



# Fire Safety Policy

Last Updated: 18 March 2024



## Purpose

This policy sets out Think Pacific's general approach to fire safety. It explains how Think Pacific, as an organisation and employer, will manage fire safety throughout our operations and organisation. It clearly states who does what, when and how. Think Pacific shares this policy, and any changes to it, with all employees, volunteers and partners.

### 1. Statement of Intent

Think Pacific has established this Fire Safety Policy as part of its commitment to ensuring volunteers and staff are safe when living and visiting the project locations in Fiji. The Fire Safety Policy sets out audit and control measures designed to ensure that fire safety is efficiently and effectively managed.

Think Pacific will, so far as it is reasonably practicable:

- a) Action this fire safety policy to safeguard all persons from death or injury in the event of fire when visiting resorts, community settings or other locations, organised by Think Pacific.
- b) Minimise the risk of fire and limit the spread of fire if it occurs.
- c) Advocate for fire safety within rural communities as part of our project aims.
- d) Comply with the requirements of legislation relating to fire and fire safety in the Fiji Islands.

This policy applies to all staff, including temporary, internship, placement and contract workers, and to all volunteers and other persons engaging within a Think Pacific project setting.

This policy is overseen by the Directors who will review the policy at least annually or in response to legislative or procedural change, or following any significant fire incident affecting Think Pacific

Individual employees are accountable for their actions in relation to Health and Safety. Failure to observe this policy could lead to formal sanction.

### 2. Fire Safety Policy Aims

The aims of the policy are to:

- a) Ensure an effective response to fire management, evacuation and supervision during fire emergencies within Think Pacific setting and enable proportionate resources to manage and emergency, including:
- b) Establish roles and responsibilities of staff to deal with fire incidents
- c) Achieve compliance with the Regulatory Reform (Fire Safety) Order 2005 and related legislation
- d) Adopt a consistent approach to fire safety across Think Pacific settings to ensure clarity in communication on fire safety matters.

### 3. Legislation

**Think Pacific works to upload the following legislation within the Fiji Islands**

- a) The Regulatory Reform (Fire Safety) Order, 2005
- b) The Health and Safety at Work etc Act 1974;
- c) The Management of Health and Safety at Work Regulations 1999;
- d) The Building Regulations 2010;
- e) The Dangerous Substances and Explosive Atmospheres Regulations 2002: and
- f) The Fire and Rescue Services Act 2004.

### 4. Responsibilities

#### 4.1 Directors -

Overall responsibility for ensuring fire safety falls to the Directors, who delegate specific roles within the team for preventive and protective fire safety measures.

The Fiji Director acts as The Head of Health and Safety for the region and exercises governance of fire safety compliance for Fiji operations and is responsible for fire safety training.

**Directors are Responsible for:**

- a) Ensuring that fire risk assessments are performed and maintained up-to-date for all project locations.
- b) Annual fire safety inspections of all Think Pacific owned buildings.

- c) Ensuring resorts comply with Think Pacific's health and safety policies and have appropriate fire prevention in place.
- d) Ensuring that any improvements required to manage fire risk are carried out.
- e) Training related to fire, including training of employees is completed.
- f) Ensuring that any corrective action arising from inspections, risk assessments and incident reports are assigned and completed within a suitable time frame.
- g) Personal emergency evacuation plans for persons with impairments that will require special assistance to escape from buildings in an emergency are produced and implemented.
- h) Writing and updating all fire procedures and policies.

#### **4.2 The Project Manager**

Is responsible for

- a) Completing fire risk assessments
- b) Monitoring general fire precautions during preparation visit to each community.
- c) Monitoring fire risk alongside overall risk assessment.
- d) Submitting relevant assessment or report to the Directors. This includes assessment of escape routes, village understanding of fire risk and behaviours, location of dangerous substances and general fire precautions.
- e) Project Managers are responsible for promoting fire safety within their leadership team and for ensuring that fire wardens are appointed for each team, in consultation with the Head of Health and Safety.

#### **4.3 The Expedition Leaders**

Expedition Leaders guide each project 24/7 and are responsible for daily assessment of fire risk, prevention, detection and evacuation in cases of imminent danger.

#### **4.4 Fire Warden (Appointed from within each Expedition Leader Team by Project Manager)**

**The duties of a fire warden comprise:**

- a) Providing a proactive presence within the team to protect Think Pacific's fire safety precautions.
- b) Play a leading part in fire drills and evacuations; and ensure safe evacuation in the event of a fire or alarm activation (without putting themselves at undue risk).
- c) Spotting and reporting fire hazards in the course of their normal working day, or that is brought to their attention by another person such as a volunteer. This would include;

Dangerous practises in the community, faulty or damaged electrical sources, blocked escape routes, missing fire extinguishers or damage fire alarms at resorts.

- d) Fire Wardens should take immediate action if this is appropriate, for example by closing a fire door at a resort that has been propped open.
- e) During evacuation fire warden should;
  - i) Encourage volunteers (and other members of the public) to leave buildings
  - ii) Direct people towards the assembly area and keeping them there until further instruction.
  - iii) Ensure a head count of all volunteers and staff and all persons in the team are accounted for.
  - iv) Take part in any post-incident debriefing to identify any shortcomings in the evacuation procedures to Project Manager or Head of Health and Safety as requested.

All staff are responsible for ensuring that any fire safety concerns are referred promptly to the Head of Health and Safety

## 5. Fire Risk Assessment

The Head of Health and Safety office is responsible for ensuring that project managers complete and submit fire risk assessments for each village setting to host a Think Pacific team. This shall include;

- a) Confirmation of any past occurrences of dangerous fires or issues of fire safety within the community.
- b) Assessment of houses and community buildings and issues of exit routes or obstructions preventing ease of evacuation
- c) Policies on smoking within the village or homes
- d) Any issues that would be of concern to volunteers with disability in cases of evacuation.
- e) Village procedure and understanding for campfire, beach fire, bbq or Lovo
- f) Assessing any electric supply or generator and obvious dangers, including exposed wires, poor insulation, poor maintenance or location.
- g) Methods of cooking and any obvious risk of fire danger
- h) General understanding and awareness of fire safety by community
- i) Establishment of an assembly point in instances of evacuation.
- j) Confirm with the village head man of any dangerous substances that are used or present that could cause harm to people as a result of a fire or explosion, for example any solvents, paints, varnishes, flammable gases and procedure for safe storage.

- k) Location and supply of water sources or fire extinguisher within community.

In addition, Personal emergency evacuation plans must be considered in respect of staff or volunteers who have been highlighted in advance of project to require specific assistance in an emergency evacuation. This applies to all forms of disability. Plans are completed by UK Project Manager in conjunction with the Fiji Project Manager.

## **6. Third Party Resorts**

6.1 It is the responsibility of the Directors to confirm that each resort used as part of the project itinerary has adequate fire safety and prevention measures in place.

6.2 When staying at resorts, all staff to be mindful of reporting any issues to Head of Health and Safety, such as damaged fire alarm, fire doors or fire evacuation signs or witnessing poor maintenance or unsafe practises.

## **7. Fire Evacuations**

7.1 Leaders and designated Fire Warden would be the first responders to actioning fire protocol. In the first instance this would be ensuring the safety of team, directing volunteers to designated fire safety assembly point within the village and calling the Fiji Fire Brigade (911).

7.2 If a fire alarm sounds at a resort or if a fire is discovered, all staff shall evacuate promptly in the event of a fire alarm, supervising any volunteers in their presence and directing them to the designated fire assembly point and await further instructions from the person taking charge of the emergency response (usually Hotel Manager or appointed person from Hotel)..

7.3 In the event that the Fire Brigade was not called in response to the fire alarm activation at a resort, the decision to allow staff to re-enter will be taken by the senior resort staff in charge.

## **8. Fire drills**

8.1 Think Pacific shall carry out at least one fire evacuation drill each year, normally at the beginning of the summer season, to familiarise new staff with the fire evacuation procedures and to communicate the importance of fire safety for the Fijian community.

8.2 Fire drills will be observed by a Project Manager, who shall report to the Head of Health and Safety and record any deficiencies or lessons learned from the drill.

8.3 Fire drills at third party resorts are at the discretion of the resort owner, but Think Pacific shall advise partners to undertake drills at least once a year.

## **9. Reports and investigation of incidents**

All instances of fires, and all fire safety related events will be reported using the designated reporting procedure.

All cases will be investigated by the Directors, including taking accounts from volunteers, Leaders and other staff involved and follow-up action or learning outcomes implemented by the Head of Health and Safety.