

Fire Protection Policy

Purpose

1. This policy is designed to support the Health and Safety Policy and Workplace Facilities Procedures and applies, irrespective of length of service or duration of contract, to all:
 - Employees of HEFCW;
 - Council and Committee members;
 - Temporary or contract staff engaged by HEFCW, whether they are directly employed by HEFCW or their services are contracted via a third party; and
 - All visitors to HEFCW's offices.
2. This policy sets out the processes in place to detect and respond to fire incidents and the appropriate precautions including risk assessments to help prevent fires.
3. HEFCW's foremost priority is to the safety of its employees, visitors and contractors.
4. All employees are required to familiarise themselves with the arrangements set out in this Policy.
5. In the context of this Policy, the Landlord refers to the Welsh Government.

Staff awareness

6. Employees must take responsibility for their own safety and be considerate of the safety of their colleagues, visitors and contractors, as well as other occupants and the emergency services.
7. Employees must:
 - Complete the roll call register every time they enter or leave the building
 - Be aware of the fire exits and escape routes
 - Be aware of the location of the assembly point
 - Be aware of the location of the fire alarm points
 - Be aware of the location of the fire extinguishers
 - Refrain from parking on the main access road
 - Report any potential fire risks or hazards to the Facilities Team
 - Ensure their actions do not increase the risk of causing fires
8. New employees will be required to undertake an induction by the Facilities Team during their first day in the office which will include awareness of this policy.

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9. Employees with mobility impairments should be given assistance where required and as planned, in line with their Personal Emergency Evacuation Procedure (PEEP). Refer to the Emergency Evacuation Procedure for further information.

Fire wardens

10. HEFCW has a number of fire wardens who are adequately trained to respond to fire incidents. The Fire Warden Protocol sets out the procedure to be followed by the fire wardens in the event of an evacuation of the building. The Protocol is displayed around the office by the fire warden jackets.

Responding to fire incidents

11. In the event of a fire, everyone must exit the building as swiftly and safely as possible. The Emergency Evacuation Procedure is displayed around the office and must be followed. This procedure states the following:
 - Leave the building using the nearest available exit
 - Close all doors behind you
 - Do not use the lifts
 - Do not stop to collect personal belongings
 - Do not take any risks
 - Proceed to the designated assembly point E in the car park at the front of the building
 - Report to the fire warden checking the roll call register
 - Do not re-enter the building for any reason unless informed it is safe by the fire wardens

12. The roll call register and visitor/contractor lists will be collected from the Landlord's receptionist by a fire warden. The duties of the fire wardens are set out in the Fire Warden Protocol. The fire warden will check the roll call register and visitor/contractor lists, and will liaise with the Landlord's Chief Fire Officer.

13. In the absence of a fire warden, a member of the Management Team should collect the roll call register and visitor/contractor lists from the Landlord's receptionist and proceed with the duties of the fire warden.

Response to discovering a fire

14. On discovering a fire, the fire alarm must be operated immediately.
15. No attempt must be made to tackle the fire unless adequately trained. It is important that the correct fire extinguisher is used on the source of the fire, and

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that tackling the fire does not further endanger lives. If tackling the fire is considered too risky, or if the first attempt to extinguish a fire fails, evacuate the building immediately.

Fire alarm

16. The fire alarm is tested weekly by the Landlord. The test usually happens every Wednesday between 09:30 – 10:00. If the alarm is sounded at any other time, or if the alarm continues to sound during the testing, everyone must proceed to evacuate the building.

17. There are numerous fire alarms (wall-mounted Red Call Point boxes) located throughout the building. The fire alarm is connected via Redcare to the Fire Brigade so it is not necessary to dial 999 if the fire alarm has been activated.

Fire extinguishers

18. The fire extinguishers are checked monthly by the Facilities Team and undergo an annual maintenance check arranged by the Landlord.

19. Fire extinguishers are located at various points throughout the building. Signs are displayed next to each fire extinguisher indicating the type of extinguisher and what it can be used for.

20. Fire blankets are located in the kitchen area. These are checked monthly by the Facilities Team and annually by the Landlord.

Evacuation chair

21. Evacuation chairs are located in the main stairwell and the fire escapes. The chairs should only be operated by trained personnel. The Landlord is responsible for arranging the annual maintenance and training requirements.

22. HEFCW will be vicariously liable for any accidental injuries caused by their employees who have been trained to operate the evacuation chairs.

Fire drills

23. Fire drills are carried out every six months, as arranged by the Landlord, with no prior warning to HEFCW.

Visitors and contractors

24. All visitors and contractors must sign in at reception.

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25. Visitors must be escorted by the meeting host at all times. At the beginning of a meeting, the meeting host should inform visitors of the evacuation procedures (available in each meeting room and on the Intranet) and should remain with the visitors during an evacuation. If the meeting host anticipates that additional assistance may be required in the event of an evacuation, the Facilities Team should be informed prior to the meeting.
26. Where meetings involve visitors with a mobility impairment, the meeting organiser should attempt to host the meeting on the ground floor. If this is not possible, suitable arrangements must be in place in advance of the meeting to ensure the visitor can safely evacuate the building in the event of a fire. The Emergency Evacuation Procedure and Visitors Procedure provides further guidance.
27. The meeting host is responsible for ensuring that their visitors have been checked against the visitor list by the fire warden. Visitors should not depart the premises without the knowledge of the meeting host.
28. Contract Managers are responsible for ensuring that contractors who will be required to attend site have been provided with a copy of this policy as part of the contract process.

Fire prevention and risk assessment

29. A fire risk assessment must be carried out under the Fire Precautions (Workplaces) Regulations 1997 and the Regulatory Reform (Fire Safety) Order 2005 to assess general fire precautions and other fire safety duties which are required to protect everyone in case of fire in and around the building.
30. A fully trained Fire Safety Consultant is contracted to undertake a full risk assessment of the building every two years or where there has been a significant change to the building which impacts on the fire safety. The Landlord is responsible for arranging the fire risk assessment of the core areas, non-HEFCW areas and the external perimeter. The Facilities Team is responsible for arranging the fire risk assessment of the HEFCW area. The reports from the Consultant are shared between both parties and discussed at the Health and Safety and Environmental Management (HSEM) Group.
31. Additionally, the Facilities Team carry out a fortnightly review of the HEFCW office area which includes identifying potential fire hazards and reviewing the adequacy of current control measures. The outcomes of these reviews are recorded in the Building Checks App.

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32. The Facilities Team send regular communications to HEFCW employees regarding housekeeping matters which include raising awareness of any issues identified from the fire risk assessments or building checks.

33. Appropriate records relating to fire protection are retained in line with HEFCW's retention policies.

Supporting documentation

34. The Emergency Evacuation Procedure is supported by the following documents:

- Emergency Evacuation Procedure
- Fire Warden Protocol
- Health and Safety Policy
- Visitors Procedure
- Workplace Facilities Procedures
- First Aid Policy
- Personal Safety at Work Guidance
- Response to Threats Guidance
- Managing Work-Related Accidents and Incidents Procedure
- PEEP Questionnaire for Employees

35. Supporting documentation is available on the [Facilities](#) section on the Intranet.

Version	Date	Comment
0.1	21/12/16	Draft procedure based on HEFCW's previous fire protection policy and fire risk assessment policy.
0.2	02/05/17	Amended following consultation with HSEM Group and selected users. Impact assessed 02/05/17.
1.0	18/05/17	Approved by MB 10/05/17.
1.1	15/01/18	Amended to remove reference to roll call register
1.2	02/02/18	Approved by HSEM 22/01/18– roll call retained by WG but not used during evacuation process
1.3	22/01/19	Amended to include reference to roll call register

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2085 9696.