



Fire Safety Policy and Evacuation Procedure 2020/2021

1. Policy Statement

We recognise that fire is a major risk to the lives of our employees and members of the public on our premises. The loss of buildings and infrastructure due to fire will disrupt the business. We consider the management of fire hazards as a priority in an effort not to cause injury, harm or ill health to the people using our buildings or on our premises. We acknowledge and accept that a number of planned and co-ordinated arrangements designed to reduce the risk of fire will need to be taken to ensure the safety of people in the event of a fire.

We acknowledge that there are employees, visitors, contractors, and members of the public who will need clear, concise information on the action to be taken in the event of a fire.

This policy was produced in November 2020 and will be reviewed annually or sooner if there is a significant change to buildings, fire load etc.

2. Policy Aims & Objectives

To put this policy into practice, Energise Health & Fitness Ltd will comply, so far as is reasonably practicable, with the current fire legislation listed in Section 5. Specifically, the aims and objectives of this policy are:

- i. to ensure that all fire hazards are identified and that any significant hazards are removed, minimised or controlled;
- ii. to ensure that all relevant persons can escape from a fire;
- iii. to provide appropriate training to employees and those with extra duties e.g. the fire team;
- iv. to ensure that all relevant persons are aware of the procedures and action to be taken in the event of a fire or a fire alarm activation;
- v. to maintain, inspect, test and service the protective and preventative measures installed.

3. Definitions

Fire Controller: the senior member(s) of staff on shift as nominated by Energise to take control of an incident following a fire alarm activation.

Fire Marshals: nominated people who have completed a relevant training who assist with the evacuation of a building.



Fire risk assessment: a systematic evaluation of the fire risks and hazards associated with the activities taking place within a building including an assessment of the adequacy of existing fire precautions and preventative measures and management arrangements.

Relevant persons: any person lawfully on the premises and any person in the immediate vicinity (see Section 4 Scope).

Less able-bodied persons: any person, who in the event of an emergency evacuation from any building, would require, or benefit from, assistance to get out of the building, or to a safe refuge area.

Means of escape: a route including a corridor, stairway or path that must be available at all times so that any person if confronted by fire can turn away from it and escape to a place of reasonable safety. These routes usually have extra fire resisting protection.

Designated area(s): a defined area within a building which has been allocated to specific Fire Marshals or the site team as their area of responsibility, in the event of an emergency evacuation. This may include assembly points, refuge areas and final exit doors.

4. Scope

This policy and associated procedures apply to all permanent and temporary employees, all members of the public, visitors, agency staff or contractors who may be visiting Energise.

5. Legal Requirements

We will comply, so far as is reasonably practicable, with the following legislation:

- Regulatory Reform (Fire Safety) Order 2005;
- Dangerous Substances and Explosive Atmospheres Regulations 2002;
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009;
- Electricity at Work Regulations 1989
- Health & Safety at Work etc. Act 1974; and
- Management of Health and Safety at Work Regulations 1999.

6. General Procedure

6.1 Identifying fire hazards

Fire risk assessments are organised by APF Safety Services Ltd who acts as “Competent Persons” on behalf of Energise Health and Fitness Ltd. The fire risk assessments are available to view within the site fire folder. Fire risk assessments are reviewed annually by APF Safety Services Ltd or sooner if there is a material change such as building alterations or new work processes that increase the fire risk.



Premises are regularly inspected to ensure that the preventative and protective measures remain in place and effective. Daily inspections are carried out by the site team. Inspections are also carried out by the Operations Manager once per week. A formal inspection (against a pre-determined checklist) is carried out annually.

6.2 Fire Zones

There is 1 building on the Energise site. The building has automatic fire detection system installed. The site is divided into 3 fire alarm zones.

The actions to be taken on discovering a fire or hearing the fire alarm are detailed in Appendix 1.

6.3 Escape Routes

The premises have 7 main escape routes. These escape routes are shown in Appendix 3. Everyone should familiarise themselves with these exit routes in the event that one becomes blocked. Directional fire exit signs will guide you to the nearest exit.

6.4 Fire Extinguishers

Fire extinguishers are provided across the premises with 2 different types available dependant on the class of fire likely to occur in that given area e.g. Foam fire extinguishers for solid material fires/liquid fuels and CO2 for fires involving electricity.

You should only use a fire extinguisher to attempt to tackle a fire if you are trained to do so and if the fire is small e.g. no bigger than a waste paper bin size and you have a clear exit route out of the building.

6.5 Fire Team

To ensure that all relevant people can escape from a fire, fire marshals has been appointed and trained to assist with the evacuation of the building. The fire team consists of:

Fire Controller/Site Manager

Fire Marshals

The premises can be occupied from 6:30am when the site team open up. Numbers will then increase when staff come on site at 7:00am, followed by members at 7:00am. Members leave at 9:00pm and site staff close up at 9.30pm during the week.

The premises can be occupied from 8:30am when the site team open up. Numbers will then increase when staff come on site at 9:00am, followed by members at 9:00am. Members leave at 6:00pm and site staff close at 7:00pm during the weekend.



6:30am – 9:30pm weekdays	Fire Controller takes control of the fire situation
8:30am – 7:00pm weekend	Fire Controller takes control of the fire situation

The actions to be taken by the fire team are detailed in Appendix 2.

6.6 Personal Emergency Evacuation Plan (PEEP)

We are required to pay particular attention to people who may be especially at risk such as those who cannot hear the fire alarm or those who may not be able to leave the premises quickly. A Personal Emergency Evacuation Plan (PEEP) is produced if an employee or member requires extra assistance. Each PEEP is produced specifically for the person concerned and will consider their ability to recognise and react to an emergency. The evacuation team is listed in Appendix 4.

6.7 Assembly Points

Assembly points have been chosen to provide a safe place to wait away from the fire incident and to accommodate the anticipated number of evacuees. The assembly point for building is located in the car park.

Fire Marshals will encourage people to stand well clear of the access roads and paths and to congregate at the designated assembly point.

6.8 Incident Escalation

If the fire incident is likely to last more than 20 minutes, the Fire Controller will consider initiating the Energise Health & Fitness Business Continuity Procedure.

6.9 Traffic

To ensure the safe movement of vehicles on site, entrances and access roads must remain clear and available for use at all times by the emergency services vehicles.

During a fire alarm activation and evacuation, there will be numbers of people standing at the assembly points. To ensure the safety of everyone involved with the fire incident, and to ensure access for attending fire engine, traffic movements will be temporarily stopped in the relevant part of the site during a fire incident. All traffic is stopped: cars, mopeds, motorbikes, bicycles, mini buses, vans and delivery trucks.

7.1 Training

To ensure that all relevant persons are aware of their duties, responsibilities, and the procedures to be followed, training is provided. Training is managed by Energise Health & Fitness Ltd. The trained fire marshals are listed in Appendix 4.

General fire awareness training is provided to all employees at the induction.



Fire safety training is covered in the H&S Core Training.

Fire drills are carried out at least once a year to practice our procedures and evaluate the effectiveness of our arrangements. The results of the fire drills are provided to employees.

7.1 Location of key safety hazards

There are hazardous substances (chemicals) stored and used on site: hazardous chemicals in the pool's storage area is locked at all times.

7.2 Power/process isolation

The water can be isolated in manhole by front entrance.
The electrics can be isolated in the main barn switchboard.

8.1 Information

To ensure that all relevant persons are aware of our procedures and know what action to take in the event of a fire, information is provided by Energise Health & Fitness Ltd.

General fire information is provided to employees via site inductions & training.

General fire information is provided to contractors attending site is per site induction.

General fire safety information for members is provided upon membership induction.

Fire Action Notices are displayed throughout the building stating the action to be taken in the event of a fire including the closest fire assembly point. A map of the fire exit routes is also displayed.

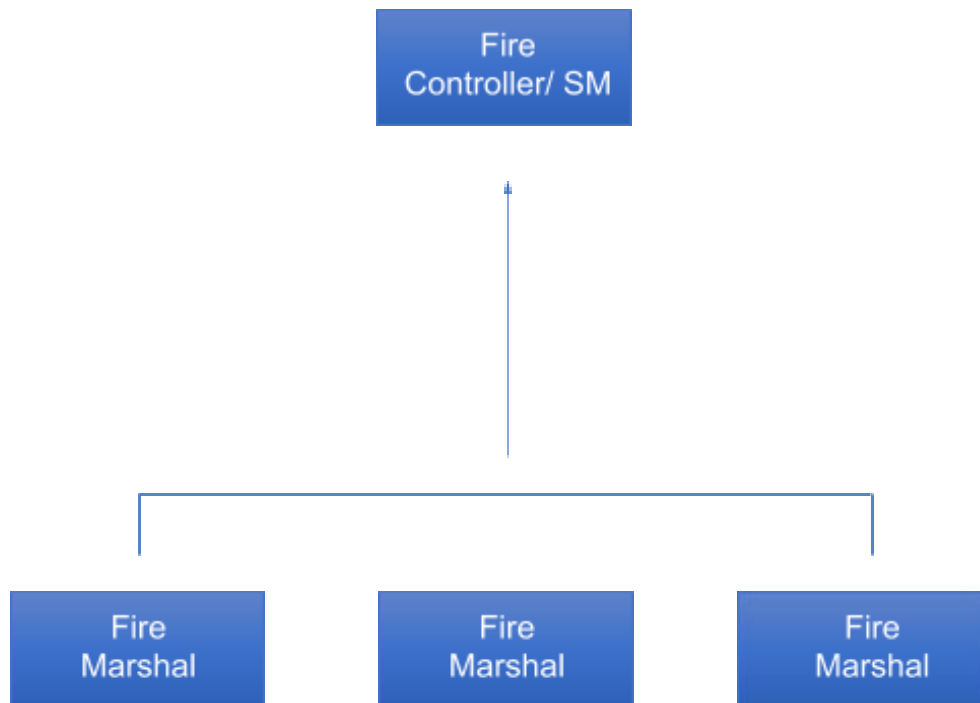


9.1 Maintenance, Servicing, Inspections & Tests

We will maintain, inspect, test and service the fire protection measures to ensure that they remain effective and in good working order. Energise Health & Fitness organises, monitors and manages the maintenance and servicing of the installed protective measures, evacuation chairs and fire extinguishing appliances.

SYSTEM	FREQUENCY	WHO
Fire detection maintenance and service	6 Monthly	Flameskill Ltd Contact: 01493 440464
Fire alarm testing from a different call point	Weekly	Site Team
Emergency lighting maintenance and testing	6 Monthly	Flameskill Ltd Contact: 01493 440464
Emergency lighting testing	Monthly	In-house
Fire extinguishers	Annual	APF Safety Services Ltd Contact: 01760 751093
Escape routes, final exit doors, fire extinguishers, general housekeeping etc	Daily visual check	Site Team
Escape routes and final exit doors	Weekly operational check	Site Team

10. Organisational Responsibilities



The Energise Fire

Controller/Site Manager is responsible for:

- Ensuring this policy is implemented throughout the organisation via documented local arrangements.
- Ensuring all fire and emergency equipment is inspected and maintained in accordance with manufacturer's guidance.
- Ensuring fire risk assessments are documented and reviewed annually, or sooner if circumstances change.
- All actions/deficiencies identified in the fire risk assessments (if applicable) are addressed in a timely manner.
- Ensuring a fire evacuation drill is carried out annually.
- Ensuring there are sufficient and suitably trained staff to manage a fire incident until the arrival of the emergency services.
- Ensuring all staff have received information and training regarding the organisations



fire procedures.

The Fire Controller will be the most senior member of staff on site and is responsible for:

- Establishing the cause of the alarm activation through information from the site team. If fire is confirmed, ensuring that a 999 call for the Emergency Services has been made and provides the following details: **Energise Pentney
Great Ketlam Farm
Low Road
Pentney
Norfolk
PE32 1JF**
- The contact number of the emergency mobile.
- Establishing that the building is clear of all occupants, anyone persons are trapped or any areas could not be cleared. This information should then be relayed to the fire services should they attend site.
- Acting as point of contact for the fire crew if/when they arrive on site.
- Advising when it is safe to re-occupy the building.

The Site Manager is responsible for:

- Reviewing the rota on a daily basis and reassigning site team members to ensure sufficient cover of site team members across the site.
- Ensuring that the site team has sufficient equipment and resources.
- Ensuring that the site team carries out the required checks on fire equipment.
- Reporting to the fire controller with details relating to the status of where a fire has been identified according to the fire panel and feedback after investigating whether fire is present or false alarm.
- Not allowing anyone to go back into the building until confirmed all clear and instructions have been received from the Fire Controller.

On hearing or activating the fire alarm, Fire Marshals are responsible for:

- Instructing everyone to evacuate.
- Reminding everyone to proceed to and then wait at the assembly point.
- Using fire extinguishers to aid escape if safe to do so.



- Not allowing anyone to go back into the building until instructions have been received from the Fire Controller.
- Closing all doors/windows on their way out if safe to do so but not locking them.
- Clearing their own designated zone area in a safe manner.
- To prevent traffic entering the relevant part of the site, a nominated person will stand at the front of the site and direct visitors away.
- Sweep building by designated zones (checking all rooms including toilets are empty) to ensure all areas clear and report to Fire Controller area cleared, or if anyone is trapped and their location. Report any areas that could not be accessed.
- Instructing people to stand clear of the access roads/areas and to wait at the designated assembly point.



APPENDIX 1 - Actions to be taken in the event of a fire or fire alarm

Actions to be taken by staff, contractors, or visitors if you DISCOVER a fire:

- Raise the alarm immediately by activating the nearest Fire Alarm Call Point or shouting FIRE, FIRE, FIRE.
- If the fire is detected by automatic detectors this will trigger the fire alarm, initiating the evacuation process. The sound of the alarm will be a continuous warning siren.
- Leave the building by the nearest safe fire escape route, escorting anyone else you are responsible for. If possible, close doors behind you as you leave.
- Do not stop to collect personal possessions.
- Report to the designated Assembly Point (front car park)
- Only use a fire extinguisher if you have been trained to do so or to aid your escape.
- Do not re-enter the building until told to do so (staff to enforce message.)
- Evacuate in a calm and orderly manner.

Actions to be taken if you HEAR the fire alarm:

- The sound of the fire alarm will be a continuous warning siren.
- Leave the building by the nearest safe fire escape route, escorting members or anyone else you are responsible for. If possible, close doors behind you as you leave.
- Do not stop to collect personal possessions.
- Evacuate in a calm and orderly manner
- Only use a fire extinguisher if you have been trained to do so or to aid your escape.
- Report to the designated Assembly Point (front car park)
- Do not re-enter the building until told to do so (staff to enforce message.)
- The Fire controller should establish that the building is clear of all occupants via roll call and information should then be relayed to the fire services should they attend site.

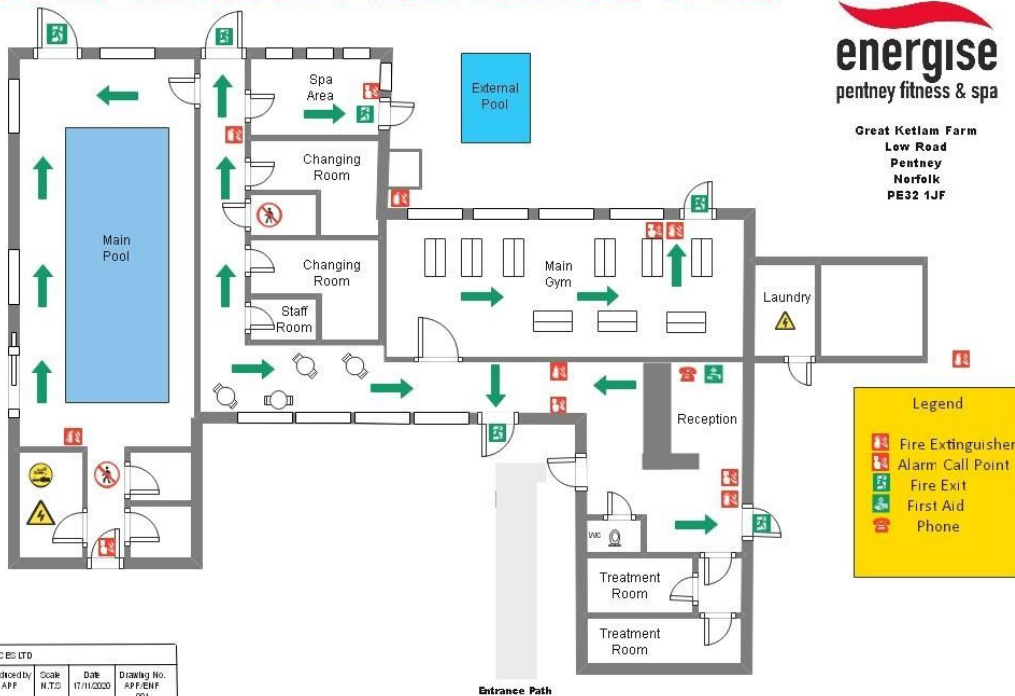
- Wait at the fire assembly point in silence until instructed by the fire controller otherwise.


APPENDIX 3 – Fire Emergency Evacuation Plan

FIRE EMERGENCY EVACUATION PLAN



Great Ketlam Farm
Low Road
Pentney
Norfolk
PE32 1JF



© APF SAFETY SERVICES LTD				
	Produced by APF	Scale N.T.S	Date 17/11/2020	Drawing No. APF/ENF 001



APPENDIX 4 – List of Fire Marshals

Fire Marshal	Area Covered
Tanios Watfa	Whole Site – Site Manager
Hanna Watfa	Whole Site – Site Manager
Bryony Dawes	Whole Site
Fredericka Ellis De Bootman	Whole Site
Gaby Venczel	Whole Site
Jayne Webb	Whole Site
Lyndsey Hargreaves	Whole Site
Victoria Butterfield	Whole Site
Julie Murray	Whole Site
Megan Hannam	Whole Site

Andy Fitches (APF Safety Services Ltd)	07907 880614
---	---------------------