



The GTA Fire Safety Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitor users) who access the GTA

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Signature:

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Position: CEO
Date: 09/03/2024

General Statement

Doncaster, Rotherham & District Group Training Association Ltd (GTA) is a responsible employer and takes its fire safety obligations seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, which came into force on April 1, 2006. As well as consolidating numerous pieces of fire safety legislation, this Order has abolished the need for us to hold a fire certificate. Instead, our approach to fire safety will rely on the carrying out of risk assessments. Due to its importance, this fire safety policy also forms part of the GTA's overall health and safety policy.

Employees' duties

All employees must take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors.

Employees must ensure that they use the company staff sign-in sign-out boards which are in the reception of each building. In the event of a fire or building evacuation, the company-designated staff sign-in / outboards will be used as the primary source of information for the location of staff.

Visitor and contractor duties

All visitors and/or contractors must ensure that they use the company visitor book which is in the reception of each building. In the event of a fire or building evacuation, the company-designated visitor's book will be used as the primary source of information for the location of visitors or contractors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed on the evacuation procedures and not left alone unless they are aware of and familiar with, all available escape routes.

Procedures

We have introduced the following procedures to maintain high standards of fire safety:

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least annually.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals.
- It is our policy that all staff will be trained in the use of fire extinguishers.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signposted and always kept free of obstructions.

- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Procedures in the event of a fire

1. On discovering a fire:

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door behind you
- Ensure that you or the designated person has called the fire brigade
- Play your part in the roll call so you are safely accounted for

2. If you hear the fire alarm:

- Operate any essential shutdown devices, e.g. machinery.
- Immediately leave using the nearest available fire exit
- Report to the assembly point for a roll call
- If you are with a visitor or contractor, ensure they accompany you.

3. Fire marshals:

- Encourage staff around you to evacuate and proceed to the assembly point
- Report to the person in charge, noting any absentees.

4. Person in charge:

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or a false alarm
- Ensure that the fire brigade has been called
- Liaise with the fire brigade on its arrival