



FIRE SAFETY POLICY

Reference/Number	Charterhouse Fire Safety Policy
Version:	3.0
Approval Committee	Estates Sub-Committee
Date Approved:	
Date Issued:	6 th March 2022
Executive Owner:	Tom Foakes – Director of Operations
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Target Audience:	All staff and contractors
Review date:	October 2026

Version control summary

Version No	Description of change	Author	Date
1.	Annual review	Stephen Little	01/03/2022
2.	Added policy details, version control, duties, appendices	Steven Primrose	05/03/2022
3.	Remove names, Health and Safety and Conservation Manager. Re-phrasing and removal of appendix 2	Steven Primrose	16/10/2022
4.	Edited and reformatted	Tom Foakes	12/02/2023
5.	Content reviewed and edited	Dorin Nistor	13/02/2023
6.	Content reviewed and edited	Dorin Nistor	19/07/2024
7.	Content reviewed and edited	Tom Foakes	03/10/2025

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1. INTRODUCTION

- 1.1 The Charterhouse is committed to fire safety, to protecting our Brothers (our almshouse residents), employees, visitors and volunteers, and our historic buildings and collections. We accept our statutory duty to ensure compliance with all relevant fire safety legislation. This policy formally sets out our commitments, our governance structures and the formal accountabilities and responsibilities.
- 1.2 Sutton's Hospital in Charterhouse is a registered charity and consists of a complex seven-acre site containing gardens and Grade I and II listed buildings, some dating back to 1371. These buildings include an 11-bed registered care home, 44 occupied almshouse apartments, 1 guest room, a chapel, museum and learning centre as well as a number of private tenanted domestic and commercial properties where the Charterhouse acts as landlord. It also has on-site staff accommodation including the Master's Lodge, 3, 4 and 5 Stable Court (the hostel). In addition, the Charterhouse has an operational kitchen and offers corporate hospitality event space (catering for up to 200 guests at a time) for hire to external clients, and a range of commercial hire opportunities including filming for large-scale productions.
- 1.3 The Charterhouse is governed by its Governors (trustees), whose role is to actively scrutinise the Master (Chief Executive) and a Senior Management Team who recognise their statutory duty under the Regulatory Reform (Fire Safety) Order 2005, to ensure adequate levels of fire safety for all employees, Brothers, residents, tenants, contractors, visitors, volunteers and members of the public who visit the Charterhouse. The Assembly (made up of all the Governors and the Charterhouse Senior Management Team) are the body where significant decisions are made.
- 1.4 The Charterhouse also recognises the need for genuine co-operation, and a collaborative approach to fire safety with the need to work with employees, safety representatives and statutory authorities to define robust procedures and embed a culture of fire safety awareness and tested practice.
- 1.5 The Charterhouse is fully aware that the consequences of a fire in the Charterhouse premises could be especially serious given the vulnerability of our Brothers (almshouse residents) and those in the Infirmary.

2. POLICY STATEMENT

- 2.1 The Charterhouse will endeavour to ensure its policies and practices minimise the risks of fire to our Brothers, visitors, employees, and contractors.
- 2.2 The Charterhouse will comply with:
 - Health and Safety at Work Act 1974;
 - Management of Health and Safety at Work Regulations 1999;
 - Regulatory Reform (Fire Safety) Order 2005.
- 2.3 The requirements for fire safety will be met by following the guidance provided in:
 - HSG168 Fire safety in Construction (2nd Edition);
 - Building Regulations Approved Document B;
 - GN80 Heritage and Buildings of Special Interest;

As well as any advice or instructions issued by the London Fire Brigade.

- 2.4 The Charterhouse will ensure compliance with the Health and Social Care (Safety and Quality) Act 2015.
- 2.5 The Charterhouse will engage suitably qualified and competent staff or contractors to provide, design, install and maintain fire prevention, detection and amelioration services, advice, training and equipment. All necessary resources will be made available to ensure the correct design, construction, supply and use of equipment and maintenance is carried out as far as is reasonably practical.
- 2.6 This policy applies to all buildings and areas where the Charterhouse has responsibility for fire safety and where Brothers, visitors, employees and contractors attend. This may include the whole of a building or parts of premises where the Charterhouse acts as the landlord.
- 2.7 Where all or part of a building is occupied by a tenant, the Charterhouse will endeavour to ensure that the tenant fully carries out their obligations and responsibilities of the lease or Assured Short-Term Tenancy in terms of fire safety i.e. undertaking and maintaining fire risk assessments, fire evacuation, good housekeeping, maintenance of equipment, etc.

3. DEFINITIONS OF TERMS USED

ACOP – Approved Code of Practice has a specific role in health and safety legislation. Although not legally binding, if the ACOP is followed, it should mean that a prosecution is unlikely.

CQC – Care Quality Commission, the independent regulator of health and social care in England.

Fire Risk Assessment is the process of identifying fire hazards and evaluating the risk to people, property, assets and the environment arising from them, taking into account the adequacy of existing fire precautions and deciding whether the fire risk is acceptable without any rectifications and/or what additional or revised control measures are required.

Fire Safety Management System is a robust system of procedures and protocols used to ensure that an organisation can fulfil all tasks required to achieve the safety objectives set out in the fire safety policy.

GN80 is fire safety guidance for Heritage and Buildings of special interest.

Responsible Person – the person with statutory responsibility for fire safety, which may be an individual or a group of individuals, defined in the Regulatory Reform (Fire Safety) Order 2005.

Personal Emergency Evacuation Plan (or PEEP) – is an individual escape plan for people who require extra assistance to enable them to exit a building in the case of

emergency. This may be in the form of help, guidance or special equipment to allow them to evacuate rapidly and safely.

4. DUTIES

4.1 Estates Sub-Committee

The Charterhouse Estates Sub-Committee has the delegated responsibility, on behalf of the Governors, for oversight and direction with regard to fire safety. The committee is responsible for ensuring suitable resources (financial and staffing) are approved and forthcoming to ensure that the Charterhouse can meet its commitments outlined in this policy.

4.2 Fire Safety Working Group

The Fire Safety Working Group will report to the Estates Sub-Committee on all fire safety issues.

4.3 Master/Chief Executive

The Master/Chief Executive has overall operational responsibility for the effective implementation of the Charterhouse fire safety policy. They will ensure that the Regulatory Reform (Fire Safety) Order 2005, and GN80 which covers fire safety guidance for heritage and buildings of special interest are complied with. They will also ensure that sufficient funding and resources are provided.

4.4 Director of Operations

The Director of Operations is accountable to the Master/Chief Executive for the Charterhouse emergency preparedness, statutory compliance, performance monitoring reporting to the Master/Chief Executive and Estates Sub-Committee. In practical terms, the Director of Operations chairs the Fire Safety Working Group and will delegate responsibilities to specific postholders (see below). However, they will be responsible for:

- Ensuring that organisational arrangements for Brothers, residents, tenants, lessees, and visitor and staff emergency preparedness, response and management are adequate and fit for purpose;
- Ensuring emergency preparedness and response is in place and tested;
- Bringing to the attention of the Master/Chief Executive details of intractable hazards, incident trends, levels of performance and other matters of concern relating to emergency preparedness and response and recommending appropriate courses of action to reduce the risk to acceptable levels;
- Convening, attending and chairing the Fire Safety Working Group as required;
- Updating relevant entries on the risk register as required;
- Ensuring that the Charterhouse has a Fire Safety Management System which sets targets for and achieves delivery of protocols for fire safety in accordance with this policy, statutory and GN80;
- Ensuring that the Charterhouse engages an appropriate independent Authorising Engineer (Fire);
- Ensuring the physical fire safety measures within the Charterhouse are implemented, adequately maintained, replaced and improved in accordance with statutory legislation and GN80;
- Acting as the senior champion of Fire Safety, helping to drive an organisational culture that champions Fire Safety. Working through the Senior Management Team and line management structures, to ensure full staff participation in fire training and fire evacuation drills;

- Ensuring an annual audit of fire safety and fire safety management is undertaken and ensure the outcomes are reported to the Master/Chief Executive;
- Ensuring the review, development, publishing and updating of the Charterhouse fire policy as necessary;
- Providing the lead in serious fire incident(s); assessing, advising, monitoring and participating in reported fire incident investigations and informing the organisation of remedial action necessary;
- Liaising with the London Fire Brigade (LFB) and other relevant statutory authorities as required;
- Ensuring an appropriate level of management is always available by the establishment of Fire Response Teams;
- Working with the Master/Chief Executive, and the Senior Management Team to ensure that the Charterhouse has a developed Business Continuity Plan and response in place.

4.5 **Director of Health and Wellbeing**

The Director of Health and Wellbeing is responsible for:

- The regular monitoring and assessment of every Brother and Infirmery resident's ability to respond to the Charterhouse's fire detection protocols, systems and their ability to evacuate their rooms themselves within 5 minutes in the event of a fire (i.e. their mobility);
- Ensuring that those Brothers and Infirmery residents unable to evacuate their rooms within 5 minutes have up-to-date Personal Emergency Evacuation Plans (PEEPs); and that the relevant staff are aware and trained, equipment provided, and the emergency response folders are up to date.

4.6 **Head of Estates/Estates and Facilities Manager**

The Head of Estates/Estates and Facilities Manager will be responsible for the passive and active Fire Safety Management System, the implementation of a robust and regular fire risk assessment and will act as a focus for all fire safety matters, tasked with developing and managing the Fire Safety Management System. This will mean being responsible for:

- Day-to-day implementation of the fire safety policy; and briefing and advising the Director of Operations as appropriate;
- Reporting of fire safety non-compliance with legislation, policies and procedures;
- Reviewing the fire policy and standard operating procedures on an annual basis;
- Developing, implementing, monitoring and reviewing the Charterhouse's Fire Safety Management System, and maintaining documentary evidence of the system providing access as required;
- Liaising with the Authorising Engineer (Fire);
- Ensuring that suitable and sufficient fire risk assessments are undertaken, recorded and appropriate action plans developed. They will be reviewed every three years by a third-party accredited consultant;

- Ensuring the Charterhouse’s premises have local fire safety procedures, evacuation plans, fire alarm systems, firefighting equipment, fire safety signs, and notices as required;
- Ensuring the Charterhouse’s fire detection and alarm systems, fire evacuation drills, fire response, firefighting equipment, and emergency lighting are tested and maintained in accordance with current best practice, British Standards and that records are retained;
- Monitoring the inspection and maintenance of fire safety systems;
- Implementing and auditing permit to work and “hot works” compliance;
- Ensuring that suitable fire safety audits are undertaken, recorded and the outcomes suitably reported to the Responsible Person;
- Feeding into the capital programme on fire safety issues as required;
- Liaising with external agencies (i.e. LFB and building control) on statutory fire precautions and capital and maintenance projects as required;
- Bringing to the attention of the Director of Operations details of intractable fire management hazards, incidents, levels of performance, matters of concern requiring attention and recommending targeted reductions or other performance indicators;
- Completing and updating the fire safety action plan on a regular basis. The Fire Safety Working Group will monitor progress against dealing with actions arising from the fire risk assessments at periods of not more than 6 months.

4.7 **Head of Property/Property Management Agents**

The Charterhouse should ensure that whoever manages our property leasing and management:

- Carries out six-monthly inspections of all residential and commercial properties;
- Ensures tenants carry out their obligations and responsibilities of the lease or Assured Short Term Tenancy in terms of fire safety. This will include undertaking and maintaining fire risk assessments, fire evacuations, good housekeeping and maintenance of equipment, etc.

4.8 **Fire Safety Training Deliverers**

The Charterhouse will ensure that sufficient competent persons are appointed, either as establishment posts, external resources or through the responsibilities or other post-holders. They will be accountable to Head of Estates for matters of fire safety, and responsible for:

- Advising on the mandatory training objectives for staff, which is appropriate to the personnel, the areas in which they work, and the activities involved in their work. They will also monitor the delivery of such training;
- Training and monitoring Fire Response Team members to ensure they are competent to carry out their tasks;
- Training and monitoring Fire Marshals to ensure they are competent to carry out their tasks;
- To carry out inductions for all new staff and existing staff on an annual basis;
- Liaising with other Charterhouse personnel responsible for continuity and emergency planning issues and assisting in the formulation of an overall Charterhouse Emergency Fire Plan;

- Ensuring fire evacuation procedures are prepared for each workplace where the Charterhouse has responsibility for fire safety, and that the detail is communicated to all relevant personnel;
- Liaising with the Project Managers and Appointed Contracts Administrators as appropriate;
- Liaising with the Authorising Engineer (Fire);
- Maintaining an up to date register of Fire Response Team, Fire Marshals and staff;
- Developing and delivering an effective fire training programme.

4.9 **Project Managers and Appointed Contract Administrators**

Project Managers and Appointed Contract Administrators –managing the capital programme and the implementation of capital projects. To ensure continuity of this policy they will be responsible for:

- Ensuring that all new works and projects are fully compliant with statutory requirements and GN80 and that a fire compliance report is compiled for all works in accordance with the Charterhouse’s Fire Design Protocol;
- Implementing and monitoring effective fire safety management during capital works;
- Co-ordinating and monitoring the fire arrangements for agency and contracted staff;
- Ensuring that any agency contracts provide staff who have undertaken fire training;
- Implementing and auditing permit to work and “hot works” compliance;
- Liaising with the Head of Estates in order to ensure an integrated approach to fire safety where areas of responsibility overlap. This is particularly important for new works;
- Liaising with the Authorising Engineer-Fire on alterations of premises and new works;
- Liaising with external agencies (i.e. Fire Authority and building control) on statutory fire precautions and capital and maintenance projects as required;
- Completing the risk register as required.

4.10 **Head of Venue Hire**

The Head of Venue Hire will ensure that their team and the contact person for the client is made aware of the Charterhouse’s fire procedures. They will also ensure that:

- Appropriate risk assessments are carried out and recorded prior to lettings;
- The restrictions applying to maximum numbers of attendees permitted are adhered to – see table 1 below;
- Ensure that their team are fully trained as Fire Marshals and that sufficient Fire Marshalls are provided for the duration of all bookings;
- That each client is briefed on the relevant fire procedures and what to do in the event of a fire at the Charterhouse.

Furniture set-ups

- To ensure seating and aisle plans are set up to enable timely evacuations;
- To ensure chair rows must not exceed 6 without a clear gangway to the side of at least 1.2m and 2m down the middle;

Table 1 – Maximum number of attendees

Room	Maximum Standing	Maximum Seating	Notes
Great Chamber	120	110	N.B. All doors must be kept open when the room is occupied
Old Library	98	64	Dependent on seating plan
Great Hall	120	90	
Great Hall Balcony	40	40	
Norfolk Cloister	120	120	Doors to be kept open
Chapel	120	120	Risk Assessment needed if greater numbers
Museum	11	none	
Governors' Room	60	60	
Learning Centre	60	60	Dependent on seating plan and escape routes

There is a requirement that at least one trained Fire Marshall remains on site during the course of any private hire booking.

4.11 Authorising Engineer (Fire)

The Charterhouse will ensure that a competent, independent Authorising Engineer (Fire) is appointed. This will be a specialist fire consultant, with sufficient knowledge and expertise including fire safety engineering practice, who is available to undertake audits, reviews and advise the Board of Governors and in-house personnel on fire safety. They will:

- Advise on the interpretation and application of fire safety legislation and guidance including GN80, providing specific guidance on the measures required for compliance and advise on the content of the Charterhouse's Fire Safety Policy and Fire Safety Management System;
- Monitor the effectiveness and execution of the Fire Safety Management System and undertake an annual audit;
- Liaise with external agencies (i.e. Fire Authority and building control) on statutory fire precautions and capital and maintenance projects as required;
- Bring to the attention of the Director of Operations details of intractable fire management hazards, incidents, levels of performance, matters of concern requiring attention and recommending targeted reductions or other performance indicators;
- Liaise as required with the Senior Management Team (SMT).

4.12 Fire Response Team

The Director of Operations will ensure that the Fire Response Team is fully established and that roles and responsibilities are documented (Standard Operating Procedures – SOPs).

A senior manager will be nominated as the Fire Response Team Leader to ensure initial control of an emergency. They are required to:

- Respond in the event of a confirmed incident;
- Liaise with the Fire Marshal;
- Liaise locally with the fire brigade and other emergency services;
- Direct the Fire Response Team.

Competent persons

Installers and maintainers of fire safety equipment will be appointed by the Charterhouse and must be able to demonstrate the relevant competence for the work they are to carry out.

Director of Operations, Senior Management Team, and Departmental Managers

The Director of Operations, Senior Management Team, and Heads of Department are responsible for:

- Actively supervising and implementing this policy within their own departments;
- Ensuring adequate arrangements are made for fire safety management;
- Monitoring the performance of their managers/staff, agencies, contractors and directorates as a whole.

In practical terms, this means that they will:

- Ensure that their departmental managers are represented at the Fire Safety Group;
- Ensure the decisions arising from Fire Safety Group affecting their areas are implemented;
- Ensure that departmental fire risk assessments are jointly carried out by Premises Infirmity Lead Manager and departmental managers;
- Facilitate the conducting of fire inspections and audits for those premises under their control;
- Secure reports on fire safety status and performance, and ensure recommendations are made and reviewed on a regular basis;
- Maintain close liaison with the Director of Operations.

Other directors and departmental managers are responsible for ensuring that the Charterhouse Fire Safety Policy is implemented within their departments. Practically, specific tasks will be owned by the Estates department – specifically the Head of Estates and Estates and Facilities Manager, who will act as de facto Responsible Persons for:

- Ensuring the effective implementation of this policy in their areas of control;
- Monitoring fire safety within their respective workplaces and ensuring that contraventions of fire safety precautions do not take place;
- Ensuring local risk assessments are undertaken by the Charterhouse and maintained up-to-date;

- Ensuring a monthly fire safety checklist is completed of their areas, reporting any defects in the fire precautions and equipment, and ensuring that appropriate remedial action is taken;
- Ensuring that local fire emergency plans are developed, maintained and brought to the attention of staff;
- Ensuring that local fire emergency action plans are devised in response to any changes including temporary works;
- Ensuring sufficient numbers of Fire Marshals are identified and trained as necessitated by the nature of activities involved;
- Arranging and attending organised fire drills;
- Ensuring that all relevant staff attend the appropriate fire safety training including local inductions;
- Ensuring the decisions made at the Fire Safety Group are implemented.

4.13 **Fire Marshals**

The Charterhouse will ensure that managers appoint a sufficient number of Fire Marshals who will have designated duties and areas of responsibility. Fire Marshals will attend fire training as designated by their local manager and undertake refresher training as directed by the outcomes of the fire risk assessment, departmental/area training needs analysis.

Exact duties of Fire Marshals will be detailed in Standard Operating Procedures for the particular building or area where the Charterhouse has responsibility for fire safety. However, in general they will:

- Act as a focal point of fire safety issues for local staff;
- Organise and assist in the fire safety regime within local areas;
- Raise issues regarding local fire safety with their line management;
- Support line managers in their fire safety issues;
- Carry out a weekly audit check of the local area.

4.14 **All employees**

All staff have duties and responsibilities in respect of fire safety and should be prepared to react to fire incidents and with any patients and visitors as required and appropriate. In particular, regardless of locale and status of employment, all personnel should ensure that they:

- Are fully familiar with the location of fire alarm call-points, escape routes, and fire-fighting equipment;
- Know and understand the local fire procedures and evacuation plans and participate fully in local fire drills and fire incident exercises when required to do so;
- Attend required fire safety training;
- Report promptly to their line-manager any potential fire hazards or risks observed, taking any steps reasonable and safe to do so at the time if appropriate.

All staff are responsible for ensuring any duties allocated to them by their employer, which may ultimately be the Charterhouse, are performed or complied with.

Employees will inform their line manager of any work situation, shortcoming or failure which might reasonably constitute a risk to fire, health and safety.

4.15 Employees employed indirectly by the Charterhouse

All contractors, sub-contractors and agencies employed directly or indirectly by the organisation must undertake their work in a safe manner. This work must be undertaken in accordance with statutory requirements and organisational policies and procedures. Contractors, sub-contractors and agencies must fully co-operate, and take instruction and direction from nominated Charterhouse staff.

All staff employed by the Charterhouse and those who are self-employed or employed by others occupying the Charterhouse premises are legally responsible for their own safety and other persons who may be affected by their actions.

4.16 Residents

All residents on site (Brothers, staff, and tenants) have duties and responsibilities in respect of fire safety and should be prepared to react to fire incidents with their visitors as required and appropriate. All residents should ensure that they:

- Are fully familiar with the location of fire alarm call-points, escape routes, and fire-fighting equipment;
- Know and understand the local fire procedures and evacuation plans and participate fully in local fire drills and fire incident exercises when required to do so;
- Know and understand their Personal Emergency Evacuation Procedures (PEEPs) where relevant;
- Attend required fire safety training
- Report to the Head of Estates or Facilities Manager any potential fire hazards or risks observed, taking any steps reasonable and safe to do so at the time, if appropriate;
- Understand that they are legally responsible for their own safety and others who may be affected by their actions;
- In the case of Brothers, seek approval from the Head or Estates or Facilities Manager of any new electrical appliance brought in.
- In the case of Brothers, comply with the requirement that no cooking or heating equipment is allowed in rooms apart from a kettle, microwave oven, and oil filled electric radiators.
- In the case of Brothers, comply with the requirement that no bloc-type extensions are used.
- In the case of Brothers, provide access for room inspections with regard to fire safety at any time;
- In the case of Brothers, keep their rooms clean and tidy, avoiding the excessive collection of items – please see the Charterhouse Hoarding Policy (to be written?)

5. OBJECTIVES

The Charterhouse is committed to providing and maintaining an adequate level of fire safety for all Brothers, employees, volunteers, contractors and visitors who may be affected by its activities.

Implementation of the policy will:

- 5.1 Ensure the Charterhouse complies with the relevant legislation, and wherever possible promote best practise in relation to fire, through the provision of a robust Fire Safety Management System;
- 5.2 Identify the hazards, assess the fire risks and where possible remove, control or prevent re-occurrence of risks;
- 5.3 Make available appropriate resources and funds to implement this policy effectively;
- 5.4 Ensure that employees, Brothers, contractors and visitors are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- 5.5 Ensure that there are effective plans including designated staff to deal with any fire incident as it occurs. There should be a comprehensive standard operating procedure (SOP) and detailed evacuation plans which are practised regularly;
- 5.6 Ensure that there is effective communication and consultation of fire safety issues through effective risk assessment;
- 5.7 Ensure that all fire equipment is maintained and fit-for-purpose as appropriate;
- 5.8 Ensure the sufficiency in number and competence of the Authorising Engineer (Fire) to be able to adequately advise the Charterhouse on core requirements and best practise across premises where the Charterhouse has fire safety responsibility;
- 5.9 Ensure that regular monitoring and review of compliance with this policy is undertaken with the objective of providing continual improvement;
- 5.10 Create regular reports detailing fire safety performance targets.

6. PROCESS

The key to ensuring a high standard of fire safety is by the introduction of a robust Fire Safety Management System and workplace culture where people know what to do in the event of a fire, are trained and equipped to undertake those actions, but more importantly are risk aware and know how to report potential breaches of this policy, and the Charterhouse's procedures. Key to this is ensuring that this fire safety policy is regularly reviewed (annually).

- 6.1 Ownership and management of the policy is through the Charterhouse's Fire Safety Working Group (meeting at least on a quarterly basis).
- 6.2 Specific management roles and responsibilities should be allocated to staff who have had the relevant training and are competent to undertake those duties and responsibilities.
- 6.3 All areas that are the responsibility of the Charterhouse will have up-to-date fire risk assessments, the frequency of which will be established by the Charterhouse Fire

Safety Working Group and recorded in the Fire Safety Management System. Any identified actions will be rectified within reasonable timescales.

- 6.4 There will be a fully compliant fire alarm and detection system which will be maintained as required.
- 6.5 Staff will be aware of fire safety and emergency procedures by way of a high standard of training, delivered by both face-to-face and e-learning, as appropriate and identified in a fire training analysis.
- 6.6 There will be adequate numbers of well-trained Fire Marshals, as appropriate and identified in a fire training analysis, to assist with developing fire procedures, monitoring fire safety generally and with evacuation in the event of an incident.
- 6.7 Emergency plans, including evacuation, will be developed and reviewed, in particular, following a fire risk assessment and after an incident or practise.
- 6.8 Proactive measures will be undertaken to prevent unwanted fire alarm incidents, through training, proper maintenance and use of equipment and systems, and by the implementation of “seek and search” procedures if necessary and where appropriate to do so.
- 6.9 Records will be kept of all maintenance activities and regular audits will be undertaken. The results of these audits will be discussed at the Charterhouse Fire Safety Working Group.

7. TRAINING

The Charterhouse is responsible for training its employees, which includes provision of mandatory and supplementary fire safety training; as well as relevant local familiarisation of contractors and volunteers.

- 7.1 All new permanent members of staff and volunteers must attend a Charterhouse induction, which includes mandatory training on fire safety awareness, practices and procedures. They must also be made aware of the fire procedures and risks that apply within their own department before they begin normal working duties with records being kept of this local induction. They must also receive “refresher” fire safety training on a regular basis, at least every two years.
- 7.2 Competency based training is essential in maintaining a safer and healthy workforce and in delivering high quality services. Where specialist skills are required outside the normal scope of fire training provided, the local managers must arrange for such training to ensure that their staff have the skills and knowledge to be able to undertake any task that is required of them.
- 7.3 Such specialist training includes fire safety awareness in, for example, the Infirmary which contains very highly dependent residents, and the skills required to exercise the role of Fire Marshal and fire response team, etc.

8. MONITORING, COMPLIANCE AND EFFECTIVENESS

- 8.1 The contents of this policy will be reviewed on an annual basis at the Fire Safety Working Group to ensure that it remains compliant and relevant, or sooner if there is a substantial change to the Charterhouse's operations, any relevant legislative change, or instruction / advice by relevant statutory authority.
- 8.2 The Charterhouse undertakes internal or external audits in order to assess its compliance to this policy and relevant fire regulations. All identified deficiencies will be tracked until completion and results of these audits will be discussed at the Fire Safety Working Group and reported to the Estates Sub-Committee.
- 8.3 Local monitoring of the fire safety procedures and fire risk assessments will be undertaken by the Head of Estates, this may be delegated within the Estates department. This can be included as part of monthly Health and Safety checks.
- 8.4 An annual audit will be undertaken by the Authorising Engineer (Fire) delivered to the Charterhouse Fire Safety Working Group and presented for discussion at the Estates Sub-Committee.
- 8.5 The Fire Safety Working Group is responsible for formulating and managing the Charterhouse Fire Safety Management System which includes fire safety strategies, policies and operating procedures to meet statutory and mandatory fire safety management and risk commitments. Minutes will be produced and kept. Actions will arise from meetings; consequently, it is the Group Chair's responsibility to effectively monitor and progress actions within a reasonable timeframe. Minutes and action points must clearly show action traceability progress until completion. The Fire Safety Working Group is accountable to the Estates Sub-Committee.

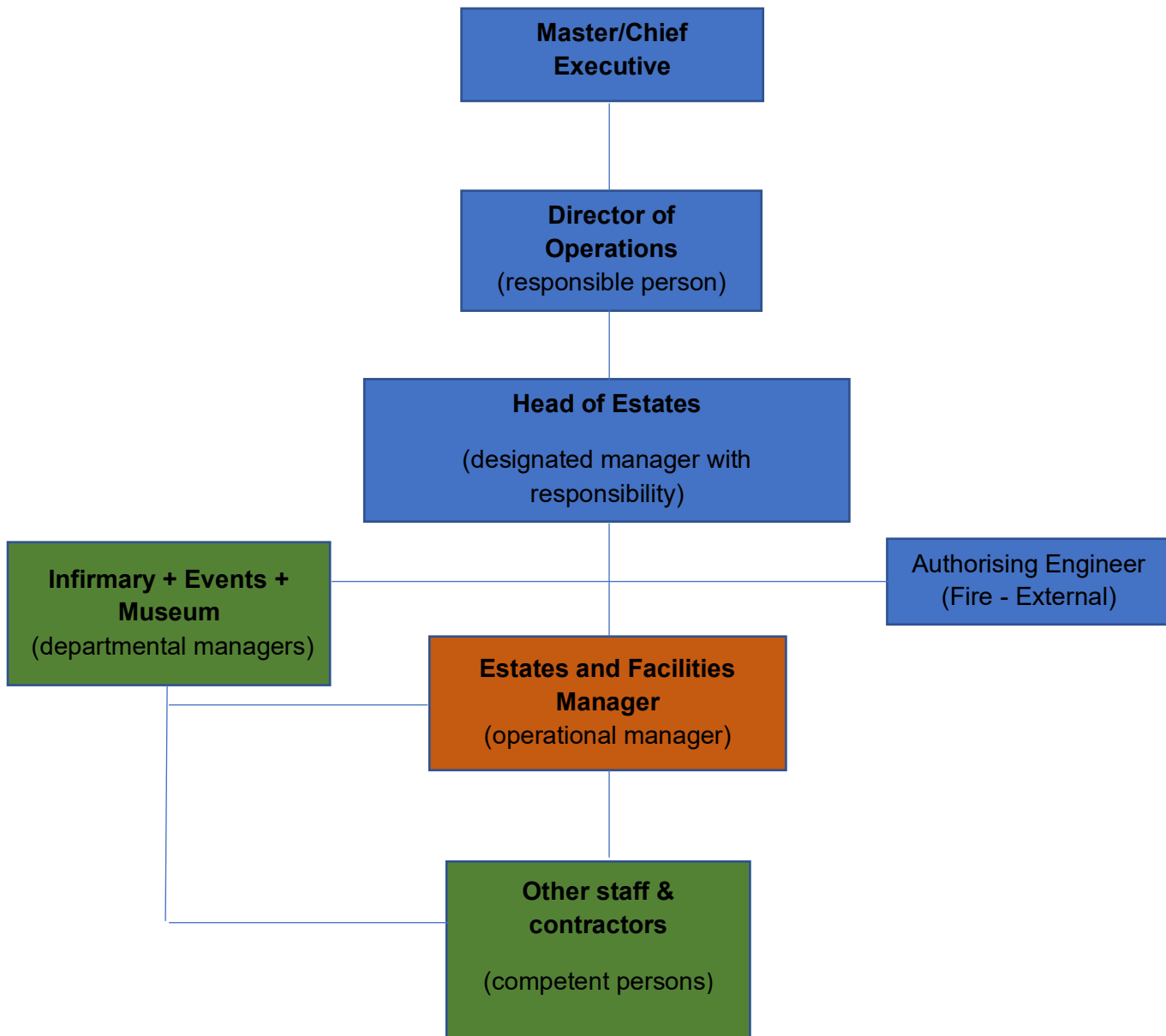
9. REFERENCES

Health and Safety at Work Act 1974
Control of Substances Hazardous to Health Regulations 2002
Management of Health and Safety at Work Regulations 1999
Regulatory Reform (Fire Safety) Order 2005
Dangerous Substances and Explosive Atmospheres Regulations 2002
Equality Act 2010
Workplace (Health, Safety and Welfare) Regulations 1992
Building Regulations Approved Document B
HSG 168 Fire safety in Construction (2nd Edition)
GN80 Heritage and Buildings of Special Interest
BS 5839 Parts 1 to 6

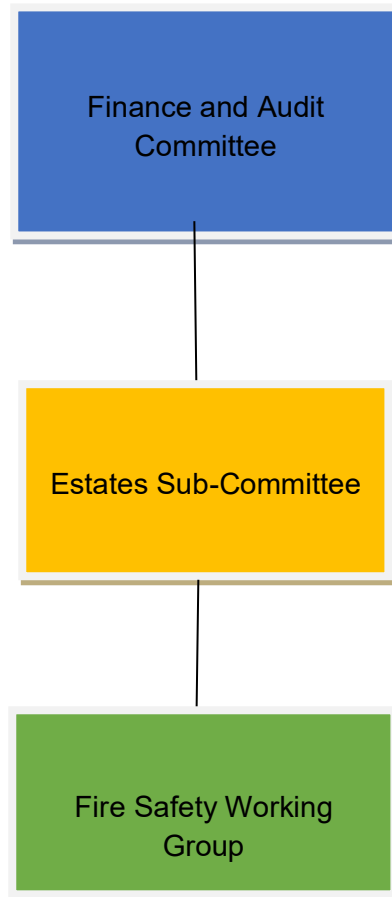
10. ASSOCIATED DOCUMENTATION

Building Maintenance Policy
Health and Safety Policy

Appendix 1. Structure for fire safety management



Appendix 2. Committee structure for fire safety



Appendix 3. – Training needs analysis for fire safety

Training	Who Should Attend?	Brief description of course	Competency Assessed	Approx. Duration	Course Facilitator	Update Required	Comments
Level 1 – General/Induction Fire Safety Training MANDATED	All employees, volunteers who would not routinely be expected to assist with Brother/resident evacuation	A face-to-face lecture giving an awareness of General Fire Safety procedures. Training items to include: 1.Common causes of fire; 2.Fire Triangle; 3.What to do on discovering a fire; 4.How to raise the alarm; 5.Alarm sounds; 6.Types of firefighting equipment.	Multi-choice questions will be included at end of training session.	1.0 to 1.5 hours	Internal or external in combination or as advised	Biennially – delivered by the appointed contractor Note. The online e-learning module can also be accessed to support this learning if required, but it is not mandated. There is no competency issue for e-learning.	This training will take place at the place of work. This training will only be delivered where there are more than 5 participants.
Level 2 -Advanced Fire Safety Training Fire Marshal MANDATED	Staff who work within Events, Estates and / or staff who will be expected to assist with residents/Brothers during an evacuation. (This will include staff from all departments such as Estates, Events, Security, Infirmary, and Housekeeping)	An advanced face-to-face training session, which also covers elements of Level 1 training. Training items to include: A specific face-to-face training session specifically for site managers/senior departmental managers. This session is designed to raise the awareness of responsibilities that managers have for fire safety as identified by the Regulatory Reform Fire Safety Order (2005). 1.Importance of fire compartmentation; 2. Evacuation principles/strategies; 3. Bariatric or plus size patients; 4.Practical use of evacuation aids to help in the management of fire; 2. To act as the eyes and ears of the department; 3. To monitor fire safety at all times and regularly	Questions will be included at end of training session. Multi-choice questions will be included at end of training session.	1.0 to 1.5 hours	External approved and certified	Annually – delivered by the appointed contractor Note. The online e-learning module can also be accessed to support this learning if required, but it is not mandated. There is no competency issued for e-learning.	The Head of Estates will arrange fire safety training. This training will take place at the Charterhouse. This training will only be delivered where there are more than 5 participants. It is important that all training records are retained. Note: Staff who are assigned to this category of training will not be expected to undertake the Level 1 training.

		<p>assess your workplace (using the standard HB check sheet);</p> <ol style="list-style-type: none"> 4. Actively adopt good fire safety principles at all times; 5. Be aware of significant changes in your workplace; 6. Take swift action for workplace-specific fire safety evacuation when necessary; 7. Understand the various types of evacuation equipment; 8. Report issues and concerns to management and Estates; 9. Practical use of firefighting and evacuation equipment; 10. The role of the responsible person and what this means; 11. Looking at our fire safety policy and our management arrangements; 12. Understanding our training needs analysis; 13. The importance of effective co-ordination and communication; 14. Looking at appropriate measures to reduce and minimise risk. 					
<p>Level 3 – Fire Response Team</p> <p>MANDATED</p>	<p>Senior Managers and Department Managers, staff who have been designated with a specific role to play for fire safety (excluding Fire Marshals)</p>	<p>An advanced face to face training session, which also covers elements of Level 1 and Level 2 training. Training will be specific and will involve practical demonstrations covering a range of activities for staff as identified below:</p> <ol style="list-style-type: none"> 1. Members of the fire response team; 2. All Estates staff; 3. Specific managers; 4. Specific Kitchen staff. 	<p>Questions will be included at end of training session.</p>	<p>3.0 hours min</p>	<p>External approved and certified</p>	<p>Annually</p> <p>Note. The online e-learning module can also be accessed to support this learning if required, but it is not mandated.</p> <p>There is no competency issued for e-learning</p>	<p>The Head of Estates will also be responsible for co-ordinating and arranging the bookings for this category of training for the sites they are responsible for to ensure staff are trained.</p> <p>Note: Staff who are assigned to this category of training will not be expected to undertake the Level 1 or Level 2 training.</p>