

Fire Safety Procedure

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Section	Change
Whole Procedure	New format

Fire Safety Procedure

Contents

1.0 Introduction	4
2.0 Fire Risk Assessment	4
2.1 Fire Risk Assessment of Ark Premises / Workplaces.....	4
3.0 Fire Prevention	7
3.1 How can a fire start	8
3.2 Ways a fire can start	Error! Bookmark not defined.
3.3 Spread of Fire	Error! Bookmark not defined.
4.0 Fire Fighting Equipment	19
4.1 Water Extinguishers	19
4.2 Carbon Dioxide Extinguishers (Co2).....	19
4.3 Dry Powder	19
4.4 Sprinkler Systems	19
4.5 Fire Blankets	19
5.0 Fire Emergency Roles	19
5.1 Fire Warden	19
5.2 Emergency Controller	19
5.3 Contacting Emergency Services	19
6.0 Fire Emergency Evacuation Plans	19
7.0 Fire Drills	19
7.1 Fire Drill Participation	19
7.2 Supported People`s Private Homes	19
8.0 Fire Detection and Equipment	19
8.1 Smoke, Heat or Combination Detectors	19
8.2 Fire Alarm / Fire Safety System.....	19
8.3 Call Points	19
8.4 Emergency Lighting	19
8.5 Fire Doors.....	19

8.6 Fire Exits – Relative and Ultimate Safety	19
8.7 Fire Safety Signs	19
9.0 Fire Routes	20
10.0 Extra Duty of Care for Staff and Supported People	20
10.1 Hearing Impairment	19
10.2 Vision Impairment	19
10.3 Mobility Impairment	19
10.4 Wheelchair Users	19
10.5 Stay Put Procedure.....	19
11.0 Implementation and Review.....	20
11.1 Implementation	19
11.2 Review.....	19
Appendix 1 Fire Risk Assessment Guidance.....	20
Appendix 2 Fire Log Book.....	21

1.0 Introduction

In Fires can be started by various means including faulty electrical appliances, smoking materials, unattended candles, careless discarding of ignition sources etc. A fire can therefore, be prevented in the majority of cases and the extent of spread and/or damage of the fire can be reduced by adopting control measures to prevent the build-up of combustible materials and eliminate or reduce the heat sources.

2.0 Fire Risk Assessment

2.1 Fire Risk Assessment of Ark Premises / Workplaces

Offices, Registered Care Homes and Homes of Multiple Occupation (HMO's) are required have premises fire risk assessments which includes external boundaries that have be reviewed annually, after an incident, a change in layout or a person's ability to evacuate safely changes.

A fire risk assessment will identify the significant risks associated with each location. The assessment will identify possible ignition sources, combustible materials, suitability of escape routes, suitability of fire protection systems, and people who require a greater duty of care e.g. who may not be able to hear fire alarm or have mobility problems etc.

Ark has a Fire Log Book template which holds all local information for fire safety equipment, regulatory checks by staff and planned maintenance of fire safety systems by contractors in Ark workplaces such as Offices, Care Homes, HMO's and Communal Living services.

The fire risk assessment will then identify the workplace precautions required and any other actions required to comply with Scottish Fire Regulations for the premises.

Fire safety actions or noted improvements should be completed as soon as possible.

Completed and reviewed fire risk assessments should be filed within the Fire Log Book.

Fire Risk Assessment Guidance is available in Appendix 1.

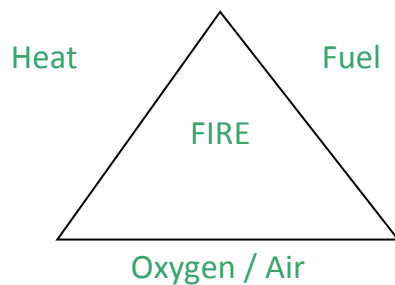
Ark Premises Fire Log Book is available in Appendix 2.

3.0 Fire Prevention

3.1 How can a fire start?

For a fire to occur the three elements of the fire triangle must be present in sufficient quantities.

The fire triangle:



As we cannot remove the oxygen/air (we need this to breathe) then we must remove or control the amount of the other two i.e. fuel and heat sources.

Fuel

Fuel is any combustible material including furniture, waste paper, files, envelopes, clothing, paraffin based emollients, gas bottles etc. In a workplace environment efficient storage, waste removal and monitoring processes will reduce the amount of fuels within the Workplace. This will result in eliminating or reducing amounts of fuel for a fire to establish itself.

Heat

Heat is a source of fire and includes heaters, electrical appliances, and naked flames e.g. candles, gas/coal fires, gas cookers and smoking materials. If the heat sources are controlled and kept to a minimum then there will not be sufficient heat to cause a fire.

3.2 Ways a fire can start

Smoking Materials

All Ark internal and external workplace boundaries are non-smoking for employees and visitors to Ark workplaces.

However, in Registered Care Homes and in Homes in Multiple Occupation (HMO's) smoking by supported people may be permitted, see Ark Smoke Free Policy HS17. This may result in a significant level of risk of fire from smoking. Your fire risk assessments should reflect this and also contain workplace precautions to eliminate or reduce the risk.

Naked Flames

Supported people may want to use candles for decorative purposes, birthdays, using lighters / matches for smoking cigarettes and cooking with barbecues outside. This has to be risk assessed and suitable precautions put in place to prevent incidents or false alarms. Supported people with hoarding behaviours will have to have fire safety risk assessed and monitored as a priority if they use naked flames in the property.

Electrical Appliances

All Ark owned portable electrical appliances in Care Homes, HMO's and Offices should be annually PAT tested by a competent contactor and records held in the onsite Fire Log Book for auditing purposes. Ark residents that live in Care Homes or HMO's, own personal electrical equipment can also be tested as part of their rental agreement service charges.

Electrical appliances within a supported living workplace should be regularly visually inspected for any signs of damage or overheating / damage if Ark are commissioned to monitor H&S at the location, see HS19 Your Home, My Workplace Policy.

ALL electrical appliances which have been in close contact or involved in a fire incident should be inspected before use and discarded safely if affected by fire.

Heaters

Heaters, fixed or portable, should not be covered by anything or have anything placed too close to them (distance will depend on type of heater) such as clothing, paper etc. as the heat from the heaters can ignite flammable materials.

Air Beds and Emollients

Air beds are used to relieve pressure sores and supported people usually use paraffin based creams to help keep skin moisturised when using air beds. It is advised that all smoking materials and electrical equipment must be eliminated when supporting people that use air beds / emollients due to the high risk of explosion due to the mixture of fuel / oxygen / heat sources.

External Bins

The fire risk from external bins relates to arson as sometimes these can be set alight and be a high risk to the building if too close. The external bins should preferably be positioned away from the building and in larger premises preferably secured. This will include recycling bins.

Arson

May have to be considered if there are local incidents, good security measures in place and Police and Fire Service advice will be required if local outbreaks are reported.

3.3 Spread of Fire

Preventing spread of fire can be achieved by good housekeeping measures:

- Keeping the amount of loose combustible materials to a minimum; e.g. paper, envelopes, files etc;
- Regularly emptying waste paper bins and ashtrays;
- Not allowing bedding / bed clothes to be coated with paraffin based emollients and;
- Closing internal doors and maintaining fire door checks.

4.0 Fire Fighting Equipment

The level of provision of firefighting equipment is determined by a risk assessment and survey of the premises. However, in some establishments where sprinklers are installed fire extinguishers may not be required.

Where there are fire extinguishers these should be all red with a coloured panel indicating its type, see Appendix 2.

Fire Extinguishers and blankets should be wall mounted and signs should be placed to indicate the type and use of the extinguisher.

The number and type of fire extinguishers required for premises depends on size, use and level of risk. This will usually be advised by Ark H&S adviser or by the contractors awarded the contract to supply and/or maintain the fire extinguishers – applicable to Ark workplaces, Care Homes HMO's and Offices.

New build or major refurbished properties, where applicable, should be fitted with appropriate firefighting equipment before handover.

4.1 Water Extinguishers

These extinguishers are all red and contain water which is discharged through the nozzle by using gas pressure from a cartridge which is contained within the extinguisher:

- The extinguisher should be carried to as close as possible to the fire and should be kept upright when being discharged;
- Water extinguishers **MUST** only be used on fires involving free burning materials e.g. fabric, paper, wood and rubbish and;
- Water extinguishers **SHOULD NOT** be used on fires involving electricity e.g. computers, televisions, photocopiers etc. As water conducts electricity the operator could receive an electric shock.

4.2 Carbon Dioxide Extinguishers (Co2)

These extinguishers will have a black panel and contain pressurised carbon dioxide as a liquid which is discharged through the nozzle. As there is a change from liquid to gas there is a high pressure release when the extinguisher is activated and the nozzle can become very cold and should not be held at its tip.

Carbon Dioxide extinguishers **SHOULD ONLY** be used on fires where electric equipment is involved and with fires involving flammable liquids such as petrol and spirits.

4.3 Dry Powder

These extinguishers will have a blue panel and contain a dry powder which comes out as a dust and they work by 'suffocating' the fire, stopping oxygen from reaching it.

In theory, they can be used on any type of fire, but they are more efficient on those involving burning liquids and gases.

4.4 Sprinkler Systems

The Fire (Scotland) Act 2005 requires specified new and converted properties to have automatic life safety fire suppression systems, i.e. sprinklers, fitted to premises, which include high rise flats, Residential Care Buildings (as defined under the Regulation of Care (Scotland) Act 2001, HMO`s and Sheltered Housing.

The Fire and Rescue Service have also advised that a sprinkler system should be fitted to private residential premises where the occupier is considered to have a high risk of causing a fire, e.g. unable to understand the risk from candles and is likely to leave lit candles unattended, or lights fires intentionally etc.

4.5 Fire Blankets

Fire Blankets are commonly found in kitchens and are useful for putting out fires where clothing has caught fire, or chip pan fires etc.

Fire blankets are used to put out fires by placing them over the source of the fire and suffocating it from oxygen. You have to get quite close to do this and should ensure that the fire blanket is fully open and that you are standing behind it before approaching the fire.

5.0 Fire Emergency Roles

Although the roles have been given titles it is likely that one or more of these will be carried out by the same person.

Where there is a shift system handovers should define who has these duties.

In some Ark residential premises or offices there may be only one person on duty at certain times. Their fire and emergency role should be clearly defined with the emphasis on raising the alarm, contacting emergency services and assisting in the evacuation, in that order.

5.1 Fire Warden

Routine duties will include:

- Checking fire routes in their area are clear;
- Assisting with alarm tests if required and;

- Reporting any faults to the Emergency Controller.

During a drill or an unplanned activation of an alarm:

- Checking the building to make sure it is clear;
- Advising and/or assisting people to leave and;
- Reporting to the Emergency Controller the status of their area e.g. clear, unchecked etc.

Checking the building is clear:

- The system decided upon for checking the building is clear will depend on;
- Number of staff available and;
- Layout and/or size of the building;
- Supported person / resident involvement;
- Reliability of register (of people in building) and;
- Using a 'Sweeping System' and a 'Roll Call System'.

Sweeping system

A sweeping system during an emergency evacuation will show that the building is clear or areas where the Fire Wardens have not been able to check. This can be backed up by having a roll call at assembly points.

Roll call system

Having a roll call relies on the information on who is in the building being very accurate. This system is not practical for a location where there are frequent visitors and/or where most employees are peripatetic.

5.2 Emergency Controller

The Emergency Controller is the person to whom all the Fire Wardens will report any faults or areas of concern. The Emergency Controller is responsible for:

- Investigating the concern;
- Advising management that action is required;
- Testing fire alarms as required;
- Holding fire drills etc. as required and;
- Ensuring the Fire Log Book is kept up to date.

On hearing an alarm the Emergency Controller will:

- Make their way to the fire alarm control panel (when safe to do so) and will note the area where the alarm has been activated from;
- Collect information from the Fire Wardens on evacuation/occupancy of the building;
- Pass information to the Fire and Rescue Services when they arrive (from a pre-determined position outside the building);
- Co-ordinate moving vulnerable 'evacuees' to a safe place e.g. local church hall, neighbours etc;
- Advise building occupants when or if they can re-enter the building and ;
- Help to arrange suitable accommodation if the building cannot be re-entered.

5.3 Contacting Emergency Services

Emergency Controller, staff and contractors will have the duty of contacting the emergency services by dialling 999 **IMMEDIATELY** on hearing the alarm even if there is a call monitoring system on site that alerts the emergency services.

They should give the location and type of occupancy of the building. If there is any other information available at that time this should also be relayed to the emergency services. The caller should **NOT** wait until the alarm is confirmed as genuine, as this delays assistance during an emergency.

6.0 Fire Emergency Evacuation Plans

A written fire emergency evacuation plan is required for each workplace. This plan will detail the primary escape routes from each room or area and indicate the exit to use. Secondary routes (those to be used if the primary route is blocked) should also be included.

Any risks noted that would prevent a smooth evacuation should be updated in the onsite premises fire risk assessment and in a supported person's risk management with details on what other control measures are being used to keep people safe in an evacuation.

The Fire and Rescue Service recommend private homes to have a fire evacuation emergency plan as well. Support Workers can assist in this if required.

Emergency evacuation plans should also indicate the location of nearby accommodation, short and long term, which can be used to evacuate people too in the event of the building not being able to be occupied for a period of time e.g. short term – church hall; long term – residential accommodation. The plan should include how to access these properties at all times of the day and night.

7.0 Fire Drills

A Fire Drill is where an alarm is deliberately activated to practice the emergency evacuation plan. There is a requirement to have at least two fire drills per year for all Offices / Care Homes / HMO's / Communal Living. The date / time / location / who took part / areas for further actions should all be noted in the onsite fire log book.

7.1 Fire Drill Participation

Fire drills should include all employees and where there is a shift system or employees who work out with 'normal' working hours.

Everyone should participate in a fire drill including employees, visitors, supported people.

Where participating in a fire drill is unlikely to have any benefit, and may be detrimental to a supported person (e.g. cause stress, mobility difficulties, dementia, frailty etc.) then support workers should carry out the drill as if the person were participating. This will allow support workers to have some practice but not cause concern to the supported person.

It should be noted that where the only reason is the supported person 'not wanting to take part' then their participation should be encouraged, particularly in Registered Care Homes and shared accommodation (HMO's).

7.2 Supported People`s Private Homes

Fire drills are not legally required for private domestic homes but it is recommended to have a drill particularly where support is provided over 24 hours, 7 days a week, and/or includes sleepovers. This may or may not include the supported person and any other occupant depending on the situation.

8.0 Fire Detection and Equipment

8.1 Smoke, Heat or Combination Detectors

Every Ark location should have sufficient numbers of detectors to enable the early detection of smoke and/or heat (from a fire). This will enable the raising of an alarm at the earliest opportunity. This requirement includes supported people`s homes.

If a supported persons home does not have the required amount of detectors required to allow early warning they should be supported to have these installed at the earliest opportunity by contacting the landlord or owner of property.

Where support work involves a sleepover, detectors should be installed. This should be highlighted at the initial assessment visit before support work commences.

8.2 Fire Alarm / Fire Safety System

In Ark Registered Care Homes, HMO`s and large offices must have a fire early warning / alarm system that is electrically interlinked with a battery backup and controlled by a fire panel.

For Registered Care Homes and HMO`s it is recommended that their fire alarm panel is connected to a monitoring station via a telecare system.

Fire Alarms with a panel require to be regularly tested, maintained and serviced. A weekly test should be conducted to ensure the alarm operates and can be heard in all areas. Annual tests should be carried out by a competent person, usually a contractor, at which time the system will be serviced.

Details of the weekly tests should be kept in the Fire Log Book.

If a fault occurs and/or there is damage to any part of the fire alarm / safety system this should be reported immediately.

While any system is out of action a risk assessment will decide whether the building can still be occupied. In the majority of cases it is likely that the building will be occupied, therefore, a manual system should be adopted such as a dedicated `fire watch` especially during night time etc.

There will be peoples own homes where we provide support that have only battery powered detection / alarms, these should be tested regularly after agreement with the supported person and batteries changed when required by a competent person.

8.3 Call Points

Red call points are for manually raising the alarm if a fire is discovered. They are usually situated on the emergency exit route near the final exit from either a floor or the building, for example near the fire exit or stairwell.

8.4 Emergency Lighting

Emergency lights should be provided on escape routes to illuminate the route during an evacuation if the electricity supply has failed.

Emergency lighting is required in Registered Care Homes, Homes in Multiple Occupation (HMO's) and workplace premises.

Emergency lighting requires to be regularly maintained and inspected by a competent person or fire safety engineer at the intervals recommended in the Fire Safety Log Book.

HMO and Care Homes need to test emergency lighting on a monthly basis and record this in the fire log book.

8.5 Fire Doors

Fire doors are designed to withhold the spread of fire for at least 30 minutes or for 1 hour depending on the door specification and contain the fire to a smaller area. These doors are usually internal doors.

Some fire doors may be connected to the fire alarm system, or another approved means e.g. Magnetic or Dorgard, will close automatically when the alarm is sounded.

Fire doors which are not connected to the fire alarm system should be kept **CLOSED AT ALL TIMES** i.e. not wedged open. When deliveries are being made the door can be held open whilst the delivery is in progress. However, the door **MUST** be closed as soon as the delivery has been made.

Depending on numbers of occupants and environment, fire doors in an escape route should open in the direction of travel for emergency evacuation.

Fire doors should be fitted with intumescent seals and brush strips around the edges of the door / overhead closers / fire rated glass / 3 fire rated hinges / fire safe ironmongery / be close fitting to the facing, no more than 3 or 4 mm spacing .

Fire Doors should be checked weekly in Care Homes / HMO`s / Communal Living and results and any defects recorded in the fire log book, defects must be reported immediately to the Ark asset team or landlord. Monthly checks of fire doors can be completed in supported living services and offices.

8.6 Fire Exits – Relative and Ultimate Safety

Fire exit doors are the final emergency exit doors which lead you outside the building and it is recommended that they should open in the direction of travel depending on the number of occupants and environment.

Relative safety from fire exits can be achieved in an enclosed area during a staged evacuation if your assembly point is a good distance away from building and residents and staff are not at risk.

It is recommended that ultimate safety should try to be achieved by exiting on to a public area or street and not an enclosed space if it is too close to the building.

For greater security fire exit doors can be fitted with security systems for opening. These are useful in premises where you need monitor access, e.g. for a vulnerable person leaving the building unaccompanied etc.

Main access doors can also be used as fire exit doors. In this case they do not necessarily have to open outwards or be signed with how to use (they still require to have a fire exit sign).

Where the final exit door is used for normal access it should not be wedged open.

8.7 Fire Safety Signs

There are four types of safety signs: Prohibition, Warning, Mandatory and Safety.

Signs should consist of writing and or pictograms. (Some fire equipment signs have a red background and should not be confused with prohibition signs).

Prohibition signs

Have a red background and a white foreground. Some signs are round with a red diagonal line across. They prohibit whatever the sign says.

Warning signs

Are yellow with a black background. They warn of a hazard and can be seen on cupboards containing electric meters to warn the Fire and Rescue Service. (as a precaution when extinguishing a fire).

Mandatory signs

Have a blue background. They signs give instructions on what you must do, e.g. fire action notices.

Safety/Safe Information

Signs have a green background. They give safety information or show how to get to a place of safety e.g. fire exits.

Fire route signs

Are safety/safe information signs, they should have a green background with white writing. They should contain a pictogram of a running figure and an arrow showing the direction to be taken.

Fire route signs should be positioned in such a way so that on hearing an alarm a sign will be noticed. This could either be in the room, or on leaving the room (a fire route sign can easily be seen in the corridor). Signs should be situated along the route guiding people to the final exit door, which should also be signed.

Fire Actions Notices

Are mandatory signs and have a blue background and white foreground. Some fire action notices may also contain a prohibition section.

They should be in every protected route and fire information point and should give instructions on what to do on discovering a fire and on hearing the fire alarm. If there is a prohibition section it will usually have instructions of what not to do, e.g. do not collect personal belongings.

9.0 Fire Routes

There are two types of fire routes, those in a protected area or those to get to a protected area (unprotected routes). Both types should be kept clear of obstructions at all times.

The route should be wide enough to accommodate the number of people using it, taking into consideration wheelchair users. The 'design' of the fire route should be as straight as possible with the minimum number of twists and turns which can have the effect of delaying or hindering emergency evacuation and make regular access difficult for those with a mobility or sight disability. Twists, turns and narrow routes are more commonly seen on unprotected routes.

Unprotected Routes

These routes within the workplace are usually the routes that will lead to a protected area or route, or to the outside of the building.

Protected Routes

These are usually corridors, stairwells and corridors leading to a fire exit door. They are protected by their construction and provide a safe area for those evacuating. It is therefore imperative that the integrity of the protected route is not lost, particularly where there is more than one floor level.

All doors opening onto protected routes should be fitted with self-closers to ensure that they are closed at all times, except for when the door is connected to the fire alarm system or other suitable device which will result in it shutting when the alarm is sounded. Fire doors opening onto stairwells are not permitted to have closers connected to a warning system and must be kept closed at all times.

10.0 Extra Duty of Care for Staff and Supported People

An extra duty of care for emergency evacuation is afforded to Ark staff with an impairment which might prevent or delay their emergency evacuation.

Supported people will have their fire safety arrangements detailed within their Good Life Plan / Risk Management Plan.

10.1 Hearing Impairment

Having a hearing impairment could result in the person not knowing that an alarm had been activated. Following a risk assessment, procedures should be developed with the person for their safe evacuation. This may include having responsible people to advise them of an alarm or have visual warning signals, vibrating pager or pillow

10.2 Vision Impairment

People who have a vision impairment may be unable to find the emergency route. Following a risk assessment, procedures should be developed with the person for their safe evacuation. Again, this may include having responsible people identified as assisting during an emergency evacuation.

If the person has a guide dog, the dog should be regularly shown the emergency route, particularly if this differs from the usual access / exit route.

10.3 Mobility Impairment

People with a mobility impairment but still able to walk may require some assistance during An emergency evacuation. The evacuation process is similar to wheelchair users and the procedure should be developed with the person.

Those with temporary mobility impairments should have an emergency evacuation procedure developed for the period of their impairment.

If above or below ground level exit, a procedure should be developed with the person which will identify a safe refuge area where the person can wait until assistance arrives. This is a reason why the protected fire routes should not be obstructed or their integrity lost by doors being left open.

It should be remembered that the use of lifts is not permitted during an emergency evacuation.

How you are going to evacuate the person should be considered, e.g. use of evacuation chairs etc.

There should also be a procedure for advising the emergency services of the location of a person who can't / won't evacuate during an emergency.

10.4 Wheelchair Users

If the wheelchair user can operate their wheelchair themselves then they should evacuate using the designated route. If the wheelchair user cannot operate the wheelchair themselves then responsible people should be identified to assist during an evacuation. If the operation of the chair is slower than the average walking speed the wheelchair user will usually evacuate after those who are walking. Procedures for evacuating wheelchair users should be specific to them and developed with them and a stay put procedure may have to be used if there are difficulties with evacuating due to hoist use / amount of staffing. Lifts cannot be used during an emergency evacuation and the wheelchair user should be advised of their safe refuge area and evacuated from there. Emergency services should be advised of this location when they arrive at the scene.

10.5 Stay Put Procedure

A stay put procedure is where only residents at immediate risk need to escape while those in flats remote from the fire are normally safe to stay where they are. In this scenario there has to be extra control measures in place for the stay put procedure such as 30 minutes fire doors, separation walls with a 60 minute fire resistance and walls and floors are sealed and compartmented so that smoke / fire cannot penetrate other parts of the building.

11.0 Implementation and Review

11.1 Implementation

The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all employees and Board Members.

11.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1 – Fire Risk Assessment Guidance

Five Steps to Fire Risk Assessment

These are the five steps to fire risk assessment you should consider before completing the risk assessment for Ark workplaces.

Step 1- Identify people at risk

Who could be harmed? Consider the risk to people, particularly employees, visitors, or supported people with an impairment e.g. mobility, hearing, sight, comprehension of danger. Also consider people who are unfamiliar with the premises e.g. agency or relief staff etc.

Step 2- Identify fire hazards

Identify potential ignition sources and any materials that might fuel a fire. For a fire to start, three things are needed: a source of **ignition** (e.g. naked flame), **fuel** (e.g. flammable liquid) and **oxygen** (the air around us). If one of these components is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring .

Step 3 – Evaluate the risk and decide if existing fire measures are adequate

What existing fire safety measures are provided? Compare existing fire safety measures against recognised benchmarks (see Part Three of this policy) and decide whether your existing fire safety measures for the premises and its use are adequate or whether additional measures are required.

Step 4 – Record fire safety risk assessment information

Any significant findings, if any, from the fire risk assessment.

The resulting fire safety measures and actions to be taken to protect people who are especially at risk.

Fire safety arrangements for effective planning, organisation, control, monitoring and review of the fire safety measures.

Step 5- Review of fire risk assessment

A review of the fire risk assessment should be carried out at least annually. Or if it is identified that the risk assessment is no longer valid or there has been a significant change to the premises or the work undertaken has affected the fire risk or fire safety control measures.

A fire risk assessment template is available for staff to use in the Health and Safety folders in the General Drive.

Fire Hazard Identification

Ignition Hazards

Ensure no heat sources come into contact with paper, cardboard and materials
Consider the effect of radiated heat and proximity to combustible materials e.g. paper
Install additional electric sockets and protective devices such as circuit breakers
Do not overload electric sockets with many plugs
Investigate electrical faults and ask for advice on electrical safety
Ark staff and third parties are required to smoke outside workplace boundaries.
Prohibit or reduce the use of naked flames e.g. candles, matches, lighters
Investigate near misses and implement fire safety controls
Fire raising – consider issues such as access to premises, positioning of waste bins and external storage
Ensure electrical equipment is used in accordance with the manufacturers' instructions
If any additional sources are identified implement measures to control them
Regularly clear build-up of lint in tumble dryers
Contractors to supply hot works permits

Fuel and Oxygen

Ensure good housekeeping measures
Remove notice boards with excessive amounts of paper from escape routes
Prohibit storage in escape routes
Provide efficient waste disposal arrangements
Ensure employees, supported people, contractors are aware of the premises' fire safety policy and procedures
No ashtrays to be provided for Ark staff in workplaces
Do not allow unrestricted access to the premises
Provide automatic fire detectors
Prohibit the use of wedges in fire doors
Provide self-closers on fire doors
Provide means of giving warning in a fire, e.g. alarm
Safer alternatives to oxygen cylinders are considered.

Existing Fire Arrangements

Enclose fire escape routes, fit self-closing devices on fire doors
Ensure all doors on escape routes can be opened easily without the need of a key
Make sure that escape routes that lead onto an enclosed space provides relative safety
Do not allow build up of materials and storage in escape routes
Provide additional escape routes or other means to reduce travel distances
Provide a suitable fire alarm system, including automatic detection
Provide fire fighting equipment
Provide a suitable fire action plan
Provide suitable training for all employees in fire fighting equipment, the fire action plan and fire prevention.
Ensure supported people are aware of their role and responsibilities in event of a fire, as appropriate
Carry out periodic fire drills ensuring that all users of the building are included
Ensure records are kept of drills, testing of equipment etc. in the Fire Log Book
Ensure evacuation arrangements are made for any period when the premises are unstaffed
Provide suitable training for all employees on any procedures or responsibilities they may have related to fire safety
Liaise with all other occupiers of the building to ensure fire safety requirements are adequately dealt with
Ensure there are appropriate arrangements for any employees under 18 years of age
In formulating plans, take into account the current level of supported person's capacity.
Ensure records are kept of testing and maintenance in fire log book

Supported People Homes

Where it has been decided by commissioners for Ark to provide support that includes Fire Safety, the guidelines above will help when completing the person's risk work.

Completing the risk work using these guidelines for fire safety should be completed with the supported person, taking into account their wishes along with any other relevant person.

Where a supported person has a strong opinion which does not follow good fire prevention practices then it should be discussed with them why fire and smoke can harm their health.

Appendix 2

FIRE LOG BOOK Offices, Registered Care Homes, HMO's

Project/Location	
Address	
Telephone no.	
Start Date of Log Book	

FIRE LOG BOOK - CONTENTS

Log Book Section	Information and Location of Equipment
1	Instruction
2	Contact Numbers / Fire Alarm System (Control Panel)
3	Period of Testing Information
4	Fire Detectors
5	Fire Extinguishers
6	Fire Blankets
7	Self-Closing Fire Doors
8	Emergency Lighting
	Staff Checks – Recording Sheets
9	Emergency Lighting Checks by Staff
10	Self-Closing Fire Doors Checks by Staff
11	Break Glass Points / Detectors Tests by Staff
12	Fire Drills and Evacuations
13	Fire Drill Attendance Record Sheet
14	Fire Risk Assessment
15	Fire Evacuation Plan
	Contractor Signing Sheets and Documents
16	Contractor Signing Sheet
17	Test/Service Records (Contractors certificates)

SECTION 1 - INSTRUCTIONS

1. This book contains information and record sheets which are applicable to certain premises i.e. offices, Registered Care Homes and shared accommodation, (HMO's).
2. This book should be accessible at all times and should be regularly completed as required by staff and contractors including updating the log book after any changes.
3. The location and signing sheets should be completed as soon as this log book is first used.
4. Test/Servicing records (provided by the contractor) should be kept with this log book in Section 16 and 17
5. All employees should be made aware of the use and location of the Fire Log Book.
6. New employees should be briefed on commencing employment of the contents of this Log Book, especially if they have duties to perform.
7. This Log Book should be available for examination as appropriate e.g. by the Manager, enforcing authority, Health and Safety Adviser, etc.
8. When the Log Book is complete it should be kept in an archive file for five years for future reference or examination as required.

SECTION 2 - CONTACT NUMBERS

Monitoring Station

Name _____
Tel number _____
Contract number _____
Password (if required) _____

Equipment testing

Fire fighting (extinguishers etc)
Name _____
Tel number _____
Contract number _____

Fire alarm System

Provider _____
Tel number _____
Emergency tel number _____
Account number _____
Password (if required) _____

Fire Detection

Provider _____
Tel number _____
Emergency tel: number _____
Contract number _____
Password (if required) _____

Fire Alarm System (Control Panel)

Type	Ref No.	Location

3.0 PERIOD OF TESTING OR SERVICING INFORMATION

Period – Daily

Walk through premises, visual check of escape routes, fire doors, fire alarm panel, extinguishers in place etc
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Period - Weekly

Item	Type
Alarm System	Test
Call points (break glass)	Test
Safety signs and notices	Legibility
Alarm activated / all fire doors - HMO / Care Home	Do they close to shut during alarm test

Period - Monthly

Emergency lighting	Test to see if working – staff
Self-closing Fire Doors	Look for signs of damage
Alarm activated door closers – offices only	Test

Period – Six monthly

Alarm System	Servicing/preventative maintenance
Fire Detection (smoke/heat detectors)	Servicing/preventative maintenance

Period - Annually

Fire extinguishers/blankets	Maintenance
Emergency Lighting	Discharge test
Sprinkler systems	Inspection and test

5.0 Fire Extinguishers

Type	Ref no.	Location	Date supplied

6.0 Fire Blankets

Ref no.	Location	Date Supplied

10.0 Self Closing Fire Door Checks - (completed by staff weekly or monthly)

Date	Ref no.	Result of Test	Action Required	Signature

12.0 FIRE DRILLS AND EVACUATIONS

A fire evacuation drill should be held at least every six months and should include all employees and users of the building. This may require more than one drill to ensure that all shift patterns are covered.

If there is an increased risk of fire, more regular drills should be completed and noted in your fire risk assessment

The Fire Drill Record Sheet should be completed for every drill/evacuation whether planned or unplanned.

A Fire Drill Attendance Record Sheet should be completed for every drill/evacuation whether planned or unplanned. This sheet is also used as a training record.

Fire Drill Record Sheet

Date	Time	Satisfactory YES/NO	Comments	Conducted by	Sign.

13.0 Fire Drill Attendance Record Sheet

Project/Office		
Full Address		
Postcode		
Date of Evacuation		
Reason for evacuation e.g. drill, alarm activation etc		
Name	Position e.g. Support Worker, Service User, visitor etc	Present? YES/NO

16.0 Fire Alarm System - Contractor Signing Sheet

Fire Panel/Detectors/Lighting/Extinguishers

IMPORTANT – Contractor to sign here and file documents to in Section 17

Date	Part of System checked	Result of Test	Action Required	Signature

17.0 TEST/SERVICE CERTIFICATES (from Contractor)