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1. Introduction

<<Residential Care Home/N providing a safe environment. For this reason the Care Ho the Care Home’s legal oblig 2005(the “Fire Safety Order”

the “Care Home”) is committed to patients, their guests and visitors. policy to facilitate compliance with atory Reform (Fire Safety) Order

2. Policy objectives

- 2.1 To provide a safe and sound environment for all staff, residents/patients and their guests.
- 2.2 To minimise the risks of fire.
- 2.3 To manage fire risks in accordance with the requirements of the Fire Safety Order.
- 2.4 To comply with the Health and Safety at Work Act etc1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- 2.5 To address obligations imposed by the Fire Safety Order that require the Care Home to:
  - 2.5.1 Develop a policy for fire safety.
  - 2.5.2 Reduce the risk of fire.
  - 2.5.3 Provide means of escape.
  - 2.5.4 Demonstrate compliance with the Fire Safety Order.
  - 2.5.5 Maintain documentation in respect of fire safety management.

for all staff, residents/patients and their guests. fire. requirements of the Fire Safety Health and Safety at Work Act ty at Work Regulations 1999 and ty Order that require the Care associated with fire. subsequent spread of fire. ds in respect of fire safety

3. The Responsible Persons

The Care Home has appointed a responsible person whose duties are:

as the ‘responsible person’. The of our staff and guests by:

- 3.1 Carrying out (or ensuring) a Fire Risk Assessment. The responsible person carries out (or ensures) a Fire Risk Assessment. The responsible person will take into consideration everyone who may be affected by a fire, whether they are employees, residents/patients or visitors. Particular attention will be paid to the needs of those people who may be unable to walk unaided, or anyone else with special needs.
- 3.2 Making sure, as far as is practicable, that everyone on the premises, including visitors, can escape safely if there is a fire.
- 3.3 Preparing a written Fire Evacuation Plan for the building to be displayed at various points throughout the premises.

person carries out) a Fire Risk Assessment. The responsible person will take into consideration everyone who may be affected by a fire, whether they are employees, residents/patients or visitors. Particular attention will be paid to the needs of those people who may be unable to walk unaided, or anyone else with special needs. , that everyone on the premises, including visitors, can escape safely if there is a fire. ation Plan for the building to be displayed at various points throughout the premises.

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3.4 Preparing Personal Evacuation Plans (PEEP) for lessable persons/patients/residents.

4. **Fire Marshals**

The Care Home will appoint staff to act as Fire Marshals. The Fire Marshals' duties will include:

- 4.1 Making contact with the fire service.
- 4.2 Assisting in evacuation.
- 4.3 Carrying out regular checks of fire equipment including emergency lighting and alarms.
- 4.4 Ensuring that emergency exits are kept clear at all times and that fire doors designated as such are kept closed.
- 4.5 The names and duties of Fire Marshals will be displayed on the safety notice board.

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5. **Communication**

- 5.1 The Care Home will ensure that all employees or agents are provided with relevant information. The Care Home will consult with employees on fire safety matters of fire safety policy and procedures and ensure that residents/patients are kept informed of any changes that are made.
- 5.2 The Care Home will ensure that residents' guests are made aware of the evacuation procedure.

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6. **Training**

- 6.1 Upon commencement of employment, employees will be given training on fire safety and will receive refresher training as appropriate.
- 6.2 All employees will be responsible for reporting defective or missing equipment to their line manager and ensuring that fire doors remain closed at all times and are not wedged open.
- 6.3 All employees will be trained in their role in the case of an emergency.
- 6.4 [It shall be the responsibility of the Care Home to ensure that all staff will be trained in the use of fire extinguishers whether given specific fire fighting duties.]
- 6.5 Further training may be required if there are any changes that may affect fire safety. All training will be completed within normal working hours.

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7. **Equipment/Testing**

- 7.1 The fire evacuation drills will be practiced every six months as a minimum. The drills will be conducted as many staff to be involved as possible.
- 7.2 Fire fighting equipment will be maintained. In general, this means fire extinguishers, but additional equipment may be installed where deemed appropriate.

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appropriate in accordance

the risk assessment.

7.3 All fire safety equipment service periods will be in accordance with the manufacturer's instructions.

by a competent person and the manufacturer's instructions.

7.4 An appropriate fire extinguisher will be provided. The type and quantity will be based on the findings of the fire risk assessment. Staff, residents and visitors will be told when tests are scheduled.

system to BS5839 – 1 will be provided. The type and quantity of fire alarm systems will be tested and records will be kept.

7.5 All residents' rooms will be fitted with fire doors to the current standard.

The doors will be rated to FD30 standard.

7.6 Emergency lighting will be provided in accordance with the fire risk assessment. The location and type of luminaires will be determined by the fire risk assessment.

Emergency routes. The location and type of luminaires will be determined by the fire risk assessment.

7.7 Operation of fire doors will be tested and recorded monthly or more often if dictated by the fire risk assessment.

including any automatic closers, will be tested and recorded monthly or more often if dictated by the fire risk assessment.

**8. Procedures**

The Care Home has introduced procedures in order to maintain high standards of fire safety:

procedures in order to maintain high standards of fire safety:

8.1 Emergency escape routes will be kept clear at all times, and fire exits will be kept free from obstruction at all times.

and kept free from obstruction at all times.

8.2 The risk of fire spread will be controlled by the provision of fire/smoke doors.

Building will be controlled by the provision of fire/smoke doors.

8.3 Signs and notices will be provided for employees, residents and visitors.

giving appropriate instructions to employees, residents and visitors in the event of a fire.

8.4 Signs will be provided for fire extinguishers, fire alarm call points and to indicate fire exits.

Signs will be provided for fire extinguishers, fire alarm call points and to indicate fire exits.

**9. Records**

The Care Home will record the results of fire drills, and the findings of its periodic tests and checks. Signs will be checked at regular intervals and any comments. The following records will be kept:

g fire drills, and the findings of its periodic tests and checks. Signs will be checked at regular intervals and any comments. The following records will be kept:

9.1 Records of weekly tests.

tests.

9.2 Records of weekly fire drills.

Records of weekly fire drills (where fitted).

9.3 Records of wet and dry cleaning.

Records of wet and dry cleaning (where fitted).

9.4 Records of annual inspection of fire fighting equipment.

Records of annual inspection of fire fighting equipment.

9.5 Records of periodic testing of fire alarm systems.

Records of periodic testing of fire alarm systems (where fitted).

9.6 Records of all scheduled maintenance of fire detection and alarm systems.

Records of all scheduled maintenance of fire detection and alarm systems.

9.7 Records of inspection of workplace and substances and other hazards identified with fire safety.

Records of inspection of workplace and substances and other hazards identified with fire safety.

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This Policy will be reviewed annually and endorsed by the management team. The management team endorses this policy and is fully committed to its implementation.

...cessary. The management team ...tion.

Name:	<<Name>>
Position:	<<Position>>
Signature:	
Date:	<<Date>>
Date for Review:	<<Date for Review>>

Issue No	
Amendments from previous	
Other comments	

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