FIRE SAFETY AND MANAGEMENT

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1. INTRODUCTION

Overworld AMP Limited (the Provision) acknowledges that they must comply with fire safety laws. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order". It applies across England and Wales and came into force on 1 October 2006. The order applies to virtually all premises and covers nearly every type of building, structure, and open space. It does not apply to people's private homes, including individual flats in a block or house.

2. SCOPE

This policy applies to:

- All employees, young people, visitors, contractors, volunteers, and any other individuals present at the Provision's premises.
- All activities and areas under the Provision's control, including shared facilities, rented spaces, and off-site premises where the Provision operates.
- The planning, implementation, and review of fire safety measures, fire risk assessments, and evacuation procedures.
- The safe management of individuals requiring a Personal Emergency Evacuation Plan (PEEP).

3. LEGAL FRAMEWORK AND GUIDANCE

This policy is underpinned by the following legislation, regulations, and statutory guidance relevant to educational settings:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

The Provision also has due regard to Department for Education (DfE) guidance, including Health and Safety: Responsibilities and Duties for Schools and Advice on Standards for School Premises.

This policy should be read alongside the Provision's Health and Safety Policy and Business Continuity Plan.

4. POLICY STATEMENT

The issue of fire safety is taken extremely seriously, and we will strive to ensure the Provision and its employees comply with the relevant regulations, guidance and advice to ensure the safety of all persons in or in the vicinity of the premises from fire and its effects.

Staff should be aware it is a criminal offence not to consider their own and other's fire safety whilst at work. Breaches will be dealt with in a robust manner.

5. ROLES AND RESPONSIBILITIES

5.1 The CEO, is the designated "Responsible Person" and retains overall responsibility for this policy and the management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005. He also takes responsibility for

5.2 Senior Leadership Team (SLT) / Site Supervisor / Administration Hub / Fire Marshalls

- To support the Directors with their responsibilities and to instruct a reputable company to complete the maintenance and testing of the fire alarm system within the building
- Ensuring all exits are available and useable during time people are in the premises (recommended daily)
- Firefighting equipment is in place and undamaged weekly
- Ensuring appropriate cleaning of kitchen extract ducts where appropriate
- Keep sources of ignition and flammable substances apart
- Staff have received induction training

5.3 Fire Marshall(s)

- Ensuring portable electrical appliances are maintained as required (PAT (Portable Appliance Testing)
- Ensuring fixed electrics are inspected at least once every five years
- The daily check of the fire alarm
- The weekly test of the fire alarm
- The monthly test of the emergency lighting
- Completion of the Fire Risk Assessment and Fixed electrical inspections
- Ensuring the fire alarm, emergency lighting and firefighting equipment (and other fire safety measures if found) is serviced by a competent person
- Organising and conducting Evacuation Drills
- Complete of refresher training
- Records all staff who have taken part in evacuation drills

5.4 All staff

- Have a responsibility for their own and other's fire safety
- Have an obligation by law to understand and follow this policy – any breaches will result in Disciplinary Procedures
- Keep Fire Exits clear
- They should report any possible dangerous issues to any member of SLT
- Staff are forbidden from carrying out actions that could compromise theirs or others' fire safety
- Avoid accidental fires
- Always ensure good housekeeping

5.5 Surrey Fire and Rescue Service

- Keep residents, workers, and visitors to Surrey safe. An important part of this duty is making sure that people responsible for commercial premises are following the rules.
- Make unannounced visits to businesses to make sure they are following the rules and keeping employees and members of the public safe

6. INSPECTION BY SURREY FIRE AND RESCUE SERVICE

- Officers will explain the reason and purpose of the visit and provide identification on request
- Will exercise discretion and have regard to your approach to compliance
- Will support you in meeting your statutory obligations
- Will act on an assessment of risk and minimise our impact on your business.
- Officers can take action ranging from providing information and advice to prosecuting those responsible in a court of law

7. THE ORGANISATION'S FIRE STRATEGY

- The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the initial stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety.
- The Evacuation Procedure is for all persons to evacuate immediately.
    - The Fire Management Plan is a separate document and contains full details of the Provision's Fire Management.
- The type, number and level of fire safety measures will be decided by Fire Risk Assessment (FRA) carried out by a competent person.
- Whilst management accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment; they do not encourage the fighting of fires by staff and actively discourages the fighting of fires by any guests unless they have received training.
- Staff will receive fire safety training including the use of fire extinguishers, but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area. The Provision's fire strategy concentrates on life safety and not property protection.
    - Please see Appendix 1 - Fire Evacuation Plan

8. FIRE RISK ASSESSMENT (FRA)

- The Provision will retain a competent person to assist with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- The FRA will be reviewed annually or when there is a major change in circumstance to the premises.
- A hard copy of the FRA will be held on site in a safe place.
- The FRA is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects.
- The assessment considers life safety and not property protection.
- The assessment will provide a list of Significant Findings. These are items that are likely to present an unacceptable risk to people and will specify:
    - what the problem is, what existing control measures are in place and what additional measures should be instigated.
    - Any Significant Finding will be prioritised as High, Medium, and Low or as a Note. High, Medium, and Low are an identification of the risk the hazard presents to relevant people.

- The Provision will use this system as a way of prioritising the work to complete it.
- Where a Significant Finding is stated as a Note, there is unlikely to be any additional control measure.
- The Note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.
- The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

9. TESTING AND MAINTENANCE FIRE ALARM AND DETECTION

- The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard by a competent person.
- The alarm will be inspected daily by staff to ensure it is showing a healthy supply
- The call points will be tested every Friday morning by a reputable company retained by the Provision using a test key to operate a different call point each week on a rolling programme.
- Records of the tests will be maintained by the Administration Hub for inspection.

10. EMERGENCY LIGHTING

- The level of emergency lighting has been installed by the Landlord and complies with relevant legislation.
- The installed system will be tested monthly and serviced annually by a competent firm of engineers in accordance with the current British Standard.
- Records of the tests will be maintained by the Administration Hub for inspection by fire risk assessors and enforcement officers.

11. PORTABLE ELECTRICAL EQUIPMENT

- All portable electrical equipment in the Provision is visually inspected daily for safety and usability prior to use.
- There are several members of staff competent to fix and modify electrical equipment on-site.
- The Provision will have equipment tested in accordance with Health and Safety Executive (HSE) guidance.

12. PORTABLE FIRE FIGHTING EQUIPMENT

- The portable firefighting equipment will be inspected to ensure the equipment appears in good condition; all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.
- The Provision will organise the equipment to be serviced by a firm of competent engineers in accordance with the manufacturer's instructions and the current British Standards.

13. MEANS OF ESCAPE

- The designated Fire Marshall and Fire Wardens will check daily that all fire exits are unobstructed, any potential fire hazard removed or stored safely and that all fire exits doors are free of movement.

14. RECORDS OF TESTING AND MAINTENANCE

- The Administration Hub are responsible for keeping accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills
- The Administration Hub will hold records of any staff training involved in fire evacuation
- In the case of staff training records, they should be retained in accordance with the Provision's Data Protection and GDPR Policies.
- The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation

15. STAFF TRAINING

- All staff will be given induction training; this will take place on their first day of employment and will encompass:
    - Action to take on discovering a fire or hearing the alarm
    - Location of exits
    - Assembly points
- Where necessary, nominated key staff such as the Fire Marshall will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.
- Continuation training should be completed annually.

16. EVACUATION DRILLS

These are organised by the Provision and the reputable company responsible for the maintenance of the fire alarm system

- The drill should take place at least annually.
- All staff should sign the Training Record to show they have completed the drill.

17. USING FIRE FIGHTING EQUIPMENT

- Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely, however, they must not do this where they would put themselves or others at risk of harm from the fire or its effects.
- Visitors are actively discouraged from fighting fire unless they have received specific training
- Any such firefighting is carried out at their own risk.
- Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting.
- The level of equipment provided will be decided by the fire risk assessment or other competent persons.

18. PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

- All staff and visitors known to have a disability which may prevent them from quickly and safely being alerted to a fire and/or using the escape routes will have a PEEP (Personal Emergency Evacuation plans) completed on them.
- The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape considering their disability or illness.
- The PEEP should not disadvantage the employee in their job role but ultimately the purpose of the PEEP is to ensure the safety of the employee and if no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered.
- When completing a PEEP, the Manager should speak to the person involved to discuss:
    - What fire safety issues present problems?
    - How serious are the problems? How can they be overcome?
    - A generic PEEP can be found in Appendix 3.
- Where it is recognised that a visitor has a disability that may affect their escape from the building the Responsible Person or designated fire warden should consider discussing with them how they can be assisted, however, as these are private premises, there is no legal requirement to formally provide outside assistance.
- Many of the young people at the Provision have anxiety disorders, some exhibit extreme demand avoidant behaviours and/or a freeze-response to stressors. Please See Appendix 3 Emergency Evacuation Procedure for a Young Person Unable to Leave Due to Distress

18. VISITOR LOG

- All staff must sign in the Staff Log Book kept on reception and all visitors including contractors must sign themselves in or out in the Visitor's Book when first entering or leaving the premises, including for a short break, to provide evidence of their whereabouts in event of an evacuation.
- The accurate completion of the Visitor Book will be supervised by a member of the staff team on duty.
- Overall compliance with the accurate and timely completion of the Staff Log Book and Visitors Book will be monitored by the Administration Hub.

19. CONTRACTORS ON SITE

- Any contractors invited to site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed; this must include a section on fire safety.
- Any contractor invited on site to complete "hot work" (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire.
- All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment. All such firefighting equipment must be in service (within one year)

- When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement.
- Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors.

20. GENERAL FIRE SAFETY HAZARDS

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc), and anything else that can get extremely hot or cause sparks.
- sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture.
- sources of oxygen include the air around us.

21. DANGEROUS SUBSTANCES THAT CAUSE FIRE and EXPLOSION

- Work which involves the storage, use or creation of chemicals, vapours, dusts etc that can readily burn or explode is hazardous. Each year people are injured at work by flammable substances accidentally catching fire or exploding.
- Many substances found in the workplace can cause fires or explosions. These range from the obvious, e.g., flammable chemicals, petrol, cellulose paint thinners and welding gases, to the less obvious – engine oil, grease, packaging materials, dusts from wood, flour, and sugar.
- It is important to be aware of the risks and to control or get rid of them to prevent accidents.

APPENDIX 1- FIRE EVACUATION PLAN

Address and contact number:

- Tilford House, Farnham Business Park, Weydon Lane, Farnham GU9 8QT
- Telephone : 01252 514999

What sound does the fire alarm make? A continuous warning siren

IN THE EVENT OF A FIRE

RAISE THE ALARM

- Notify other immediate staff
- Activate the alarm from the nearest call point
- If the fire is detected by automatic detectors, this will trigger the fire alarm
- Support Workers to take responsibility for the young people

TAKE ACTION

- The Fire Marshall(s) take charge and lead in the fire evacuation.
- The Fire Marshall will instruct another Fire Marshall or a member of SLT to Dial 999 and request attendance by the Fire Service and follow the instructions of the emergency response call handler
- The Fire Marshall will collect the Visitor Book from reception and their mobile phone, if safe to do so.
- Staff and visitors must immediately commence evacuation of the building on hearing the alarm.
    - Belongings must be left behind.
    - Evacuate in a calm and orderly manner and aid those needing additional help.
    - Separate PEEPs are in place for staff and known visitors with additional needs and will be implemented as appropriate (i.e., depending on whether any person subject to a plan is present on site)
    - The lift cannot be used.

The Fire Marshall and supporting Fire Marshalls will sweep the building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.

- The Fire Marshall must:
    - Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
    - Check all young people, staff and visitors are accounted for.
    - Liaise with the Fire Service upon their arrival.

ESCAPE ROUTES

1. Ground Floor - Main entrance and Fire Exit at the rear of the building
2. First Floor – If safe to do so, proceed down the stairs to the main entrance or exit via the Fire Exit at the rear and proceed down the steps

3. Second Floor – Proceed down the stairs and to the nearest available exit on the first or ground floor

FIRE ASSEMLBY POINT

- Outside reception, in the car park by the bins

FIGHTING FIRES – EXTINGUISHER USE

- Fire extinguishers will only be used where:
  - Staff have received training and feel confident in their use
  - Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small
  - Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire
- Number of staff needed to carry out the plan
  - To implement the evacuation plan, one member of trained staff is required on duty, during hours of normal business
  - The building is used out of hours by one or two people
- Equipment needed to carry-out the plan
  - Mobile phone, hi-visibility tabard and a torch during hours of darkness.
- Variations to plan
  - During hours of late opening should occupancy increase above 7, a designated fire marshal will be in attendance
  - When alone or when the occupancy is < 7 and outside of normal office hours; no fire marshal may be available. All staff must be aware of and execute the fire evacuation procedure themselves.
- Suspected fire but no alarm sound
  - In the event of a fire being suspected (smoke or smell of burning in the building) and the fire alarm does not activate, the warning will be given verbally, and an evacuation will take place.
  - The Fire Marshall will lead this and then investigate during a sweep of the premises.
  - If there is any doubt to the safety of staff, young people and visitors returning to the building, the Fire Marshal will call the fire service who can investigate and give advice.

APPENDIX 2 - PERSONAL EMERGENCY EVACUATION PLAN

Young Person's Name		
Young Person's Companion		
In the event of an emergency evacuation, the Young Person's other nominated person is:		
EMERGENCY ALARM		
Young Person is informed about the existence of an emergency situation by	The existing alarm system	
	A pager device	
	A visual alarm system or device	
	Another system *	
In the event of an emergency evacuation, the Young Person's other nominated person is:		

* This young person may not respond immediately to auditory alarms due to sensory processing differences and Pathological Demand Avoidance profile of autism. Direct verbal instructions from a trusted staff member are the preferred notification methods.

ASSISTANCE In an emergency their companions are nominated and trained to assist in following this Personal Emergency Evacuation Plan. The method of assistance to be given	
No devices are required to aid their evacuation	
Devices as listed are required and supplied to aid their evacuation (list devices and their location e.g. fold away ramp in floor 3 restroom.	
Evacuation Procedure – step by step guide to be followed for this young person	
SAFE EXIT ROUTES	

DO NOT USE THE LIFT DURING AN EMERGENCY EVACUATION

- Ground Floor - Main entrance and Fire Exit at the rear of the building
- First Floor – If safe to do so, proceed down the stairs to the main entrance or exit via the Fire Exit at the rear and proceed down the steps
- Second Floor – Proceed down the stairs and to the nearest available exit on the first or ground floor

The undersigned acknowledge that they understand and accept the duties set out in this plan	
Name	
Signature	
Position	
Date	

This PEEP was developed by	
Name	
Signature	
Position	
Date	

APPENDIX 3 - EMERGENCY EVACUATION PROCEDURE FOR A YOUNG PERSON UNABLE TO LEAVE DUE TO DISTRESS

A3.1 Real Emergency

1. Support Worker informs young person of the fire alarm with conviction.
2. Support Worker will escort young person, without physical contact, and without dialogue.
    a) If they cannot move:
        I. One companion immediately takes over and staff member leaves
        II. Companion firmly states “You may walk with me, or a member of the emergency services will have to carry you out.”
    a) If they remain unable to evacuate, emergency services will be notified immediately.
3. Incident report created if necessary
4. Follow emergency service advice.
5. If necessary - update young person’s PEEP and/or risk assessment accordingly and log a concern on MyConcern

A3.2 Drill-situation

1. Support Worker informs young person of the fire alarm.
    a) If they show resistance
        I. Do not use direct commands
        II. Ask: “Would you like to leave with me or by yourself?” or “Would you like to walk out the main door or side door to outside?”
2. Support worker will escort Name, without physical contact, and without dialogue unless he/she/they need reassurance e.g. if necessary, validate concerns with empathy and understanding e.g. “yeah I know you’re in the middle of this game, I am too but it’s a legal duty to practice how to get outside safely, we don’t want to get fried!"
    a) If they cannot move
        I. One companion takes over and staff member leaves
        II. Companion firmly states “Overworld AMP has a non-negotiable legal duty to ensure all individuals can evacuate safely in an emergency. You may walk with me at the end and go somewhere quiet or you may no longer be able to attend Overworld AMP because we cannot keep you safe”
3. Once outside, staff will support them in a quieter, low-stimulation area at the assembly point.
4. After the all-clear, staff will assist the young person in returning to the building, ensuring they feel safe and calm.
5. If necessary - update the young person’s PEEP and/or risk assessment accordingly and log a concern on MyConcern