

July 2017

Fire Safety Policy

Live  Care

Date Written	13.07.2017
Author(s)	Registered manager
Version	2.0
Date Signed Off	19/07/2017
Reviewed by	

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Review Data

Initial Production

Name	Role/Department	RACI	Date
Registered manager	Registered Manager	RA	13.07.2017
Registered manager	Registered Manager	RA	04/12/2017

R = Responsible for document production; A = Accountable; C = Consulted; I = Informed

Change History

Version	Date	Details of Change	Author
2.0	13.07.2017	Re-write and re-structure of original policy in line with most recent legislative updates.	Registered manager

Emergency Contact Details

Name	Email	Mobile
Registered manager	fran@livein.care	

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 12: Safe Care and Treatment	Ensuring that the premises used by the service provider are safe to use for their intended purpose and are used in a safe way.

Key Lines of Enquiry

KLOE	How this applies to Equality and Diversity
Safe	This policy falls under the category of safe as Living Carers Ltd believes that staff and Clients should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire.

Related Documents

This policy should be read in conjunction with our:

1. [Risk Assessment Policy](#)
2. [Incident Reporting Policy](#)

Policy Aims

- To minimise the risk of fire in the home 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, Clients' homes can be evacuated as quickly, safely and efficiently as possible.

Living Carers Ltd believes that staff and Clients should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire.

The organisation 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 in a Clients' home, and to ensure that appointed fire wardens are in place in accordance with the law in the organisation's offices.

Procedure

Living Carers Ltd adheres to the Regulatory Reform (*Fire Safety*) Order 2005

A fire evacuation plan should be agreed as part of the initial health and safety risk assessment in any new home. The plan should be entered in the Clients' plan and should note:

- **Escape routes;**
- **Fire risks (smoking habits of Clients, use of electric bar fires, etc.)**
- **Evacuation risks. (is the Client immobile or disabled? Is the evacuation route restricted?).**

Where evacuation or fire risks are high then professional fire advice should be sought. All Clients should be encouraged to adopt fire awareness behaviours and to install smoke alarms. Special evacuation arrangements should be made for Clients 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 Clients, 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 Living Carers Ltd’s head office or on-call if out of hours and report the fire;**
- **Record the details of the incident in the incident book 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 Client 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.**

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 introduces a new approach towards fire safety - Risk Assessment. The radical overhaul of fire safety legislation has recently been made by the Government. The result is that over sixty sets of fire safety laws were consolidated into a single piece of Legislation.

The Government’s aim is to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high risk premises.

A new duty of care would be placed on the “responsible person” - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Risk Assessment should be used to develop a Fire Safety Action Plan, which should;

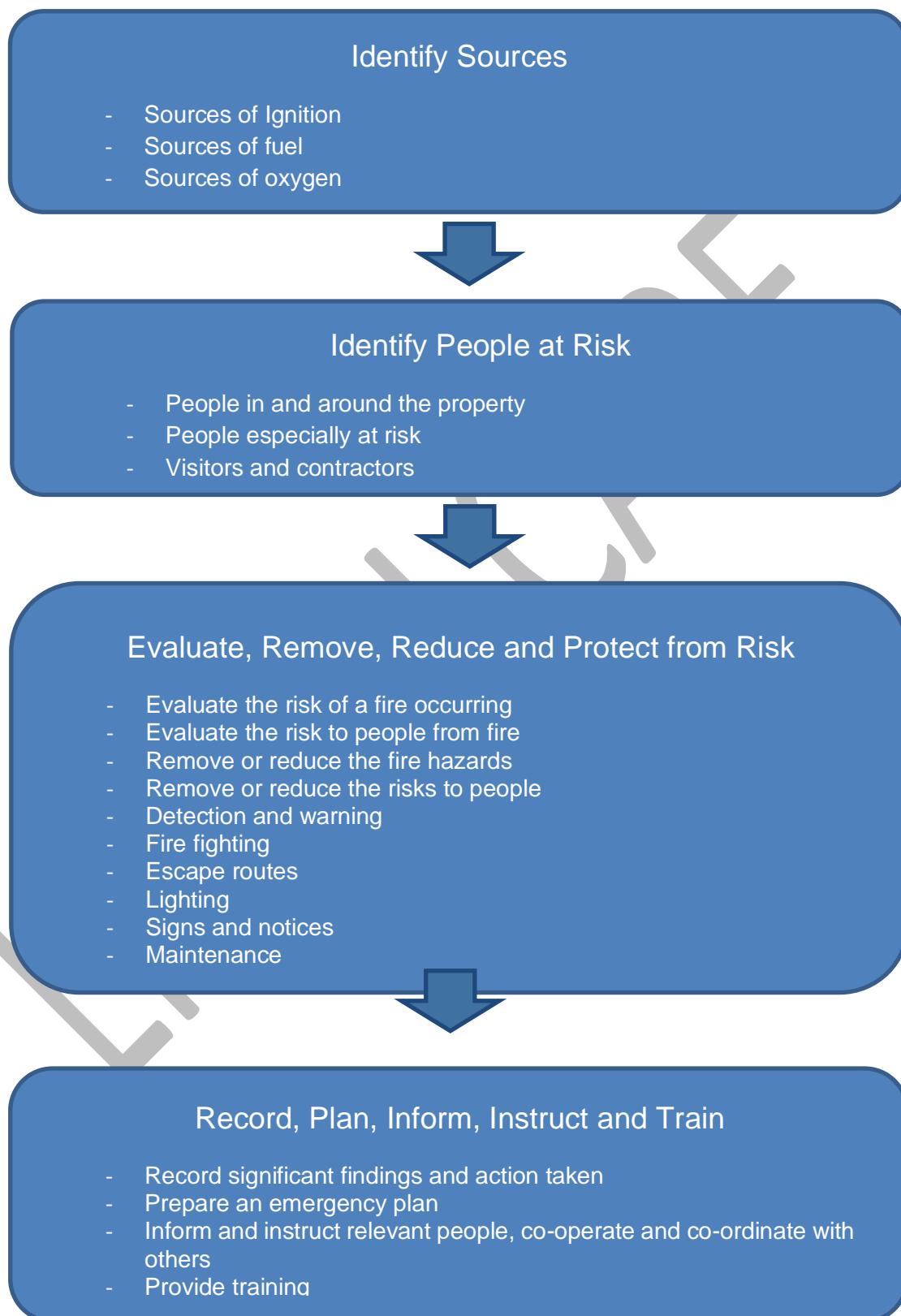
- **Identify key action points established during the Fire Risk Assessment process.**
- **Provide information in support of recommended action points.**
- **Provide a basis for the company to plan and achieve action points.**

Key Question: What does the Fire Risk Assessment document include?

- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

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Stages of the Fire Risk Assessment





Review

- Keep assessment under review
- Revise where necessary

Fire Hazards

SOURCES OF IGNITION	
	RISK HIGH / MED / LOW
Portable electrical appliances	
Mains electrical system	
Smoking	
Gas boilers	
Cooking equipment in kitchens	
Hot surfaces, equipment in offices	

Lighting system	
Direct sunlight	
Arson	
Hot works, welding, burning	
SOURCES OF FUEL	
	RISK HIGH / MED / LOW
Flammable liquids in workshops Petrol, diesel, paints, oils, lubricants, thinners and adhesives	
Packaging materials and boxes	
Furniture and wall coverings, carpets and tiles.	
External wooden cladding to building	

Waste products, paper and wood in yard areas	
Flammable gasses	
EVALUATION OF RISK OF FIRE OCCURING	
EVALUATION OF RISK TO PEOPLE	

Key Points to take-away

- A fire evacuation plan should be agreed as part of the initial health and safety risk assessment in any new home.
- A new duty of care should be placed on the “responsible person” - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions
- The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises

Policy Review

This policy will be reviewed by the Registered Manager at least annually to make any updates and amendments necessary to ensure the policy conforms to current legislation, reflects current practice and expectations.

Authorisation and Signature

This Policy is the official and authorised version agreed by the Directors of Living Carers Ltd. All employees are expected to work in accordance with this policy and failure to comply with this policy could result in disciplinary action.

Registered Manager

04.12.2017

