

Fire Safety Policy

1 Introduction

- 1.1 This Fire Safety Policy supplements the North Halifax Partnership (NHP) Health & Safety Policy and Procedure.
- 1.2 It sets out how NHP will meet its duties and obligations under the Regulatory Reform (Fire Safety) Order 2005 (The Fire Safety Order), to ensure so far as is reasonably practicable the fire safety, health and welfare of:
 - 1.2.1 All persons employed by NHP whilst they are at work within and about NHP premises
 - 1.2.2 All Persons employed by NHP whilst they are at work in non- NHP buildings
 - 1.2.3 All persons other than NHP employees who may be located within and about NHP premises

2 Responsibility

- 2.1 The Board of Trustees of NHP hold primary responsibility for Fire Safety.
- 2.2 The Health & Safety Lead and Premises Manager, is the named Health and Safety Adviser to the Board responsible for overview and implementation of Health & Safety Policy including this Fire Safety Policy. Specifically under this Fire Policy, that responsibility includes:
 - 2.2.1 Ensuring that the actions at paragraph 3 below are completed, in liaison with the named responsible person for each building.
 - 2.2.2 Reporting to the NHP Board of Trustees as set out in paragraph 4 below;
- 2.3 For every NHP building, there shall be a named person with Fire Safety responsibility for that building. That person shall be identified on the fire safety risk assessment for that building.
- 2.4 Responsibility for day to day Fire Safety is delegated to the named person. In the case of NHP Family hub Services, this is the manager responsible for each Nursery.
- 2.5 Staff and secondees working from non- NHP buildings: The line manager is responsible for ensuring the Fire Safety of these staff, in liaison with the building manager of their workplace/s.

- 2.6 In line with the general provision in the NHP Health and Safety policy all NHP staff and secondees have a personal responsibility for promoting fire safety and reporting any issues.

3 NHP Strategy for Fire Safety : Actions for all NHP Buildings

- 3.1 NHP will ensure there are appropriately trained staff within NHP to meet our obligations and duties under The Fire Safety Order.
- 3.2 All NHP buildings will be proactively managed to ensure that adequate and appropriate levels of fire safety are provided and maintained at all times to ensure the safety of all persons in and about the premises.
- 3.3 Every NHP building will have a suitable and sufficient fire safety risk assessment . This will be reviewed annually.
- 3.4 Every NHP building will maintain a building-specific NHP Fire Register. All NHP precautions and safety measures will be maintained and recorded here.
- 3.5 Every NHP building will have an appropriate numbers of Fire Wardens to maintain safe and effective premises and to ensure the effective and efficient evacuation of the occupants during a fire emergency.
- 3.6 In every NHP building with accessible multiple storeys; or which are occupied by vulnerable people , there will be appropriate numbers of suitably trained staff to ensuring the safe, effective evacuation of any disabled or vulnerable occupants during a fire emergency.
- 3.7 Every NHP building will be provided with appropriate levels of fire fighting equipment and trained members of staff, to operate the fire fighting equipment.
- 3.8 In every NHP building where NHP control the premises, there will be regular fire drills to ensure that the occupants are aware of the actions to take during an emergency situation.
- 3.9 All NHP Services will follow NHP Guidance and documentation on Fire Safety:
- 3.9.1 NHP Fire Safety Risk Assessment
 - 3.9.2 NHP Fire Register
 - 3.9.3 The role of Fire Wardens and those assisting people with disabilities to evacuate

- 3.9.4 Standards of Fire Fighting equipment and the numbers of trained personnel available in the premises, together with details of how and when to undertake fire drills

4 Monitoring of the implementation of this policy

- 4.1 The Health and Safety Advisor to the NHP Board will report annually to the board on the overview of Health and Safety Policy implementation, including the specific actions at paragraph 3 above.
- 4.2 In addition the NHP Health and Safety lead will review day to day Fire Safety at regular intervals and in liaison with responsible named persons to ensure compliance with this Policy. Immediate concerns or changes needed to the arrangements for dealing with Health and Safety will be raised with NHP Board on an exception basis.