

### Fire Policy and Procedure at a Glance

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	1.	<b>POLICY STATEMENT</b>
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	1.1	The purpose of this policy is to have consistent processes within all Royal National Lifeboat Institution (RNLI) premises and lifeboats to manage fire safety and have procedures in place if fire occurs.
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	4.	<b>RESPONSIBILITY</b>
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	4.3	Fire Marshals are responsible for :
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- helping those on the premises to leave,
- assisting persons if a PEEP is in place,
- checking the premises to ensure everyone has left,
- fighting the fire, if safe to do so,
- performing a supervisory/managing role in any fire situation,
- liaising with the emergency services,
- calling the Emergency Services
- when required, testing the emergency lighting and fire alarm system,
- when required, organise the fire drills for the premises.
- resetting the fire alarm after confirmation from the fire service that it is safe to do so.
- nominating a Senior Fire Marshall to coordinate a fire situation and act as liaison with the Fire Authority.



	4.7.1	Staffs must co-operate to ensure the workplace is safe from fire and its effects, and must not do anything that knowingly will place themselves or other people at risk.
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#### PROCEDURE 5.3 Fire risk assessments



	5.3.1	We will ensure that each RNLI premise (owned, shared or rented) has a current (in date) fire risk assessment based on current best practice.
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#### PROCEDURE 5.4 Hot works permit



	5.4.1	All hot works processes are to be accessed before work begins to see if there is an alternative method of work that can be carried out without the need to generate a source of ignition. Where this is not possible, Hot Work Permits will be issued by staff that are competent and have clearly been assigned authority to do so.
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### PROCEDURE 5.6.2 Fire stopping

When work is carried out on premises which involves breaching fire compartmentation any gaps must be filled and sealed with a fire retardant material.

### PROCEDURE 5.6.3 Fire doors



They will be checked as part of the fire inspection to ensure they close correctly, smoke seals are maintained and the doors are not warped or twisted. They are not to be propped open.

### PROCEDURE 5.7 Fire detection and alarms systems



- 5.7.2 Subject to the requirements of the fire risk assessment, premises will be fitted with automated fire detection systems and manual break glass call points. Fire alarm systems are to be checked weekly or upon occupation of the building if there has been a gap of 7 days since the last test and yearly by a competent person.

### 5.9 Means of escape

Adequate means of escape are provided so people can immediately, or within a short distance of travel, turn their back on any fire and move away to a final exit along smoke-free escape routes.

#### 5.9.2 Escape route inspection



It is essential that the means of escape from a premise should function efficiently and be regularly inspected and the check recorded.

#### 5.10.3 Emergency light testing



Emergency lighting is to be tested by activating the light (Flick test) on a monthly basis. This will be recorded on the emergency lighting check sheet.

Annually the battery pack should be discharged to the manufacturer's full rated duration, normally 3 hours. The annual emergency lighting test must be recorded using the emergency lighting check sheet.

#### 5.11.2 Escape route signing



All escape route signs should be suitably positioned and be adequately illuminated to ensure they are conspicuous and legible within the environment. An escape route sign should be positioned at every change of direction, every change of level and at any decision point.

### 5.12 Firefighting equipment and facilities

Fire extinguishers will be installed in all premises owned and managed by the RNLI. These extinguishers will either be fixed installation or portable devices, dependant on the results of fire risk assessment.

Fire blankets shall be provided in appropriate locations and should be used for smothering fires involving flammable liquids or burning clothing.

RNLI personnel must know:



1) the location of the firefighting equipment in their area of work,



2) to know on which type of fire each piece of equipment can be used and how each it should be used. Instructions for the use of fire extinguishers can be obtained from the label on the extinguisher.

The person discovering a fire must promptly initiate the emergency procedures, **Raise the alarm, Get out and Stay out**

### 5.13 Maintenance



Maintenance requirements for premises to reduce fire risk:

- Gas heating systems and cooking appliances and fixed electrical systems will be inspected, tested and certified by a competent person.
- Portable Appliance Testing (PAT) will be carried out at the recommended frequencies, in line with the Institute of Electrical Engineers code of practice. Certain pieces of equipment may, due to the work being undertaken, need to be tested on a more frequent basis with records kept.

### 5.14 Recoding, planning, information, instruction and training



Line managers must ensure that all members of their staff /team are instructed in the action to be taken, relevant to the property / lifeboat they are in should a fire break out. Fire training will be given to all staff.



#### 5.14.1.1 Fire Assembly Point

All premises will have at least one Fire Assembly Point. It will be at a safe location, far enough from the premise, so as not to present a significant fire risk to persons at the point, but also close enough and accessible enough so as staff can reach it without difficulty.

### 5.14.3 Person who requires assistance (PRA):

- 4.14.3.1 The RNLI procedures for evacuating persons who require assistance from premises will be agreed between the individual, their line manager and the SHE Team and a documented Personal Emergency Evacuation Plan (PEEP) produced.

### 5.14.4 Fire drills



Fire evacuation drills enable management and personnel to rehearse the evacuation plans and procedures. Such drills test the adequacy of all aspects of the plans. Managers must ensure that fire drills are held at least every 6 months (an unplanned evacuation can be taken as a fire drill).

### 5.15 Training



We will through training provide staff with comprehensive and relevant information on the risks identified by the fire risk assessment; the measures that have been taken to prevent fires; how they will be protected if a fire breaks out and what actions they need to take.



All Staff are required to complete the on line fire training course via the learning zone or its equivalent every two years.