

Heritage Care at Home Ltd

Fire Safety Policy

Policy reviewed and valid from: 01/01/20

Policy Statement

Heritage care at Home Ltd believes that staff and Customers should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. Heritage care at Home Ltd 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 home care staff are well trained to cope with an outbreak of fire or an alarm in a Customer's home, and to ensure that appointed fire wardens are in place in accordance with the law in the organisation's offices.

Heritage Care at Home Ltd adheres fully to Standard 11 — Safe Working Practices of the National Minimum Standards for Domiciliary Care Agencies, published in accordance with the Care Standards Act 2000, which relates to the degree to which staff and Customers are protected by the organisation's policies and procedures.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning Heritage Care at Home Ltd's approach to fire safety. The aim of the organisation 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.

Heritage Care at Home Ltd's aims are:

- To minimise the risk of workplace fire by the use of adequate fire prevention and risk assessment techniques
- To ensure that all staff understand what to do in the event of a fire
- To ensure that all staff attend fire training at least annually
- To ensure that, in the event of a fire, the Heritage Care at Home Ltd's premises and Customer's homes can be evacuated as quickly, safely and efficiently as possible.

Fire Policy

In Customer's Homes

A fire evacuation plan should be agreed as part of the accommodation risk assessment in any new home.

The plan should be entered in the Customer's care plan and should note:

- Escape routes
- Fire risks (smoking habits of Customers, use of electric bar fires, etc)
- Evacuation risks. (Is the Customer immobile or disabled? Is the evacuation route restricted?)

Where evacuation or fire risks are high then professional fire advice should be sought. All Customers should be encouraged to adopt fire awareness behaviours and to install smoke alarms. Special evacuation arrangements should be made for Customers with limited mobility, wheelchairs or sensory impairments.

On the discovery of or suspicion of a fire, home care staff should:

- Remain as calm as possible and raise the alarm immediately
- Evacuate the house immediately, helping any Customers, visitors or relatives on The premises to evacuate as per the evacuation plan
- Ensure that everybody who was in the house is accounted for
- Close all doors upon
- Call the fire brigade if not already done

- Ensure that any person not accounted for is immediately reported to a fire brigade officer on arrival
- Contact Heritage Care at Home Ltd's office and report the fire
- Record the details of the incident in the Incident Book in the office and fill out any accident forms in the event of injuries.

Note:

If the suspicion of fire 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.

Staff should:

- Never stop to collect valuables or possessions
- Never use lifts (except for disabled stair lifts where there is no alternative means of transporting a Customer downstairs)
- 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 a fire brigade officer.

At the Premises of Heritage Care at Home Ltd

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 break glass fire alarm 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 staff should:

- Evacuate the building immediately and go to the nearest designated fire assembly point
- Remain as calm as possible and help any Customers, 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 nobody remains in them or are trapped
- Close all doors
- Ensure that any person not accounted for is immediately reported to the organisation 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 organisation manager (or deputy), by a nominated fire warden or by a fire brigade officer.

The organisation 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 and visitor book is removed from the building and used to account for staff 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 Heritage care at Home Ltd's policy that an appointed fire warden should be on duty at all times.

Fire Risk Assessment Protocol

The Manager is responsible for carrying out Fire Risk Assessments.

Daily Checks (usually at close of day)

- That all fire doors are closed.
- That all fire exits and stairways are free of clutter.
- That all unnecessary electrical equipment and heaters are turned off.
- That storerooms or rubbish areas do not have smouldering fires.
- Those areas where contractors have been working are free of fire hazards.

Weekly Checks

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

Annual checks

That fire alarm systems, smoke detectors, emergency lighting, sprinkler systems and fire fighting equipment are serviced on an annual basis.

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 Manager is responsible for ensuring that the staff nominal rolls are kept up to date.

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 organisation is the Manager.
- Fire wardens are responsible for supporting the fire safety lead.
- The nominated fire warden for the organisation: Karen Jefferson
- Nominated fire warden posts will be reviewed every Year.

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 organisation premises. They should also all be aware of how they must respond in the event of an emergency.

The Manager is responsible for organising and co-ordinating fire training.

All new and existing staff should know:

- Who is responsible for ensuring the correct fire procedure is carried out
- Who the fire wardens are
- The location and usage of all fire extinguishers and where special extinguishers (e.g. those suitable for use on electrical equipment) are located
- The location of break glass fire alarm points
- The emergency fire evacuation procedures
- How to use the internal telephone systems to call for the fire brigade.
- In house training sessions for existing staff should be arranged so that all relevant staff can attend a session every year.
- Such general fire safety training should include instruction on fire prevention, on what to do in the event of a fire and on fire fighting. Records should be kept in the fire log of who attended each session. Staff who do not attend should be reminded to attend the next session. Additional training should be available for fire safety wardens.