

FIRE SAFETY POLICY

1) Introduction

Engineering Trust Training Limited (ETT) recognise that good standards of fire safety are an integral part of good management. The sensible and proportionate management of fire supports our work and the services we provide.

2) Legislation

- a) The Regulatory Reform (Fire Safety) Order 2005 - (RRFSO). The Order places duties on 'responsible persons', to the extent which they have control, over premises and activities to:
 - i) ensure compliance with relevant legislation,
 - ii) ensure suitable and sufficient fire risk assessments are carried out,
 - iii) implement protective and preventative measures as required to ensure the safety of all 'relevant persons', and
 - iv) appoint competent person/s to assist him/her in implementing the measures as required

3) Definitions

- a) The following definitions are taken directly from the RRFSO:
- b) 'Responsible person' means:
 - i) in relation to a workplace, the employer, if the workplace is to any extent under their control, and
 - ii) in relation to any premises not falling within the above
 - (1) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
 - (2) the owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.
- c) 'Relevant persons' means:
 - i) any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises.
- d) 'Principles of control' (general) in order of preference, as being:
 - i) avoiding risks,
 - ii) evaluating the risks which cannot be avoided,
 - iii) combating the risks at source,
 - iv) adapting to technical progress,
 - v) replacing the dangerous by the non-dangerous or less dangerous,
 - vi) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment,
 - vii) giving collective protective measures priority over individual protective measures,
 - viii) giving appropriate instructions to employees
- e) 'Place of reasonable safety' means:

- i) a place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.
- f) 'Place of total safety' means:
 - i) a safe area beyond the premises.

4) Policy Statement

- a) ETT is committed to providing and maintaining a safe and healthy workplace and to protect its employees, students, contractors and visitors against fire and the effects of fire.
- b) ETT will deliver this policy by:
 - i) clearly defining roles, responsibilities, and accountabilities with regards to fire safety,
 - ii) developing and implementing appropriate fire safety procedures and arrangements to safeguard all stakeholders against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency,
 - iii) appointing one or more competent persons to provide competent fire safety advice,
 - iv) ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant "principles of control", to reduce these risks to a tolerable level,
 - v) ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments,
 - vi) ensuring the building and facilities are designed and constructed in accordance with relevant fire safety standards,
 - vii) providing employees and anyone else affected with appropriate fire safety information, instruction, and training, and
 - viii) cooperating and communicating with any other responsible persons, as necessary, to ensure compliance with the RRFSO.

5) Responsibilities

- a) ETT CEO has overall responsibility for ensuring that:
 - i) fire safety risks are assessed and that appropriate control measures are identified and implemented,
 - ii) appropriate resources are made available to enable ETT to fulfil its legal duties under the RRFSO,
 - iii) significant findings of fire risk assessments relating to building fabric and structure are properly addressed and control measures are implemented in accordance with the principles of control. Risk assessments may be updated regularly in the event of any significant changes in the classrooms, workshop layouts and/or learner numbers,
 - iv) any plant, equipment and features of premises provided for the purposes of fire safety remains in good working order and is subject to a suitable system of maintenance by a competent person,
 - v) all new and refurbished areas are so designed as to ensure compliance with this policy and any relevant fire-safety and building legislation,

- vi) all relevant activities and processes are assessed for fire safety and suitable control measures implemented,
 - vii) appropriate liaison and co-operation with other responsible persons are carried out, e.g. licensees / contractors, to ensure that they are aware of the fire safety policy and procedures and to identify any risks arising from their activities,
 - viii) members of staff receive fire safety training on induction or on being exposed to new or increased risk and periodically thereafter,
 - ix) a suitable number of fire wardens are appointed, identified and trained
 - x) appropriate arrangements are put in place (for example, Personal Emergency Evacuation Plans) to secure the safety of all relevant persons, and
 - xi) all relevant persons comply with the requirements of the fire safety policy.
- b) The CEO delegates some responsibility for undertaking these duties through line management and identified roles. The following people are identified as having responsibility for fire safety issues in those areas.
- i) Director of Delivery and Operations will ensure that:
 - (1) all activities and processes are assessed for fire safety and suitable control measures implemented (i.e. included in the risk assessments for activities and practical teaching activities),
 - (2) all ETT learners receive fire safety training on induction, both in company, at sub-contracted colleges and at The Engineering Skills Academy,
 - (3) all relevant persons are given training and instruction in fire safety matters commensurate with their activities. Records of training will be monitored and reviewed by the Senior Management Team for sufficiency on an ongoing basis,
 - (4) all “relevant persons” comply with the requirements of the fire safety policy,
 - (5) fire safety incidents are investigated, and relevant improvements identified. Where significant issues are identified these will be brought to the attention of the relevant duty holders for action, and
 - (6) investigating the cause of fires and fire alarms, where relevant, and provide written advice to support appropriate action to prevent a reoccurrence and to comply with this policy.
 - ii) Head of Engineering Learning will ensure that:
 - (1) learners attending TESA and staff working there know evacuation routes
 - (2) fire drills with staff & learners are completed annually at TESA and fire safety protocols are communicated regularly to ensure they are familiar with exit routes and assembly points. The Head of Engineering Learning must also ensure that staff and learners retain the necessary information to maintain their safety,
 - (3) adequate fire safety signage and firefighting equipment is maintained throughout TESA, and
 - (4) the fire alarm is tested on a weekly basis and emergency lighting is tested monthly. Such test must be recorded.
 - iii) Head of Delivery, via the Training Officer team who visit each learner in the workplace, will ensure that:
 - (1) fire safety compliance at employer premises is in place and up to date, and
 - (2) that health and safety documents are in place and general health and safety, including fire safety is compliant.

- iv) Head of Quality, Risk and Compliance ensures that:
 - (1) fire safety compliance at subcontracted colleges is in place and up to date, and
 - (2) that health and safety documents are in place and general health and safety, including fire safety is compliant.
- v) All ETT Staff will ensure that they:
 - (1) support the CEO and Director of Delivery and Operations to ensure fire safety is a key factor in all decision making and delivery,
 - (2) include the risk of fire in any relevant risk assessment they complete for their work and report any significant findings and associated recommendations to the CEO,
 - (3) assist any relevant persons to evacuate to a temporary or permanent place of safety,
 - (4) promoting compliance with relevant fire legislation, and
 - (5) liaise, where appropriate, with officers from external enforcement agencies on matters of fire safety.
- vi) Learners are required to:
 - (1) cooperate by complying with the fire safety policy, associated standards and any relevant fire safety training and arrangements,
 - (2) complete a fire evacuation drill if attending TESA when asked to do so and/or involve themselves in general training on evacuation procedures if attending a subcontracted college,
 - (3) not put themselves or others at undue risk,
 - (4) disclose any health issues or disabilities to the CEO if they require assistance to evacuate a building (any associated with the apprenticeship) during a fire alarm activation and to participate in any necessary Personal Emergency Evacuation Plan (PEEP) process,
- vii) Licensee and Contractors will be required to:
 - (1) assess the fire safety risks arising from their works / activities and implement control measures in accordance with the “principles of control”, and
 - (2) co-operate with ETT on all matters of fire safety and comply with all reasonable instructions relating to fire safety given by ETT.

6) Personal Emergency Evacuation Plans (PEEPs)

- a) ETT is committed to ensuring the safe evacuation of all learners, staff, and visitors, including those who may require additional assistance. Personal Emergency Evacuation Plans (PEEPs) will be created for individuals with disabilities or health conditions that may affect their ability to evacuate independently in an emergency.
- b) To support this commitment ETT will follow the following 4 steps.
 - i) Identification: During induction, ETT will identify any individuals who may require a PEEP and encourage them to disclose any relevant health or mobility needs.
 - ii) Plan Development: A designated staff member, in collaboration with the individual, will develop a tailored PEEP outlining specific needs, support required, and designated assistance personnel. This extends to supporting the learner to ensure the required PEEP is also in place at the employer’s premises and/or a subcontracted college.

- iii) Regular Review: PEEPs will be reviewed annually or sooner if there are changes in the individual's needs, location, or responsibilities. Any updates will be communicated to all relevant parties.
- iv) Training: Staff members assigned to assist with PEEPs will receive training to ensure they are equipped to support safe and efficient evacuations. This extends to supporting the learner to ensure the required people are trained at the employer's premises and/or a subcontracted college.

7) Policy Compliance and Training

- a) All staff, learners, and associated personnel are required to receive appropriate information, instruction, and training to ensure full compliance with this fire safety policy and associated emergency procedures. This commitment to training and awareness supports the safe and effective implementation of all fire safety measures outlined in the policy.