

Compass Group Fire Safety Policy & Procedures

Fire safety law changed in October 2006 with the introduction of the Regulatory Reform (Fire Safety) Order 2005.

The requirement for businesses to have fire certificates has been abolished and any previously held are no longer valid. Instead the law:

- emphasises preventing fires and reducing risk
- makes it your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity

Below is a set of Government guides developed to tell you what must be done to comply with fire safety law, help with carrying out a fire risk assessment and identify the general fire precautions you need to have in place.

Fire is the most serious hazard that can occur in any workplace. Fire and smoke inside buildings kills people.

It is a legal requirement to assess the risks from fire and to establish fire precautions and management control measures that effectively reduce the risk of fire.

Colleagues, as well as employers, have responsibilities under the regulations. They must co-operate with the policy / instructions given to reduce the risks of fire, and act sensibly in order to protect themselves and others.

Use the links below to read about the following:

[Regulatory Reform \(Fire Safety\) Order 2005](#)

[Fire Safety and Fire Risk Assessment Procedure](#)

[Fire Safety Risk Assessment](#)

[Review of the Fire Safety Risk Assessment](#)

[Quarterly HSE Record](#)

[Fire Emergency Action Plan](#)

[Fire Safety Log](#)

[Fire Safety Training](#)

[Portable Fire Fighting Equipment \(FFE\)](#)

[Health and Safety Executive Guidance Documents](#)

Regulatory Reform (Fire Safety) Order 2005

Out of the review of fire safety law, the Regulatory Reform (Fire Safety) Order (RRFSO) 2005 was enacted. In a single sweep, this law replaced over 100 previous fire safety at work statutes - a significant simplification of fire safety legal requirements.

Fire certificates are no longer required, replaced by the legal requirement for a fire risk assessment. The new law places greater emphasis on fire prevention in all kinds of workplaces. It also places the responsibility on the `responsible` person (usually our Client but can be employers, owners and occupiers). It requires that the `responsible` person carries out or appoints a competent person, who must have sufficient training experience and knowledge to carry out a Fire Risk Assessment.

If the competent person appointed is a sub-contractor it is essential that the contractor should be suitably qualified and it will be for the responsible person to ensure that any contractors or other persons he or she employs to carry out this work is competent to do so. For further guidance refer to the **Safety Management Guidance - Regulatory Reform (Fire Safety) Order 2005**.

Fire Safety and Fire Risk Assessment Procedure

The **Line Manager** is responsible for:

Ensuring that all site managers, supervisors and support management are trained in their fire safety responsibilities and how to complete the Fire Safety Risk Assessment and all applicable fire safety records

The **Line Manager and/or Site Manager** is responsible for:

- Ensuring that the Fire Safety Risk Assessment, the Fire Emergency Action Plan and the Quarterly HSE Record are completed for each area of the workplace under their control.
- Ensuring that the Fire Safety Log is completed and maintained in sites where Compass is fully in control of the premises or where it is a contractual requirement for Compass to test and/or maintain fire safety systems
- Ensuring that the Fire Safety Risk Assessment is reviewed at least annually, or sooner if there are significant changes in the workplace that may affect fire safety and following any fire incident
- Communicating the findings of the Fire Safety Risk Assessment to all employees, and where applicable, other occupiers of the premises
- Ensuring, where applicable under the contractual arrangements or in premises where Compass are fully in control and responsible for the fire safety arrangements, that where necessary, relevant employees are trained in the use of fire fighting equipment and in their role of assisting in the safe evacuation of the premises in an emergency.

The **Site Manager** is responsible for:

- Ensuring that all employees are trained in fire safety, including being made aware of the Fire Emergency Action Plan and the escape routes during their induction
- Ensuring that agency and temporary employers, contractors and visitors are informed of the emergency procedures in the event of fire, including the escape routes and assembly point, and are accounted for at roll call following an evacuation of the premises

Every **employee** is responsible for:

- Co-operating with management in the implementation of the fire safety procedures and not interfering with or misusing anything provided at work for fire safety

Fire Safety Risk Assessment

The Fire Safety Risk Assessment must be completed for all sites or parts of premises under Compass control, regardless of whether or not they are under the main control of Compass or the Client, Landlord, Managing Agent or others who have overall responsibility for the fire safety arrangements of the premises.

The instructions for completion are on the assessment form.

Fire safety risk assessment follow up actions:

Once the Fire Safety Risk Assessment is completed ensure that any significant fire risks are eliminated or reduced as far as is practicable by implementing the improvements and actions noted on the assessment. This may mean involving the Client, Landlord, Managing Agent or other responsible persons as appropriate.

The findings of the Fire Safety Risk Assessment should be communicated to all employees and where applicable, other occupiers of the premises.

Review of the Fire Safety Risk Assessment

The Fire Safety Risk Assessment must be reviewed every 3 years or sooner if there are significant changes to the workplace/premises, the use of the premises or in the working arrangements, and following a fire incident. The date of the review should be recorded in the applicable box on page 1 of the assessment form.

Related Fire Safety Documentation:

- Quarterly HSE Record (includes fire safety issues)
- Compass Group UK & Ireland - Fire Emergency Action Plan
- Compass Group UK & Ireland - Fire Safety Log

Hot Works Operations

Hot Works are any operation which has the potential to generate sufficient heat, sparks, or flame to cause a fire. By their nature they will increase the fire loading of any area of a building where they are conducted.

Hot Work should be avoided where possible, using alternative methods. Where this is not possible the task methodology will need be authorised by a Permit to Work for Hot Works. Hot Works Permits are issued by the Responsible Person, or an Authorised Person appointed by the Responsible Person.

Where hot works are conducted within a building it may be necessary to impair part of the Fire Detection System to prevent erroneous evacuation. Such impairments will need to be conducted in line with the clients' procedures and will require the issues of a Fire Systems Impairment Permit by the Responsible Person, or an Authorised Person appointed by the Responsible Person.

Quarterly HSE Record

The main purpose of the Quarterly HSE Record is to tour the areas we are responsible for and identify any safety and environmental related issues.

- Answer Yes or No in the box provided
- Enter the date in the box after the Month.
- Any questions that are answered NO must be actioned using the Log Sheet at the bottom of the form
- Sign and date the log sheet once the fault has been actioned.
- Ensure any fault is reported and detailed on the Repairs and Maintenance Log.
- All employees, customers and clients must be informed of any potential dangers.

Fire Emergency Action Plan

The instructions for completing the Fire Emergency Action Plan are shown on the front page of the document.

The Fire Emergency Action Plan must be communicated to all employees, contractors and visitors and be displayed on the notice board.

Fire Safety Log

The Fire Safety Log need only be completed where Compass is in full control of the fire arrangements in the premises or where there is a contractual requirement for Compass to test and/or maintain fire safety systems. The Fire Safety Log is in 3 parts:

1. Fire Alarm and Emergency Lighting Test Record

To record weekly tests that confirm the systems are working properly. Where faults are discovered, these must be noted and the actions taken to rectify them recorded. Each alarm call point and each emergency lighting point should be tested at least 4 times annually.

2. Fire Safety Systems Service and Maintenance Record

To record routine services of the fire alarm and/or fire detection systems, emergency lighting, fixed fire extinguishing systems and portable fire fighting equipment. These should receive a full check and test by a competent service engineer at least annually.

3. Record of Fire Evacuation Practice (Fire Drill)

To record when fire drills take place and to confirm that all occupants were accounted for at roll call. Fire drills should be practised twice each year.

Fire Safety Training

All employees must receive adequate fire safety induction training on the first day of their employment and then refresher training at least annually. They must be made aware of the contents of the Fire Emergency Action Plan and the findings of the Fire Safety Risk Assessment.

Agency or temporary employees and visitors to a site must also receive appropriate instruction about the site fire emergency procedures. Fire Safety Training is necessary:

- When team members start employment or are transferred into the premises
- When changes have been made to the emergency plan and the fire safety arrangements
- Where working practices and processes or people's responsibilities change
- To take into account of any changed risks to the safety of employees or other people
- To ensure that employees know what they have to do to take care of themselves and others on the premises

Training Records

All training carried out for each employee must be recorded on his or her Training Record and dated and signed by both the employee and trainer. Copies of any certificates received on completion of external fire training courses should also be retained on the employee's Personnel File.

Enforcing authorities may wish to examine training records as evidence that adequate training has been carried out.

The Fire Safety Training must include:

- What to do on discovering a fire
- How to raise the alarm and what happens next
- What to do on hearing the fire alarm
- The arrangements for calling the fire brigade
- The evacuation procedures for everyone in the workplace to reach an assembly point at a safe place The importance of reporting to the designated assembly point
- Where applicable, the procedure for alerting members of the public and visitors, directing them to exits and the arrangements for assisting people with disabilities to a place of safety
- The location and, where appropriate, the use of fire fighting equipment
- To close doors and windows on leaving the workplace if it is safe to do so
- The location of escape routes, especially those not in regular use, and physically walking these routes
- How to open all escape doors, including the use of any emergency fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke, and other basic fire prevention measures
- Where appropriate, how to stop machines and processes and isolate power supplies (gas and electricity) in the event of fire
- The safe use and risks from storing or working with highly flammable and explosive substances such as petrol and liquefied petroleum gas (LPG)
- The reason for not using lifts (except those specifically for evacuation of disabled people)
- The importance of general fire safety and good housekeeping
- Reporting faults and incidents, including leaks and spills of flammable liquids and the emergency procedures for them

Additional Specialised Training

Where Compass employees have additional responsibilities such as designated roles as Fire Wardens/Fire Marshals or are expected to assist other people to escape e.g. people with disabilities, children etc, more specific training relevant to those responsibilities must be received from the Compass or Client-nominated fire training company.

Employees who may be expected to operate portable fire fighting equipment (fire extinguishers) in order to extinguish small fires or to assist in making an escape from a fire, must receive practical training in their use from the Compass or Client-nominated fire training company.



The provision of training for Fire Wardens and practical training of employees to use fire extinguishers will depend on the particular arrangements between Compass and the Client/landlord/managing agent at each site.





Portable Fire Fighting Equipment (FFE)

Portable Fire Fighting Equipment should be provided near to fire exits and in areas of special risk, e.g. near to deep fat fryers, storage facilities for flammable materials etc.

FFE should only be used to extinguish small fires by people who have been trained to use them and only if it is safe to do so without putting themselves in danger.

The choice of FFE should be determined by the types of materials likely to be found in the premises and its location within the premises.

Class of Fire	Type of Materials	Suitable Types of Portable Extinguisher
	Free burning combustible materials e.g. paper, wood, fabric, furniture	Water Spray Foam ABC Dry Powder
	Flammable liquids e.g. oils, spirits, petrol	Spray Foam ABC Dry Powder CO2 Gas

	Flammable gasses e.g. propane, LPG, natural gas	ABC Dry Powder
	Electrical appliances and equipment	ABC Dry Powder CO2 Gas
	Combustible metals e.g. magnesium, lithium, sodium, potassium, titanium, aluminium	ABC Dry Powder
	Cooking Oils & Fats	Wet Chemical

Click here to download the Health and Safety Executive Guidance Document:

- [Controlling Fire and Explosion Risks in the Workplace](#)
- [A Short Guide to Making Premises Safe](#)
- [Risk assessment: A brief guide to controlling risks in the workplace](#)
- [Fire safety risk assessment: 5-step checklist](#)
- [Office and Shops](#)
- [Hospitality Industry](#)
- [Factories and warehouses](#)
- [Sleeping accommodation](#)
- [Residential care premises](#)
- [Small and medium places of assembly](#)
- [Large places of assembly](#)
- [Theatres, cinemas and similar premises](#)
- [Open air events and venues](#)
- [Healthcare premises](#)
- [Transport premises](#)
- [Means of Escape for Disabled People \(Supplementary Guide\)](#)