

## Fire Safety Management Standard

<b>Document Title</b>	<b>Fire Safety Management Standard</b>
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### Scope

This safety management standard describes the arrangements for managing fire risks. It must be applied across all UK countries and all types of establishment.

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## 1. Introduction

There should be an understanding that the risk of fire can never be eliminated and that we rely on effective fire safety arrangements to:

- Reduce the risk of a fire starting
- Reduce the risk of a fire spreading
- Ensure that staff take prompt action in the event of fire
- Reduce the risk of harm to people and/or damage to property

The single most important element of fire safety arrangements is the total commitment of all staff to comply with fire safety arrangements and to report ANY concerns. Fire risk must always be taken seriously.

## 2. Roles and responsibilities

### 2.1 Who is the responsible person?

Workplaces – non-domestic: More than one person can have fire safety responsibilities for non-domestic premises including the employer, the building owner, the landlord and the occupier.

Domestic premises: Landlord/owner fire safety responsibilities also apply to any common areas in domestic dwellings such as flats and private dwellings that have been converted for use as a residential home or Houses in Multiple Occupancy (*HMOs*).

Employers: It should be noted that the employer (NAS/NASAT) will always remain accountable for the safety of employees (including agency, bank and volunteer staff) regardless of their work location.

Anyone who has a level of control may have fire safety responsibilities and if this involves more than one person they are required to co-operate and co-ordinate their fire safety measures. Control relates to:

- Building ownership and/or
- Work activities carried out in a building and/or
- Construction or modification of a building
- Repair and maintenance activities within a building
- Staff at work

Where there is any doubt about who the “responsible person” is, please complete page 1 of the Fire Risk Assessment. If this doesn’t clearly identify the responsible person please seek advice from senior management or [healthandsafety@nas.org.uk](mailto:healthandsafety@nas.org.uk). The NAS Health and Safety Policy sets out the roles and responsibilities for health and safety. Responsibilities specific to fire safety are set out below:

### 2.2 Responsible person(s) will:

- Ensure that a competent person completes a Fire Risk Assessment for the premises they are responsible for. This can be done by the responsible person(s) or by someone nominated or appointed to do this on their behalf. See section 3 for training information. Please note that people who have control over the building, the activities and the staff must always contribute to the completion of the fire risk assessment

- Co-operate and co-ordinate the arrangements for shared buildings or staff groups with other responsible persons who occupy the same building, e.g. the Landlord of an office will coordinate and ensure cooperation between users where the building is occupied by multiple offices or organisations. Nominate a lead to coordinate arrangements where buildings are shared by multiple teams from the same organisation
- Act on the findings of the fire risk assessment i.e. act to reduce or manage risk or escalate risk that cannot be reduced within the timescales set out in the Risk Assessment Management Standard
- Ensure that anyone who could be affected by the risks identified during the completion of the fire risk assessment are aware of the risks and the measures that have been put in place to manage the risks - This includes volunteers and agency staff and the people we support or their representatives
- Consult with Health and Safety Representatives via the Safety Action Group (SAG) meetings about particular roles in connection with fire safety and about proposals for improving fire safety arrangements
- Provide appropriate information, instruction and training to employees and volunteers in accordance with section 3 of this standard
- Ensure that arrangements are in place to inform, advise and support visitors and contractors
- Ensure that emergency procedures detailing the 'actions to be taken' are developed and implemented – Additional information can be found at Appendix A
- Monitor the arrangements to ensure they are embedded and followed – see section 5
- Ensure that building elements to reduce fire risks are checked, serviced and maintained in accordance with section 5 of this standard
- Maintain records of monitoring arrangements outlined in section 5
- Ensure that incidents accidents or near-miss events are reported on the event reporting system
- Notify the health and safety team following any contact from your fire enforcing authority including site visits, letters advising of a planned visit, phone call to notify you of a planned visit or concern, etc.
- Nominate key roles to named individuals
- Ensure that emergency services are provided with information about specific risks such as dangerous substances (i.e. oxygen storage) or other fire risks including 'hoarding'
- Ensure that evacuation drills are scheduled and practiced in line with guidance at Appendix B
- Ensure that evacuation drills are documented – a template is provided at Appendix C
- Consider fire risk during the completion of business continuity plans

### **2.3 Employees and volunteers:**

- Will co-operate with the responsible person(s)
- Will follow the arrangements in place and as advised by any information, instruction and training received
- Will report concerns to their line manager and escalate if the concern is not acted upon
- Will NOT interfere with anything provided in the interest of fire safety
- Will NOT do anything to place themselves or other people at risk

### **2.4 Property, estates and facilities will:**

- Assist, evaluate and advise on the building design, fire detection and technical elements during the completion of fire risk assessments

- Ensure that contractors follow safe systems of work regarding fire safety when working on NAS/NASAT premises
- Ensure that the principles of fire risk management are included in contractor activities
- Ensure that a permit to work arrangement is in place for any activities likely to interfere with fire safety arrangements during planned and reactive maintenance activities and to liaise with the responsible person for the building/service affected
- Ensure that they represent or seek representation from the user/occupier (under CDM) during the design phase of any construction, adaptation, repair or modification of any NAS/NASAT building structures
- Carry out monitoring as identified by their role and act to rectify or escalate any gaps in the arrangements

### **2.5 Fire warden / fire marshals will:**

- Attend fire marshal training
- Assist the responsible person to develop the fire plan and evacuation procedure for the building
- Ensure staff know the location and how to operate the alarm call points
- Ensure staff know the location and operation of fire exit points
- Familiarise nominated staff with the arrangements to assist visitors and individuals to the nearest exit points

## **3. Information, instruction and training**

### **Visitors:**

All visitors must receive information and instruction on what they should do in the event of a fire.

### **All staff:**

**First day:** Staff, including agency staff and volunteers, must receive information and instruction on what action they should take if they discover a fire or hear the fire alarm.

**Induction:** During induction staff and volunteers must receive training in fire safety and the action they should take in the event of a fire. This is a blended approach:

- The principles of fire safety will be provided via online training and face-to-face induction
- Site specific information and instruction will be provided to staff. This will include:
  - How to recognise the fire alarm
  - Fire evacuation procedures
  - Location of fire fighting equipment
  - Any special requirements for people we support

**Annual refresher training and information:** A blended approach to refresh theory knowledge and practical application is adopted:

- Refresh theory: Online Fire Safety course to be complete annually
- Apply theory in practice: Evacuation drills provide an opportunity for staff to practice and refresh evacuation knowledge and skills. All staff must have an opportunity to practice their fire safety knowledge on an annual basis (minimum).
- Updates: Informal training or coaching at team meetings or reflective practice should be recorded as fire safety training. This demonstrates ongoing provision of training and opportunity to refresh/update knowledge and skills e.g. discussions about local fire safety arrangements, how to report concerns regarding fire safety or advice on how to support individuals to evacuate in line with their Personal Emergency Evacuation Plan (PEEP).

**Additional skills:** As staff (including agency staff and volunteers) become familiar with the site and arrangements they may be expected to take on additional duties and will be provided with information, instruction and training to enable them to demonstrate competencies including the ability to respond and act safely in the event of a fire. Additional skills may include:

### ***Training in the safe use of fire fighting equipment***

In addition to the training shown above it will be necessary to train key personnel in the safe use of fire-fighting equipment. Staff must never put themselves at risk in order to extinguish a fire. Only trained staff to use fire-fighting equipment after sounding the fire alarm. Good practice - Training should include a hands-on opportunity to operate extinguishing equipment.

### ***Fire Marshall / Fire Warden Training***

This is often provided as part of fire-fighting equipment training. It forms the basis of site specific and role specific training identified during the completion of the local fire risk assessment.

### ***Fire Safety checks***

Information relating to equipment checks will be provided to staff who undertake, coordinate or monitor the completion of weekly, monthly, 6-monthly and annual checks. Appendix D provides key information and property staff who undertake these checks will receive this information via toolbox talks.

### ***Fire Risk Assessment***

A number of key staff will receive Fire Risk Management training. A number of courses are available and the key staff identified must complete training modules as indicated below:

**Title:** Fire Safety Management

**Duration:** One day

**Target Audience:** Quality Assurance Managers; Area Managers; Principals; H&S Advisors (NEBOSH); Estates National Lead

**Content:**

- Identify key requirements of current fire safety law and guidance
- Outline key elements of a successful fire safety management system
- Detail the contents of a fire safety policy
- Describe the role of the fire safety manager and management team
- Identify information required in a fire risk assessment
- Detail the requirements for maintaining and testing of fire safety engineering systems
- Outline the contents of an effective fire safety training programme

**Title:** Fire Risk Assessment

**Duration:** One day

**Target Audience:** Registered Managers; a person nominated to complete the fire risk assessment for each school; Office Managers; H&S Advisors (NEBOSH)

**Content:**

- Identify the requirements of current fire safety legislation and guidance
- Define the risk assessment process
- State the requirements when recording a fire risk assessment
- Conduct a basic fire risk assessment

- Review and revise fire risk assessments as part of a fire safety management strategy

**Title:** Fire Safety Technical Awareness

**Duration:** One day

**Target Audience:** Area Facilities Managers; Estates National Lead

**Content:**

- Identify sources of information with regard to technical requirements for fire safety
- Describe the purpose of fire compartmentation and the need for it
- Outline the materials of structure for fire compartmentation
- Identify key component parts of fire doors and the need for effective monitoring
- Describe the requirements for means of giving warning and detection
- Outline the key component parts of fire warning and detection systems
- State the need for appropriate emergency lighting and way finding signage
- Describe the principle requirements for means of escape
- Outline what constitutes temporary refuges
- Identify how technical fire safety measures assist in managing the safe evacuation of personnel from a building
- Describe the requirements for the provision of portable and fixed fire fighting media

Contact your Learning and Development Manager or Staff Development Co-ordinator for further information.

#### **4. Supervision**

Supervision is required by line managers to ensure that fire safety arrangements are being followed.

Supervision includes the following:

- Walkabouts to observe practice – i.e. are fire doors being wedged open, are fire exit routes clear?
- Line managers will observe fire/evacuation drill practice and act on the findings
- Line managers will conduct 1:1 observations of staff carrying out active monitoring arrangements to provide staff with an opportunity to discuss fire safety arrangements and any concerns
- Line managers and staff will actively participate in reflective practice opportunities and discuss any development needs relating to fire safety

#### **5. Monitoring – active and reactive**

Active and reactive monitoring arrangements will confirm if fire safety arrangements are effective and identify where action is required.

Active monitoring:

- Supervision – see section 4 above
- Active monitoring of fire safety arrangements is required to check the function and operation of
  - evacuation plans
  - escape routes
  - fire alarms
  - emergency lighting and
  - fire-fighting equipment etc.

Checks are carried out on a daily, weekly, monthly, six-monthly and annual basis. Please refer to Fire Safety Check templates at Appendix D1, D2 & D3 – these can be found on SharePoint and

must be used to record these checks. Any gaps in the arrangements must be recorded and notified to the responsible person for action.

Reactive monitoring will include:

- Reporting and investigation of any fires
- Reporting and investigation of unwanted fire signals (false alarms)
- Investigation of any observations made by external auditors and enforcement authorities to identify reasons for any shortfalls in the arrangements
- Findings from investigations to be summarised and notified to the Registered Manager / Business Manager / Principal. Lessons learned to be presented at the local Safety Action Group for discussion and action

#### **6. Audit arrangements to check that this policy is being followed**

- Managers will assess compliance with fire safety arrangements during the completion of the annual health and safety self-audit and quarterly review
- Quality Monitoring visits will also audit elements of fire safety arrangements

#### **7. Review of this policy**

This policy will be reviewed every three years or sooner in line with changes to legislation, regulations and good practice standards and to reflect any significant changes NAS/NASAT arrangements

#### **8. List of supporting documents and guidelines**

<b>Ref</b>	<b>Document Title</b>	<b>Document type</b>
HS-0401 A	Fire Action Plan	Guidance and Template
HS-0401 B	Evacuation Drill Guidance	Guidance
HS-0401 C	Evacuation Drill Record	Template
HS-0401 D1	Fire Safety Maintenance Checklist – Weekly	Template
HS-0401 D2	Fire Safety Maintenance Checklist – Monthly	Template
HS-0401 D3	Fire Safety Maintenance Checklist – 6-monthly & Annual	Template
HS-0401 E	Fire Risk Assessment	Template
HS-0401 F	Fire Risk Assessment Guidance	Guidance
HS-0401 G	Personal Emergency Evacuation Plan (PEEP)	Template
HS-0401 H	Personal Emergency Evacuation Plan (PEEP) Guidance	Guidance
HS-0401 J	Evacuation Grab Sheet Guidance	Guidance
HS-0401 K	Evacuation Grab Sheet	Template
HS-0401 L	Evacuation Grab Sheet Example	Example