



FIRE POLICY

BADGER GROUP
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Destroy All Previous Issues

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Approval

Version	Name	Position	Signature	Approved Date
V1.1	Badger Executive	Executive Team		4 Feb 2016
V1.5	SMT	Heads of Department Team		Nov 2023

Glossary

Term	Description
SMT	Senior Management Team

1 PURPOSE

- To ensure Badger takes appropriate precautions where necessary to safeguard people from fire.
- To ensure all Badger employees are familiar with firefighting equipment and the evacuation procedure.
- To ensure firefighting equipment is properly checked so it functions correctly.

2 SCOPE

This policy applies to all Badger sites, offices, employees and workers.

3 REFERENCES

Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety (England) Regulation 2022, Section 156 of the Building Safety Act 2022 (Oct 2023).

4 DEFINITIONS

- Responsible Person – the Employer (Badger)
- Duty Holder –. In addition to the Responsible Persons described above, there are duty holders who, nevertheless, have the same duties as Responsible Persons. However, their duties are limited to the extent of their control over the premises, or fire safety measures within the premises. This can include contractors or a nominated employee for a particular task.
- Fire logbook – a red folder that contains information regarding:
 - Fire procedures
 - Fire authority visits
 - Inspections including fire extinguishers
 - Equipment tests, including smoke detectors, fire alarms and emergency lighting
 - Contact numbers
 - Fire risk assessment
 - Fire drills and tests

5 GOVERNANCE

The Responsible Person, i.e. Badger, is duty bound to carry out fire risk assessments of the premises and review these regularly, tell staff about the risks identified and the fire safety measures put in place.

The Health and Safety Committee has been set up to provide oversight of fire safety measures.

A fire logbook will be kept at each Badger premises. This logbook will contain all the assessments and maintenance information detailed below. The Duty Holder (Health and Safety Liaison Officer) will ensure that the logbook contains records of all the information below. The logbook may be inspected by the Fire Authority at any time.

Employees are encouraged to report any concerns regarding fire procedures.

5.1 Risk Assessment

It is the responsibility of the duty holder to conduct a risk assessment of fire risks at each site. The duty holder in this case will be a contractor appointed to carry out these assessments. This will be documented and reported to the Health and Safety Committee. Risks identified should be scored and remedial action taken as necessary.

Consideration shall be given to what materials could start or be involved in a fire, how a fire could start, who would be at risk and building design. Steps shall then be taken to reduce the risks.

5.2 Emergency Fire Procedures

Procedures to be implemented in times of fire are included in the Business Continuity Plan. This shall include:

- Means by which fires are detected and the alarm is raised
- How to call the fire brigade
- Evacuation routes
- Location of fire extinguishers
- Location of assembly point

5.3 Maintenance

A competent person/contractor will be appointed to maintain any fire detection and alarm systems at each site on a regular basis (AT SOME SITES THIS MAY BE THE RESPONSIBILITY OF THE LANDLORD).

5.4 Inspection Routine and Time Frame

- Weekly - Operate detector or call point to sound alarm (AT SOME SITES THIS MAY BE UNDERTAKEN BY THE LANDLORD)
- Periodically – smoke detectors and emergency lighting
- Annually – This should be carried out by a qualified engineer. Checks will cover the whole system including particular checks on the detectors, cabling and fittings.

5.5 Fire Extinguishers

Fire extinguishers shall be provided for emergency use as required by the risk assessment and their location shall be identified on the Business Continuity Plan. They should be positioned where they can be easily seen, near to designated escape routes and at fire exit points, and all must be wall mounted on brackets.

Fire Extinguishers will be inspected on an annual basis.

If a fire extinguisher is used, this must be reported immediately to the Health and Safety Liaison Officer.

5.6 Emergency Lighting and Smoke Detectors

Emergency lighting and smoke detectors will be subject to regular testing to ensure the units operate correctly in the event of a fire. This will be completed at each Badger site by a competent person / contractor.

6 TRAINING

Fire extinguishers

Fire Wardens and designated staff shall be trained in how to use a fire extinguisher including how to select the correct extinguisher type. This training should be updated every 3 years.

Fire drills

All fire personnel will be trained in emergency drills. This shall include an annual fire drill where the entire site is evacuated, and a roll call is taken. This shall be recorded, together with the time taken for full evacuation to enable any improvements to be made to the evacuation procedure.

Records

Risk assessments, maintenance records, monthly extinguisher checks, and fire drill records will be stored within the fire log book.

Fire Wardens

Each site will have a designated Fire Warden (this role may be provided by a third party in the case of where Badger is occupying a building that is not owned or leased by Badger).

Their duties include:

- Aiding the evacuation of the building
- Coordinating the roll call at the assembly point
- Liaising with the local emergency services

Mandatory Training

All employees will undertake fire safety training as part of the annual mandatory training.