



БЛАГОДІЙНА ОРГАНІЗАЦІЯ «БЛАГОДІЙНИЙ ФОНД «СТАБІЛІЗАЦІЙНИЙ СУПОРТ СЕРВІС»
CHARITABLE ORGANIZATION «CHARITY FOUNDATION
«STABILIZATION SUPPORT SERVICES» 04053, Україна, м. Київ, вул. Січових Стрільців, 1-5
ЄДРПОУ 40567253, р/р 26008500242960 банк ПАТ «Креді Агріколь Банк», МФО 300614

Fire Safety Procedure

Document Information	
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Applies to those who work on our behalf	<i>Employees, consultants, volunteers</i>
Prepared by	Toro Solutions
Approved by	Dermot Hamilton
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1. Introduction

1.1. Purpose

The document identifies the roles and responsibilities related to fire safety and details our risk assessment and emergency evacuation processes.

1.2. Procedure Review

To meet with best practice and fire safety developments and any changes in applicable law, we agree to review this procedure, and any other relevant documents or practices that govern and regulate fire safety, every two years as a minimum.

2. Procedure

2.1. Roles and Responsibilities

The following table outlines the roles and responsibilities that relate to this procedure:

Role:	Name	Contact
Lead	Dermot Hamilton	dhamilton@stabilizationsupportservices.org
Support	Olga Ivanova	oivanova@stabilizationsupportservices.org
Human Resources	Kateryna Morhun	kmorhun@stabilizationsupportservices.org
Admin	Yulia Loshakova	yloshakova@radnyk.org

Role	Responsibility
Lead	Identify the person responsible for fire safety, monitor the fulfillment of the tasks assigned to the person responsible for fire safety
Support	Fire safety policy development
Human Resources	Responsible for writing a fire safety policy, getting to know the fire safety policy for employees, consultants, volunteers, instructing in fire behavior, instructing on an evacuation plan



Admin	Fire service call in case of fire
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2.2. Fire Safety Risk Assessment

We will conduct a fire safety risk assessment¹ on an annual basis, or when changes to our premises and / or its use indicate a requirement. This consists of five steps, as follows:

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove or reduce, and protect from risk
4. Record, plan, inform, instruct and train
5. Review

2.3. Fire Emergency Evacuation Plan

Event	You should	You should not
On discovering a fire:	<ul style="list-style-type: none">• Alert all other individuals by activating the nearest fire alarm or shouting clearly• Use a fire extinguisher to put the fire out, or if not possible;• Use the nearest clear exit to evacuate	<ul style="list-style-type: none">• Tackle the fire if it is too large, or you are not confident to do so.
On hearing the fire alarm:	<ul style="list-style-type: none">• Stay calm• Use the nearest clear exit to evacuate immediately.• Along the escape route, close (don't lock) all the doors and windows you pass by so that you can cut the fire and the smoke off from spreading to the other rooms.• Go to the nearest assembly point• Adhere to any protocols put in place by your organisation	<ul style="list-style-type: none">• Use lifts or escalators• Re-enter the building until instructed by the authorities

Appendix 1 – Fire Safety Risk Assessment Guidance²

The fire safety risk assessment guidance consists of five steps, as follows:

¹ Please see Appendix 1 for fire safety risk assessment guidance.

² Based on the UK Government's "A short guide to making your premises safe from fire". Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf



1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove or reduce, and protect from risk
4. Record, plan, inform, instruct and train
5. Review

1. Identify fire hazards

You need to identify:

- sources of ignition such as naked flames or heaters
- sources of fuel such as built-up waste, materials
- sources of oxygen such as air conditioning

2. Identify people at risk

You need to identify those people who may be especially at risk such as:

- people working near to fire dangers
- people working alone or in isolated areas
- children or parents with babies
- the elderly or infirm and people who are disabled

3. Evaluate, remove or reduce, and protect from risk

Evaluate the level of risk in your premises. You should remove or reduce any fire hazards where possible and reduce any risks you have identified. For example, you should:

- replace highly flammable materials with less flammable ones
- make sure you separate flammable materials from sources of ignition
- have a safe-smoking policy

When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.

In this short guide, it is impossible to give detailed guidance for every type of premises. However, the minimum you should consider will include the following.

3.1 Fire-detection and warning system

- You must have a suitable fire-detection and warning system. This can range from a shouted warning to an electrical detection and warning system.
- Whatever system you have, it must be able to warn people in all circumstances.

3.2 A way of fighting a small fire

- It may be acceptable to have multi-purpose fire extinguishers with a guaranteed shelf life.
- As a rule of thumb, you should have one extinguisher for every 200-metre squared (m²) of floor space with at least one on each floor.

3.3 Safe routes for people to leave the premises

- The ideal situation is when there is more than one escape route from all parts of the premises, although this is not always possible



- If only one route is available, you may need to make it fire resisting (protected) or install an automatic fire-detection system
- The distance people need to go to escape (the travel distance) should be as short as possible. The travel distance should be measured from the farthest point in a room to the door to a protected stairway or, if there is no protected stairway, to the final exit from the building
- If there is only one escape route, the travel distance should not normally be more than 18 metres. This distance should be shorter (12 metres or less) in any parts of the premises where there is a high chance of a fire starting or spreading quickly. The distance can be longer (up to about 25 metres) where the chance of a fire starting or spreading quickly is very low
- If there is more than one escape route, the travel distance should not normally be more than 45 metres (around 25 metres in areas where the risk of fire is high and about 60 metres in areas where the risk of fire is very low)
- Stairways, corridors and areas near the fire exits should be kept clear of obstructions and material which can catch fire
- The escape route should lead to a final exit and a safe place
- If the stairway is not protected, the travel distance should be in line with those suggested above for single escape routes and the final exit should be easy to see and get to from the stairway at ground-floor level
- High-risk rooms should not generally open directly into a fire-protected stairway
- If your fire-risk assessment shows that people using any floor would not be aware of a fire, you may need other fire-protection measures, for example, an automatic fire-detection and warning system

You should follow the above guidelines with caution. You must look at each part of the premises and decide how quickly people would react to a warning of fire. If you are in any doubt, you should read the more detailed guidance published by the relevant Government or get expert advice.

3.4 Suitable fire exit doors

- You should be able to use fire exit doors and any doors on the escape routes without a key and without any specialist knowledge
- In premises used by the public or large numbers of people, you may need push (panic) bars or push pads

3.5 Other things to consider

- Whether you need emergency lighting.
- Suitable fire-safety signs in all but the smallest premises.
- Training for your staff or anyone else you may reasonably expect to help in a fire.
- A management system to make sure that you maintain your fire safety systems. Some very small and simple premises may be able to satisfy all these steps without difficulty. However, you should still be able to show that you have carried out all the steps.



4. **Record, plan, inform, instruct, and train**

In this step you should record, plan, instruct, inform and train. You will need to record the dangers and people you have identified as especially at risk (step 1 and 2). You should also record what you did about it (step 3).

You will need to make an emergency evacuation plan, tailored to your premises. It should include the action that you need to take in a fire in your premises or any premises nearby. You will need to give staff and others instructions. All employees should receive enough information and training about the risks in the premises. Some, such as fire wardens, will need more thorough training.

5. **Review**

You should make sure your fire-risk assessment is up to date. You will need to re-examine your fire-risk assessment if you suspect it is no longer valid, such as after a near miss and every time there is a significant change to the level of risk in your premises, or its use.

