

# POLICY AND PROCEDURE



Solihull  
Life  
Opportunities

St Andrew's Centre  
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Charity No. 1102297  
England Company No.  
5025939

## Fire Safety Policy

**Category:** *service user/volunteer/human resources/  
financial/health and safety*

### Introduction

### Policy Statement

Solihull Life Opportunities is committed to ensure the safety of its service users, staff and volunteers (as well as the general public).

This policy outlines the approach taken to ensure that the risks associated with fire are minimised whether in the office situation, out on other premises or on off-site activities. This policy should also be read in conjunction with the Health and Safety Policy.

Solihull Life Opportunities is committed to comply with the Regulatory Reform (Fire Safety) Order 2005.

Linked with policies: Health & Safety, Stress Management, Personal Safety, Risk Management, Manual Handling & Risk Assessment,

### Procedures

#### Responsible person

At each site, a responsible person will be nominated. In the case of the registered office, this will be the CEO; in relation to projects, this will be the Project Leader. The responsible person will take all reasonable steps to reduce the risk of fire and ensure that people are able to safely escape if there is a fire. The responsible person is also responsible for alerting landlords and those responsible for premises to any potential fire risks at the earliest opportunity, including equipment that is not working.

Policy Name: Fire Safety

Organisation: Solihull Life Opportunities

Date policy issued: July 2006 Approved by: SoLO Board of Directors Date: July 2006

Amended May 2010

Approved by: SoLO Board of Directors Date: 18.5.10

1

Next Review Date: May 2012

Pages in this document - 3

The responsible person must also take account of other people who may be involved in the fire, e.g. members of the public, visiting professionals etc. and pay particular attention to any of those with a disability.

## **Risk Assessments**

All projects will carry out a fire-risk assessment which will identify the key dangers and risks.

When risks or potential risks have been identified, plans will be put into place to minimise those risks.

Consideration will be made to those most at risk (e.g. vulnerable children or adults, those with mobility problems and issues around understanding – autism etc.) and plans will be made to ensure their safe escape from a fire.

## **Storage of flammable or explosive materials**

Wherever possible materials stored should be non-flammable and non-explosive. In the case, where flammable and explosive materials have to be stored, they will be stored in fire-proofed, locked cabinets away from any source of possible ignition.

## **Recording**

Fire drills, incidents relating to fires, or near misses will be logged either through the incident reporting system in place or in a fire log book. The management group will review these on a quarterly basis through the performance management system.

Visitors to the office, projects etc. will be signed in and out.

## **Emergency Planning**

Plans will be in place to ensure that projects are able to deal with any emergency. These plans will include:

- Safe evacuation from buildings
- Contact systems for parents/carers
- Contact systems for arranging safe transportation home

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Pages in this document - 3

These plans will also take into account the Emergency Treatment Policy and Procedures.

### **Fire Fighting Equipment**

All fire fighting equipment in place at the offices will be checked on an annual basis. This is the responsibility of the Landlord, but the responsible person from SoLO will ensure that these checks have taken place.

Project Leaders will ensure that checks have taken place on fire fighting equipment where they use external premises and alert the Landlord's where they have expired.

### **Smoking**

SoLO operates a no smoking policy on all of its buildings based projects and in the registered office.

### **Prevention**

Wherever possible, steps will be taken to prevent the outbreak of a fire. This will include ensuring that there is a fire risk assessment carried out of the premises where an activity takes place. Electrical equipment which is owned by SoLO will be subjected to a bi-annual electrical test. Access to the fire exits will be kept clear and fire drills will be carried out.

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Pages in this document - 3