**SILVA CARE LTD**

**FIRE SAFETY POLICY**

**Policy Statement**

This care service believes that staff and service users should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. The care service 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 care service fully complies with all relevant legal requirements and best practice guidance relating to fire safety.

**Goals**

The goals of the care service 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 care service premises can be evacuated as quickly, safely and efficiently as possible.

The following sections apply to fire safety within the organisations' office.

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 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 according to the care service’s evacuation plan and go to the nearest designated fire assembly point
* Remain as calm as possible and help any 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 staff remain in them or are trapped
* close all doors
* ensure that, if any person is not accounted for, this is immediately reported 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 care service manager (or deputy), or by a fire brigade officer.

The senior member of staff on site 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.

**Fire Risk Assessment Protocol**

In order to control fire safety risks the care service will practice a stringent programme of fire risk assessments. 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.

Matt Moore is responsible for carrying out fire risk assessments at the office.

Daily checks (usually at close of day) that:

* fire doors are closed
* fire exits 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
* security arrangements are all in place to discourage arson.

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

* fire alarm systems
* smoke detectors
* emergency lighting
* fire fighting equipment.

 **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.

All fire safety records are kept for a minimum of three years.

**Monitoring and Review**

In this care service 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 service 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.

**In Service Users' Homes**

Silva Care’s fire evacuation plan should be agreed as part of the initial health and safety risk assessment in any new service user's home where staff will be required to work. The plan should be entered in the service user's plan and should note:

* escape routes
* fire risks (ie smoking habits of service users, use of electric bar fires, etc)
* evacuation risks (ie is the service user immobile or disabled? Is the evacuation route restricted?)

All risk assessments should be discussed with the service user, or their representatives, and an agreement on any action to be taken made.

Where evacuation or fire risks are high then professional fire advice should be sought. All service users should be encouraged to adopt fire awareness behaviours and to install smoke alarms. Special evacuation arrangements should be made for service users 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 service users, 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 leaving
* 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 the organisations head office and report the fire
* record the details of the incident in the Incident Book in the central office and fill out any accident forms in the event of injuries.

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 service user 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.

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

Team leaders are responsible for organizing and co-ordinating fire training.

All new and existing staff should know:

* who is responsible for ensuring the correct fire procedure is carried out
* the location and usage of all fire extinguishers and where special extinguishers (eg those suitable for use on electrical equipment) are located
* the location of break glass fire alarm points
* the emergency fire evacuation procedures at each service users home
* how to use the care service communication systems to make announcements
* how to call for the fire brigade.

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| Date Reviewed: | Signature | Next Renewal Date  |
| 06/08/2014 | Sharon Moore  | 06/08/2015 |
| 06/08/2015 | Sharon Moore  | 06/08/2016 |
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