



Policy Title	FIRE PROCEDURES
Last Reviewed	September 2023
Next Review	September 2024
Responsible Officer	Olaide Obajimi

This Policy identifies the arrangements in place to evacuate the Home and ensure the safety and continued well-being of the young people in the event of an emergency situation / critical incident / untoward event:

1. Circumstance under which evacuation of the home may be;
 - Emergency evacuation where there is a risk of fire or explosion;
 - Imminent, but not necessarily immediate, evacuation where there is a risk of, for example, flooding;
 - Non-emergency situations such as temporary closure of the Home for statutory / building reasons.
2. The Admissions Records, together with the Log of GPs and Keyworkers will provide an up-to-date record of all young people in the Home.
3. The Home Manager is responsible for establishing an agreement / arrangement with a neighbouring Care Home or Care Centre for the temporary accommodation of young people in the event of the need to evacuate the Home. There will be arrangements in

place for the temporary

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accommodation of young people on a short-term and a longer-term (more than 48 hours) basis to cover likely eventualities.

4. For longer-term temporary accommodation (i.e. for more than 48 hours), the Home Manager is responsible for liaising with young people's family members, local Registration Officers and the Social Services to agree an action plan for the continuing care and welfare of the young people.

5. Emergency evacuation of the Home will proceed as follows:
 - I. All persons within the vicinity of the incident will be moved away from immediate danger. The Person-in-Charge at the time (if not the Home Manager) is responsible for ensuring that this is carried out with due regard to safety and welfare of all concerned.
 - II. The Home's Fire Alarm System will be simultaneously activated which will also alert and summon the emergency services. The Ambulance Service will designate a local hospital to be used where there is a need for medical treatment.
 - III. Following this, all young people, staff and visitors will exit the Home to pre-designated Fire Assembly points using the designated fire doors and exit routes.
 - IV. Young people's family members / advocates will be informed of the situation at the earliest safe opportunity.
 - V. The Person-in-Charge is responsible for maintaining complete records of the following:
 - ❖ Who goes where in terms of temporary accommodation. This is especially important where there is a need to disperse young people over more than one Care Centre.
 - ❖ Confirmation of the continuing care to protect the on-going safety and well-being of young people.

This Policy will summarise the precautionary arrangements and measures in place at the Home for the prevention of fire, that ensures conformance with Health & Safety and other

legislative requirements,
and enables the children /
young persons to feel safe in the Home.

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THIS POLICY APPLIES TO ALL STAFF OF THE HOME WHO ARE REQUIRED TO CONFORM TO THE FOLLOWING RULES. THERE ARE NO EXCEPTIONS:

The Home's Policies on Smoking are defined in *Policies Nos 1206 & 1219*. Compliance with these Policies is mandatory.

- a) These Policies will identify those areas in the Home where smoking is permitted. These areas must be regularly checked by staff:
 - ❖ Waste paper bins must be checked for smoldering cigarette ends and emptied on a regular basis.
- b) Easy chairs and settees must be checked behind cushions and down the sides for stray cigarette ends.
- c) Sufficient ashtrays must be available in designated smoking areas, and these must be emptied on a regular basis.
- d) Fire doors must be kept closed at all times. Self-closing doors **MUST NOT** be wedged open for "convenience". Closed fire doors help to prevent the spread of fire and allow more time for evacuation
- e) Fire exits must be kept clear at all times and not blocked with wheelchairs and other items.
- f) When using gas and electric appliances:
 - Exercise appropriate care and caution, and where appropriate ensure such appliances are operated in accordance with manufacturers' instructions;
 - When finished using an appliance, ensure that it is switched off before leaving it:
 - All electric plugs should be removed from sockets. This must include TVs and other appliances.
 - Ensure that naked flames are not left on cookers.
 - Ensure that electric irons are not left unattended when switched on. Apart

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immediate fire risk, there is a serious risk of burning if it is accidentally picked up.

- Ensure that desk / bedside lamps are not covered with a cloth or other material at any time.
- g) Ensure that there are no cloths etc. "left to dry" by hanging over open gas cookers or hobs.
- h) Fire extinguishers must be kept in the positions marked on the Fire Plan and at no time moved to other areas or used as door stops.
- i) Fire escape and exit routes will be clearly marked in pictorial fashion throughout the Home. The optimum escape route from each room will be clearly displayed on the back of each room door. Where required, these notices will be written in Braille for the benefit of blind or partially-sighted children.
- j) All staff, through formal and regular training, must:
- Know the exact locations of all fire extinguishers and fire-fighting equipment, and be familiar with their mode of use
 - Know the exact positions of all fire exits and escape routes;
 - Know the fire drill (reference *Policy No 4101*) and assembly points outside the buildings;
 - Be aware of their particular responsibilities for the areas in which they work. Particular attention should be given to assisting disabled people and visitors who may not be familiar with the orientation of the Home.
- k) All fire systems and alarms will be tested monthly by staff of the Home and 6-monthly by the local Fire Officer. Records will be kept of all such testing as part of the Home Manager's responsibilities.
- l) All firefighting equipment will be checked annually by a qualified fire extinguisher maintenance engineer. This will be planned as part of the procedure for Servicing,

Maintenance and
Calibration of

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Equipment (reference *Policy No 4301*), and the specialist engineers will be listed on the Preferred List of Service Sub-contractor to the Home (reference *Policy No 1101*).

m) Lounges should be inspected last thing at night to check for the following:

- ❖ Waste paper bins and ashtrays emptied, preferably outside the building.
- ❖ Cushions on easy chairs and settees tidied and checked behind and down the sides of furniture for stray cigarette ends (see 2.2 above).
- ❖ Ensure all electrical appliances (TVs etc) are unplugged.