



# Fire Safety Policy

Revised March 2013

## *Fire Safety Procedures*

### Fire Safety Policy

Care home name: The Wellbeing Residential Group

### Policy Statement

The Wellbeing Residential Group believes that staff and service users within the home should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. The Wellbeing Residential Group believes that the best way to ensure this state of safety exists is to have robust fire policies and procedures in place, to ensure that staff are well trained to cope with an outbreak of fire or an alarm and to ensure that appointed fire wardens are in place in accordance with the law.

The Wellbeing Residential Group fully adheres to the new outcomes essential standards of quality and safety which consist of 28 regulations and its associated outcomes. They are set out by the Health and Social Act 2008 for regulated activities.

### Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning the Wellbeing Residential Group's approach to fire safety. The aim of the Wellbeing Residential Group is to ensure that, as far as is possible, fires are prevented and that, in the event of a fire, staff know exactly what to do and how to react.

### Goals

The goals of the Wellbeing Residential Group are:

- to minimise the risk of workplace fire by the use of adequate fire prevention and risk assessment techniques
- to ensure that all staff are trained in what to do in the event of a fire
- to ensure that all staff attend a fire drill at least annually
- to ensure that, in the event of a fire, the Wellbeing Residential Group premises can be evacuated as quickly, safely and efficiently as possible.

## *Discovery of or Suspicion of a Fire*

On the discovery of or suspicion of a Fire:

- staff should remain as calm as possible
- the first person aware of the fire or on the scene should raise the alarm immediately by operating the nearest breakglass callpoint or by shouting "fire"
- if the suspicion is raised by seeing smoke coming from under a door or by seeing smoke in a closed room staff should on no account attempt to open the door but should raise the alarm and summon the fire brigade as quickly as possible
- small fires can be fought with the appropriate fire extinguisher, but only if safe to do so and only if the alarm has first been raised.

### *In the Event of a Fire or of the Fire Alarm Sounding*

In the event of a fire or of the fire alarm sounding staff should:

- evacuate the building immediately according to the home's evacuation plan and go to the nearest designated fire assembly point
- remain as calm as possible and help any service users, visitors, disabled persons or contractors on the premises to evacuate
- where possible and safe to do so, check all rooms (in particular toilets) to ensure no service users or staff remain in them or are trapped
- close all doors
- ensure that any person not accounted for is immediately reported to the Wellbeing Residential Group manager (or deputy), nominated fire warden or directly to a fire brigade officer.

Staff should:

- never stop to collect valuables or possessions
- never use lifts
- never open doors where they can see smoke coming through unless that is the only means of escape
- never attempt to re-enter the building until told it is safe to do so by the Wellbeing Residential Group manager (or deputy), by a nominated fire warden or by a fire brigade officer.

The Wellbeing Residential Group manager (or nominated fire safety warden) is responsible for ensuring that:

- the fire brigade has been called to any fire by dialling 999 and asking for fire service
- the fire brigade is met on arrival
- the staff nominal roll, service user roll and visitor book is removed from the building and used to account for staff, service users and visitors by roll call
- any person not accounted for is immediately reported to the fire brigade upon arrival.

The appointed fire safety wardens are responsible for:

- supervising evacuation assembly points
- carrying out roll calls
- liaising with the fire brigade on arrival.

It is the Wellbeing Residential Group policy that an appointed fire warden should be on duty at all times.

Special evacuation arrangements for staff and service users with limited mobility, wheelchairs or sensory impairments include:

The fire procedures in the Wellbeing Residential Group homes are based upon the following principles.

- In the event of fire, the safety of life should override all other considerations, such as saving property or extinguishing the fire.
- If a fire is discovered, the alarm should be raised immediately as the first action taken.
- All employees are empowered to take this action if they believe there is a fire and no authority need be sought from any other person.

- The Wellbeing Residential Group will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- The Wellbeing Residential Group does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so after the alarm has been raised.

### *Fire Risk Assessment Protocol*

In order to control fire safety risks the Wellbeing Residential Group will practice a stringent programme of fire risk assessments. Our policy is to:

- identify, carrying out normal risk assessment procedures, those activities that require a safe system of work
- identify safe methods of work for these activities - where necessary, these will be written formal safe systems of work
- implement these systems using the expertise of employees involved in the work activities
- monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from accident reporting procedures.

The aims of the fire risk assessment will be to:

- identify any fire hazards
- reduce the risk of those hazards causing harm to as low a level as reasonably practicable
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.

The Home Manager is responsible for carrying out fire risk assessments.

Daily checks (usually at close of day) that:

- Fire doors are closed
- Fire exits and stairways are free of clutter
- all unnecessary electrical equipment and heaters are turned off
- storerooms or rubbish areas do not have smouldering fires
- areas where contractors have been working are free of fire hazards
- access points for Fire Rescue Services are clear and unobstructed.

Weekly checks that:

- alarm systems function and can be heard in all parts of the building
- all fire fighting equipment is in good repair and are in place
- stocks of flammable materials or gases are kept to an absolute minimum and are stored safely away
- all goods and boxes are safely stored away to minimise clutter, reduce the fuel available to a fire and to enable people to exit the building safely in the event of an emergency
- all fire instruction notices and no smoking notices are in place and have not been obscured
- individual rooms do not contain obvious fire hazards such as overfull waste baskets or portable heaters placed close to curtains
- all electrical equipment is free of obvious defects such as worn or broken cables and leads
- home security arrangements are all in place discouraging arson.

Annual checks that the following are serviced on an annual basis:

- fire alarm systems
- smoke detectors
- emergency lighting
  
- sprinkler systems
- fire fighting equipment.

The alarm system fitted is

The engineers contracted to service the fire alarm systems are Newflame tel: 0800 5422057

The company contracted to service the fire extinguishers are Newflame tel: 0800 5422057

### *Administrative Guidelines*

Full records of fire precautions should be kept in the fire log. This information should be entered by the fire safety lead or by one of the nominated fire wardens and should include:

- for fire drills: the times and dates of drills and the time between sounding the alarm and the last person leaving the building
- for fire alarm tests: the times and dates of tests
- for fire fighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing
- for training: times and dates of training events, who attended and what was covered.

The Home Manager is responsible for ensuring that the staff and service user nominal rolls are kept up to date.

### *Monitoring and Review*

In the Wellbeing Residential Group the Fire Policy should be reviewed annually or after any fire related incident or change in guidelines. All fire related incidents, including false alarms and near misses, should be investigated thoroughly by the care home manager and the Fire Risk Assessment amended as necessary. Professional fire safety advice should be obtained for this review where required.

Changes arising from the results of any review should be communicated to staff and all persons concerned.

### *Personnel*

The fire safety lead is responsible for ensuring that the correct fire procedures and arrangements are in place.

The fire safety lead for the Wellbeing Residential Group is the Home Manager.

The Wellbeing Residential Group fire advisor is Andy Frankowski tel: 07919621110

### *Training*

All new staff should be encouraged to read the policy on fire safety as part of their induction process. All members of staff should be aware of the procedures in case of a fire at the Wellbeing Residential Group premises. They should also all be aware of how they must respond in the event of an emergency.

