuations and Precautions Policy

Purpose:

This policy aims to ensure the safe evacuation of Orwell's premises in the event of an emergency, protecting all individuals within the building from the risks of fire and smoke inhalation. It outlines the legal obligations, commitments, and precautions to be taken.

Policy Statement:

Orwell is committed to ensuring the safety of all individuals within its non-domestic premises. This includes conducting a suitable and sufficient Fire Risk Assessment, implementing control measures, and establishing an Emergency Evacuation Procedure. Additionally, Personal Emergency Evacuation Plans (PEEPs) will be developed for disabled individuals requiring extra assistance, for both staff members and any persons visiting the building

The aim is to protect all employees, tenants, service users, residents, contractors, and visitors from the risks of fire and smoke inhalation within Orwell's non-domestic premises by taking appropriate fire prevention and fire precaution measures.

Legal Obligations

Orwell acknowledges the legal obligations under the Regulatory Reform (Fire Safety Order 2005) and The Management of Health and Safety at Work Regulation 1999.

These regulations require the responsible person to ensure the safety of individuals and manage fire risks in the workplace.

Orwell's Commitment

The responsible person identified to review the fire evacuation policy is Head of Compliance and Planned Works. They will:

1. Fire Prevention and Risk Reduction:

- a) Conduct a comprehensive Fire Risk Assessment to identify and minimise fire risks.
- b) Provide general fire precautions to eliminate or reduce remaining risks.
- c) Ensure suitable protection is in place for flammable or explosive materials.

2. Emergency Evacuation Procedures:

- a) Develop and communicate an Emergency Evacuation Procedure to all employees.
- b) Include PEEPs for disabled individuals, outlining specific evacuation procedures and required equipment.
- c) A personal emergency evacuation plan (PEEP) is to be completed, where required, for all visitors when they enter the building. This is to be completed by either the customer services officer or the officer the visitor is meeting.
- d) Train employees in the use of Evac Chairs and other evacuation equipment, as necessary.

3. Fire Management Equipment and Maintenance:

- a) Ensure all work bases have the necessary fire management equipment.
- b) Inspect and service fire extinguishers annually by a competent person, maintaining records.
- c) Regularly inspect and maintain premises and equipment.

4. Fire Awareness Training and Drills:

- a) Provide Fire Awareness training to all employees.
- b) Conduct fire evacuation drills at least every six months, ensuring all staff participate.
- c) Keep records of drill findings and address any concerns promptly.

5. Compliance and Good Practice:

- a) Comply with relevant fire safety legislation and recognized good practice.
- b) Update procedures to accommodate flexible and agile ways of working.
- c) Record specific hazards identified in the Fire Risk Assessment on building plans.
- d) Share details of vulnerable individuals with the Fire and Rescue Service.

6. Smoking Area and Fire Alarm System:

- a) Designate a smoking area away from the building.
- b) The fire alarm system and emergency lighting will be serviced by our appointed contractor on a quarterly basis. Any issues with the system will be reported to the Compliance Team and required repairs raised through the repair system and tracked to completion.

7. Fire Doors

- a) Visually check fire doors for damage monthly and report any issues immediately.

By adhering to this policy, Orwell aims to ensure the safety of all individuals within its premises during fire emergencies. Regular reviews and updates will be conducted to maintain compliance and improve fire safety measures.