



Health & Safety Standard for Fire Safety

APPLICATION

As a Christian Charity, YMCA is committed to ensuring that there is effective fire safety management in place. The Fire Safety Standard applies to all legal entities within the Group. This Standard shall operate alongside YMCA's Strategic Plan and the Health and Safety Policy.

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Related H&S Policies/Standards

Health & Safety Policy

Accident/Incident (Reporting & Investigating)

Selecting & Managing Contractors

* Related policy & Standards are available within the  [Health & Safety Management System](#)

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1. Scope

The Charity's Fire Safety Standard applies to buildings or areas within buildings, managed by the Group; and specifies the responsibilities of nominated managers and staff-members (including agency staff).

2. Purpose

This Standard forms part of the Charity's Health and Safety Management System and outlines the arrangements for assessing and mitigating risks associated with fire. This standard will assist the Charity to comply with the following legislation:

- a) Health and Safety at Work etc Act 1974
- b) The Management of Health and Safety at Work Regulations 1999
- c) The Regulatory Reform (Fire Safety) Order 2005
- d) The Fire Safety Act 2021
- e) The Fire Safety Regulations 2022
- f) The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

3. Definitions

For the purposes of this Standard, the following definitions will apply:

- **Fire Risk Assessment:** The systematic process of identifying significant fire hazards and evaluating the level of risk, providing suitable control measures to eliminate or effectively reduce the level of risk.
- **Hot Work:** All works involving the use of naked flames or other fire or spark producing operations i.e. welding, burning, roof work (bitumen)

4. Managing Property Compliance & Remedial Actions

Effectively managing property safety is vital to ensure the safety of staff, residents and visitors and demonstrates a positive approach to health and safety.

External contractors are engaged as the competent persons to undertake specific compliance inspections, surveys or assessments, in line with the Health & Safety Standard for 'Selecting & Managing Contractors'

The procedures for managing the compliance programme and resulting remedial actions that arise from the inspections, assessments and/or surveys is available in the [health and safety guidance folder](#) on The Charity's intranet site.

5. Responsibilities

5.1 General Responsibilities

The Regulatory Reform (Fire Safety) Order 2005 requires employers to ensure that employees and other relevant persons are not exposed to the risks from fire. The Charity shall ensure that the risks from fire, associated with its buildings, schemes and the services it delivers, are controlled as far as is reasonably practicable and will nominate a Responsible Person to ensure suitable procedures are in place to do so.

5.2 Responsible Person – The Group Director of Property & Places

The Charity's nominated responsible person for fire safety is the Group Director of Property & Places, who shall have overall responsibility for ensuring the implementation of this Standard;

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by providing adequate resources to the Head of Property Management and by monitoring the overall fire compliance.

5.3 Head of Property Management

The nominated senior manager who will have the overall responsibility for the management and operational implementation of this standard and the Charity's Fire Procedures is The Head of Property Management. They have overall responsibility and control of maintenance and repair activities for the Charity's property portfolio and will oversee the implementation of this standard and fulfilling fire safety duties. As such, they are responsible for:

- a) The development of fire procedures that support the requirements of this standard
- b) Ensuring there is a programme of Fire Safety Risk Assessments for the Charity's property portfolio, conducted by a competent person, (from the list of Approved Contractors) and is appropriate to the building height.
- c) The monitoring of the Fire Safety Risk Assessment programme to ensure all managed properties have a current Fire Safety Risk Assessment.
- d) Maintain a record of external wall design (including materials used for construction) for all high-rise properties (18m+)
- e) Ensure that properties with external cladding are subjected to the relevant analysis and results subjected to the required actions.
- f) Maintain a record of all communal and flat entrance fire doors.
- g) Ensure there is a process in place for communal fire doors to be inspected quarterly and recorded on The Charity's database.
- h) Ensure there is a process in place for flat entrance doors to be inspected annually and recorded on The Charity's database.
- i) Monitor the outcome of fire door inspections, including resulting remedial actions.
- j) An effective system being in place, to manage remedial work identified within fire risk assessments or other means.
- k) An effective maintenance programme being in place for all property related fire precautions/systems and equipment.
- l) An effective programme of routine testing and inspections/assessments being in place, and recorded ([see appendix 1](#)) to include:
 - a. All fire safety equipment, such as, alarm systems, emergency lighting systems, dry risers, lightning protection and firefighting equipment
 - b. All communal fire doors and flat entrance doors
 - c. All escape routes
 - d. Security information boxes
- m) Ensuring all records of maintenance, tests and inspections are retained securely and electronically and are available to the relevant property managers, scheme managers and the Head of Health and Safety.
- n) Cooperation with the Fire and Rescue Service in fire safety inspections or audits on the Charity's properties.

5.4 Property Manager

The Property Manager is the person responsible for overseeing the Charity's properties within a specific region. They will support the Responsible Person and the Head of Property Management in the implementation of this Standard and shall, within their area of responsibility:

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- a) Undertake any training as required by the Head of Property Management to fulfil their responsibilities.
 - b) Liaise with the Head of Property Management and the Head of Health and Safety regarding the Fire Safety Risk Assessment programme.
 - c) Ensure a Fire Safety Risk Assessments is available for each property and are reviewed in line with the recommendations
 - d) Review the fire risk assessments for each premise with the project/scheme manager to determine any new or altered risk controls to be introduced (ie housekeeping/remedial actions).
 - e) Ensure any remedial works/recommendations within the fire risk assessment is recorded in the relevant database and managed effectively.
 - f) Ensure all appropriate property related fire precautions/systems and equipment, including measures for the prevention of arson, are in place, as recommended in the Fire Risk Assessment.
 - g) Ensure Fire Risk Assessments are reviewed as soon as is reasonably practicable, after an unplanned fire incident, significant change and/or modification to the premise, its occupancy or use, regardless of the original due date.
 - h) Ensure accurate fire-drawings, that show the means of escape, the physical fire precaution arrangements and the location of means of fire detection, warning and firefighting media is located - for each premise is maintained and available.
 - i) For properties that are 11 metres or above, ensure a security information box is installed, is readily accessible and secure from vandals, with the following contents:
 - o Name, address and contact details of the Responsible Person and others that support the Responsible Person
 - o Floor plan – for each floor/storey level, clearly stating the floor level it relates too.
 - One plan, may cover identical floor levels, but must be clearly marked what levels they relate too.
 - Must include all lifts (including fire lifts) and firefighting equipment
 - o Building plan – a single page document outlining the secure information box location and:
 - Access/egress points of the building – including fire and rescue services access points
 - Use of the building and environs
 - Dimensions – including the number of floor levels (including basements)
 - Location of main stairway, fire alarm call points
 - Location of (where appropriate) of firefighting shaft smoke control suppression systems
 - Inlet for wet/dry risers and shut off for sprinklers
 - j) Ensure the Local Fire and Rescue Services know of and have access to the secure information box; and notified if/when information updated.
 - k) Ensure appropriate servicing and testing of all fire safety equipment takes place, in line with requirements and recorded.
 - l) Ensure the routine workplace inspections (weekly, monthly etc) are conducted and recorded.
 - m) Ensure the Local Fire and Rescue Services are notified of any defective lifts or associated mechanism which allows fire-fighters to take control of lift, if the fault cannot be fixed within 24-hours and to record the outcome of checks and make them available to residents.
 - n) Ensure each property has adequate emergency evacuation procedures, [see appendix 2](#).

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When commissioning and/or managing work for the Charity's property portfolio the Property Managers will:

- a) Will ensure the requirements of the Selecting & Managing Contractors Standard is adhered to,
- b) Where building works require an application for Building Control approval, the requirements of current fire legislation must be included into the lease conditions for buildings leased from or to a third party.
- c) Notify the Responsible Person and the Head of Health and Safety of any planned works that may change the risk status of that premise, as identified in the current fire risk assessment, so that the assessment is updated where necessary.
- d) Ensure all intended work on or to a premise will comply with the relevant building regulations relating to fire.
- e) Give the Project/Scheme Manager and residents/service users sufficient notification of any intended visit by contractors to conduct works at their premises (date/time and plan of work).
- f) Monitor the outcome of contractors work, with regard to fire safety and that the contractual obligations are being satisfied.

5.5 Project/Scheme Managers

The project/scheme manager is the person in control of the premise, are the first point of contact for fire safety management within the premise and shall be responsible for the implementation of day-to-day fire safety measures as required by this Standard.

Project/Scheme managers must ensure that:

- a) They have completed any relevant fire safety training as appropriate and as a minimum every three years, to enable them to carry out their duties.
- b) Appoint at least one deputy, who has completed relevant fire safety training, to ensure the continuity of their role in the event of planned/unplanned absences.
- c) The contact details of the fire wardens are made available in the property, with notices displayed and available via the intranet.
- d) They are aware of the fire risk assessment and the resulting recommendations
- e) They identify and address any fire safety concerns within their area of control
- f) They notify the Property Manager of fire safety concerns outside their area of control.
- g) They liaise with the Property Manager to ensure that property related fire safety measures, including those for the prevention of arson, are maintained in an operable condition
- h) The routine workplace inspections are conducted and recorded in the agreed database.
- i) Ensure Emergency Evacuation Procedures are prepared (in conjunction with the property manager) - and identify as a minimum, the action required in the event of discovering a fire, on hearing the fire alarm and safely evacuating the premise - [see 4.12](#) for further details.
- j) Ensure the emergency evacuation procedures clearly identify the Fire Assembly Point, as the designated safe area(s) where occupants, should assemble after evacuating the premises.
- k) Personal Emergency Evacuation Procedures (PEEP – [see point 4.8](#)) are prepared for staff that will require assistance to evacuate the property.

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NB the registered manager for properties that provide care to people living with additional needs, are responsible for ensuring a PEEP is prepared for residents, where necessary (ie care homes).

There should be no residents in the General Needs properties, which require the assistance of staff to evacuate the building in the event of an emergency. Should resident's abilities deteriorate and would need assistance to evacuate the building, alternative accommodation will be necessary.

- l) The emergency evacuation procedures are prominently displayed; and communicated to staff, residents, visitors and contractors.
- m) Ensure the Emergency Evacuation Procedure and PEEPs are periodically reviewed, rehearsed and recorded on the agreed database at least annually by way of fire drills or when the fire alarm sounds unexpectedly
- n) Assume the responsibility of lead Fire Warden and co-ordinate the actions of Fire Wardens and staff during an emergency evacuation (or fire drill), and liaise with the Fire Service (including safe re-occupation of the premise).
- o) The key fire safety personnel (including Fire Wardens) are adequately trained (including practical use of firefighting equipment) and undertake refresher training relevant to the fire risks as a minimum every three years
- p) Have access to the records of all fire risk assessments/reviews, fire alarm tests, drills, maintenance, tests and inspections of detection systems, alarms and firefighting media etc pertaining to the premise which they control.
- q) Liaise with the Property Manager, staff and contractors where additional fire risks (e.g. [hot works](#)) are likely to be introduced and implement additional control measures as necessary.
- r) All actual fire incidents and near miss events are reported and investigated on the Intranet 'Report It' system
- s) Adequate signage is in place and maintained to ensure all staff, residents and visitors are able to recognise fire safety measures, including the nearest emergency exits.
- t) Cooperate with the Local Fire and Rescue Service in the event of fire safety inspections and audits on the Charity's premises

When contractors have been commissioned to undertake building work at the premise, the project/scheme manager or their deputy shall liaise with the contractor's regarding the local fire safety and emergency information, which may include:

- a) The need to sign in on arrival and sign out upon leaving
- b) The requirement to present a valid permit to work/request for access for any hazardous activities identified before such activities commence e.g. hot works
- c) The fire procedure including: raising the alarm, sound of the alarm, planned drills, assembly point, exit routes, identity of Fire Wardens, location of extinguishers
- d) The requirement of the contractor to report any fire-related incidents, near misses or hazards
- e) Identification of any fire hazards that the contractor may create for other building users and the associated controls e.g. use of flammable liquids, obstructing access
- f) The importance of the contractor not conducting any work which has not been previously agreed
- g) The requirement to hand-over the premises in a safe condition after the completion of works

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5.6 Fire Wardens

Fire Wardens are responsible for supporting the project/scheme manager in the day-to-day implementation of fire safety measures and the safe evacuation in the event of an emergency evacuation (or fire drill). Fire Wardens will be required to:

- a) Assist in the emergency evacuation procedures during routine fire drills or when the alarm sounds unexpectedly for their building
- b) Complete all relevant training, as appropriate and as a minimum every three years, to enable them to carry out their Fire Warden duties.
- c) Assist the project/site manager in maintaining the fire precautions/equipment in a suitable condition
- d) Use firefighting equipment where they consider it to be appropriate and safe to do so
- e) Assist in the controlled safe re-entry into the building following an emergency evacuation
- f) Fulfil any other specific duties, which as defined within local fire safety procedures.

5.7 Employees

Employees must co-operate with the project/scheme and/or line manager regarding local fire safety arrangements for the premises in which they work/visit. Employees must adhere to the fire safety measures included in the health and safety induction for all new staff and refresh fire safety training where required by Learning & Development.

Employees should:

- a) Know the location of and how to operate the fire alarm
- b) Know the sound of the alarm
- c) Be aware of the nearest evacuation route/exit
- d) Be familiar with the evacuation procedure (including assembly point)
- e) Co-operate with any emergency evacuation of the premise
- f) Notify the scheme manager and/or Fire Wardens of any fire safety concerns
- g) Inform their manager of any condition or changes in their health, which may affect their ability to evacuate the building safely without assistance (i.e. physical or sensory impairment) with immediate effect. ([see 4.8](#))

6. Personal Emergency Evacuation Plan (PEEP)

Any employee, who require assistance to evacuate the premise in the event of an emergency, is responsible for notifying their line manager and/or the project/scheme manager. The project/scheme manager must then liaise with the individual (and the line manager) to develop a [Personal Emergency Evacuation Plan](#) appropriate to the individual needs. Where a visitor (member of public, visitor, etc) requires assistance then a temporary PEEP may be appropriate.

The project/scheme manager must ensure appropriate training takes place, for all those included in the PEEP. An annual review and test of PEEPs (or sooner, if the needs of the individual should change), to assess effectiveness or improvements required.

NB: Prior to testing a PEEP a discussion with the individual should be conducted to identify which elements of the PEEP can be tested fully.

7. Buildings of Shared Occupancy

To ensure that the shared premise can be safely evacuated, a common emergency evacuation procedure must be established for all other occupants, identifying a coordinated approach and key fire safety responsibilities including emergency evacuation and routine inspections.

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8. Hiring or Leasing Premises

The Charity must ensure all contracts for hire/lease of premises identifies the key fire safety responsibilities, such as Fire Safety Risk Assessments, routine inspections and testing and emergency evacuation. Employees must comply with the requirements of the hire/lease contract.

9. Organising Events/Functions

Fire safety must be included within an event or functions risk assessment. The risk assessment must identify suitable fire prevention controls and emergency responses (including evacuation).

10. Emergency Evacuation and Associated Plans

The suggested content for an emergency evacuation procedure is provided in [appendix 2](#). Any premise specific requirements, identified within the premise risk assessment should be included. Emergency evacuation signs should be prominently displayed throughout the premise.

As a minimum, the evacuation procedure for each premise should include:

- What to do in the event of discovering a fire
- What to do upon hearing the emergency alarm
- Procedures for calling the fire brigade
- Assembly points

11. Document Control

This document is maintained, updated and controlled through the Charity's intranet site. Documents printed from this site and kept as a hard copy should not be considered as current when referred to later.

12. Appendices

Appendix 1 – Fire Safety Records

All fire safety related records should be retained, up to date and available for each premise to which they relate to. They should include:

- a. A copy of the fire risk assessment including recommendations to improve fire safety management
- b. Details of any action taken following the fire risk assessment
- c. All alterations, tests, inspections, repairs and maintenance of fire precautions, including passive systems such as fire doors.
- d. Testing and inspections of escape routes, including final exit locking mechanisms (i.e. panic devices, emergency exit devices and any electromagnetic devices)
- e. Servicing, testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- f. Servicing, testing and maintenance of emergency lighting systems
- g. Servicing, testing and maintenance of fire extinguishers, hose reels and fire blankets etc
- h. Training of relevant people and fire evacuation drills
- i. Arrangements in multi-occupied buildings for a co-ordinated emergency plan leading to an effective emergency procedure.
- j. Periodic safety audits, inspections and tests, and any remedial action taken

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Appendix 2 – Example of content for an emergency evacuation plan

Whilst fire action notices provides information to staff, residents and visitors of the very basics of the emergency plan; it should be appropriate to the premises, linked to the outcomes of the fire risk assessment and include:

- a) How people will be warned if a fire is discovered
- b) What staff and visitors should do if they discover a fire
- c) How the emergency services will be contacted
- d) How the evacuation of the premises should be conducted
- e) Individual needs / risks relating to individuals (remember to consider children in nurseries/activity clubs, or residents in care homes)
- f) Arrangements for the safe evacuation of people identified as being especially at risk, such as people with disabilities and members of the public, unfamiliar with the building.
- g) Identification and use of protected areas for horizontal evacuation
- h) Procedures for a 'delayed evacuation' /stay-put response I.e. when persons are instructed to remain where they are/in a place of safety whilst a potential fire is investigated or initial fire-fighting operations are taking place
- i) Where people should assemble after they have left the premises
- j) Procedures for checking whether the premises have been evacuated
- k) Identification of key escape routes
- l) Arrangements for fighting fire
- m) The duties and identity of staff who have specific responsibilities if there is a fire (e.g. Fire Wardens)
- n) The procedures required to stop/isolate any machines/processes/appliances/power supplies.