**Procedure**

**Title: 24 Magda Road fire Safety Procedure**

Author: Kerrie Lang

Approved by: Group health and safety manager.

Date of reviewed:

Reviewed by:

Date of next review: June 22

This document relates to: The Calico Group

|  |  |  |
| --- | --- | --- |
| C:\Users\aridd.CALICO\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\P9CIL16S\DELPHI Brand logo new hi res CMYK.jpg |  | Delphi Medical |
|  |  | Calico Homes |
|  | ✓ | Calico Enterprise |
| S:\Design and Print\Design\Inhouse Design\00 Logos and Elements\Safenet 2013\First JPEGS\logo.jpg |  | SafeNet |
|  |  | Acorn Recovery Projects |
|  |  | Whitworth Care Trust |
|  |  | Ring Stones |

Gateway

CONTENTS PAGE

Contents

[1 Introduction 3](#_Toc58090313)

[2 Aims and Objectives 3](#_Toc58090314)

[3 General Provisions within the Building 3](#_Toc58090315)

[4 Scope 4](#_Toc58090316)

[5 Prevention 4](#_Toc58090317)

[6 Emergency Plan 5](#_Toc58090318)

[7 Weekly - Fire alarm tests 6](#_Toc58090319)

[8 Housekeeping and Weekly Health & Safety Checks 7](#_Toc58090320)

[9 The Emergency Lighting Tests 7](#_Toc58090321)

[10 Bi-Annually Fire Drills 8](#_Toc58090322)

[11 Staff Fire Safety Training 9](#_Toc58090323)

[12 Designated Smoking Area 10](#_Toc58090324)

[13 Waste 10](#_Toc58090325)

[14 Contractors 10](#_Toc58090326)

[15 Annual Fire Risk Assessment 10](#_Toc58090327)

[16 Personal Emergency Evacuation Plan (PEEPS) 10](#_Toc58090328)

[17 Responsibility 11](#_Toc58090329)

[18 Records 11](#_Toc58090330)

[19 Service Standards 11](#_Toc58090331)

[20 Regulatory and Legal Compliance 11](#_Toc58090332)

[21 Monitoring and Performance Measures 1](#_Toc58090333)1

[22 Benchmarking 12](#_Toc58090334)

[23 Related Strategies, Policies and Procedures 12](#_Toc58090335)

[24 Implementation including Communications 12](#_Toc58090336)

[Appendix 1 13](#_Toc58090337)

# 1 Introduction

Acorn Recovery Projects is committed to providing a safe environment for its customers, staff, family members, health professionals, visitors and contractors. Part of the health and safety responsibility is in the provision and management of fire safety systems and procedures within the Project. All members of the Gateway Project team, visitors, and contractors have a responsibility in ensuring that they comply with the fire safety provisions defined within this procedure.

Fire is recognised as a major threat to the activities of the building. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

Acorn Recovery Projects will ensure as far as is reasonably practicable, that the risks associated with fire will be managed in compliance with the Regulatory Reform Fire Safety Order 2005 (these regulations came into force on the 1st of October 2006 and replace all previous fire safety legislation).

# 2 Aims and Objectives

* To provide a robust Fire Safety Procedure to secure the safety and wellbeing of everyone that lives, works or visits the Project whilst helping to protect the Company’s assets
* To maintain a safe living and working environment, being vigilant and addressing any breaches that might endanger life
* To give a clear understanding of the nature of fire hazards, fire prevention and protection and what to do in the event of a fire.

# 3 General Provisions within the Building

Traditional brick and block build semi-detached building with a pitched tiled roof on timber battens with timber floors. The building is located in a residential area of Stockport. The building has a ground and first floor. It has 6 bedrooms, office, kitchen and dining facilities and is used as a drug and alcohol rehabilitation centre. The residents attend a treatment centre during the day, one staff member is on the premises at all times the building is occupied and sleeps on site throughout the night 7 days a week. One protected staircase serves the first floor and there are two fire exits from the

ground floor.

The Fire Safety Order requires that in any premises(other than dwellings) there must be a ‘*means of detection and giving warning in case of fire’.* In smaller premises a simple shout of ‘Fire’ may be sufficient. In larger more complex buildings, electrically operated systems are necessary, and in unoccupied areas, automatic fire detection may be required.

A wireless fire alarm system is installed to L2 coverage, it consists of an addressable fire alarm panel, sounders, smoke detection in the circulation areas and the bedrooms, hat detection in the kitchen and manual call points are located adjacent to the fire exit doors. On actuation of a device a numerical code is displayed on the panel which corresponds to a list of devices indicated adjacent to the panel. The fire alarm panel is in the hallway and operates on 2 zones.

Emergency lighting provides illumination when power fails to normal lighting circuits to enable people to see to negotiate exit routes. A mixture of maintained and non-maintained emergency lighting has been installed in the communal areas of the premises and comprises self-contained units each having a working duration of 3 hours in the event of a failure of the lighting circuit.

Fire extinguishers and other equipment has been provided throughout the building for the fighting of small fires. Their locations are shown on the fire plan and the equipment consists of the following:

* 3 x 6 L water
* 1 x 2KG carbon dioxide
* 1 x fire blanket

In the event of a fire, staff are trained in fire safety and part of that training covers identification of extinguishers for each class of fire. Staff should only attempt to extinguish a fire if they have been trained and it is safe to do so. Residents are not expected to use manual firefighting equipment.

# 4 Scope

Adhering to the Fire Safety Procedure applies to all the staff team. The Acorn Service Manager is responsible for the implementation and monitoring of this. Key functions of the procedure are the responsibility of the staff team and are detailed within the relevant sections.

# 5 Prevention

Staff have a responsibility to take all reasonable measures to prevent the occurrence of fires and to ensure as far as reasonably practicable the safety of residents, visitors and staff in the event of fire occurring on the premises. The residents on the premises also have responsibilities in relation to fire safety. This is outlined in the house rules and includes items such as candles and deep fat fryers not being permitted in individual rooms and no smoking permitted in the building. Staff carry out twice daily health and safety checks in all residents’ rooms to ensure fire safety is adhered to. All rubbish and waste is removed and stored in the outside bins provided, staff ensure this does not accumulate in stairways, escapes or individual rooms. If a referral is made for someone with an arson offence, it would be assessed on an individual basis. The offence would be historic and information would be required to ascertain the circumstances around the offence. A robust risk assessment and management plan would be put in to place to minimise the individual risk.

# 6 Emergency Plan

The following systems are in place around fire safety at Magda Road:

**Procedure to follow in the event of the fire alarm being activated**

***Actions to be taken by person (staff) discovering a fire***

* Raise the alarm by activating the nearest fire alarm point. Tackle the fire if it is in its early stages; **BUT** only if you have received appropriate training. If you choose not to tackle the fire, assist residents to leave the affected area and proceed to the fire assembly point at the front of the building by the bin store.

***Fire Warning System***

* On the sounding of the alarm, a member of staff need to present to the fire panel located in the foyer near the main entrance and check the zone where the detector (alarm) has been activated. They should go to the identified zone within the building as indicated on the fire panel to ascertain if there is a fire, or is it is a false alarm. Fire Marshals have been trained in how to do this safely.
* **If there is a fire**, the staff member discovering the fire will need to:

• contact the fire service immediately by dialling 999 (press 9 for outside line before dialling), giving them the full details about the fire including:

• The address of the premises with the post code and the telephone number – 24 Magda Road, Stockport, SK2 7LX, telephone 0161 483 0735

• The type of premises - supported accommodation

• The nature of the business - supported accommodation

• Where the fire is located

• Tackle the fire if it’s in its early stages; **BUT** only if you have received appropriate training. If you choose not to tackle the fire, assist residents to leave the affected area and proceed to the fire assembly point in the car park outside the main entrance.

**The alarm must remain on until the fire service arrives**

* Quickly check each floor and disabled refuge to ensure all people have begun to evacuate if safe to do so.
* A staff member must check the disabled refuge panel located next to the fire panel to check whether anyone is waiting at a refuge point for assistance to evacuate the building and check each floor to ensure that people have begun to evacuate.
* One staff member should collect the signing in book for visitors and the roll call for residents, to enable a roll call to be taken at the fire assembly point. They should also collect the health and safety folder with the PEEPS forms. This staff member should manage the exit of the building and fire assembly point.
* On their arrival, the fire service will be met by a member of staff and informed of any persons not accounted for and their possible location.
* On arrival of the fire service, staff must follow their instructions.
* On resolving the incident, and only following clearance from the fire service, the alarm can be cancelled and the fire panel reset.
* The gas supply will also require resetting, which is a blue button located in the outside boiler room.

**In the event of a false activation**,

* If on assessment it is identified that there is no fire and it is a false alarm the staff members on duty still need to carry out a full building inspection to be absolutely certain that there is no fire before the alarm is silenced and the fire panel reset.
* The gas supply will also require resetting, which is a blue button located in the outside boiler room.

**Residents and visitors should be kept up to date as appropriate with clear, concise information.**

Following any incident, a log of the incident, whether a fire or false alarm, must be made in the details of occurrences section of the Fire Log Book.

# 7 Weekly - Fire alarm tests

***Please refer to the Fire Alarm Test Procedure for weekly testing instructions, this includes testing of refuge points.***

Fire alarm tests are completed each week on Fridays at 5pm. It is the responsibility of the onsite member of staff to carry out the test. Prior to a test taking place the residents may be informed a test is taking place and not to panic or take any action.

The fire alarm test is to ensure:

The alarm sounds

The correct zone has been highlighted

The test should then be recorded in the Fire Logbook which is kept in the red health and safety file, any actions that are required must be dealt with immediately, and the call point used should also be recorded.

Additional to the weekly tests, servicing of the system will take place as arranged by the Facilities Team.

# 8 Housekeeping and Weekly Health & Safety Checks

Good housekeeping can lower the chances of a fire starting, so the accumulation of combustible materials in the premises should be monitored carefully, escape routes and fire doors should be checked to ensure they aren’t blocked or obstructed and any issues dealt with immediately.

It is the responsibility of the Service Manager to ensure that weekly health and safety checks are carried out by staff members and sent to the Health & Safety department at Centenary Court each week.

Any issues identified must acted upon immediately.

# 9 The Emergency Lighting Tests

***Please refer to the Emergency Lighting Test Procedure for monthly testing instructions.***

All emergency test switches should be tested monthly. It is the responsibility of the Gateway Service manager to delegate staff to carry out the test.

The test is then recorded in the Health and Safety folder and any actions that are required must be dealt with immediately (If there are errors then report immediately to the Facilities team).

In additional to the monthly tests, an external maintenance contract will be arranged by the Facilities Team to have a full test annually.

# 

# 10 Monthly Fire Drills

***Follow the same procedure as you would in the event of an alarm activation.***

The purpose of a fire drill is to confirm that staff understand the fire safety roles and responsibilities and the correct action to be taken in the event of fire.

1. Fire drills are carried out every month. Residents should be given information on the policy when they arrive.
2. Where possible managers can take an observing role (assisting where required) to assess the competencies of the staff team.
3. The manager will ensure the procedure is followed for a false alarm.

The fire drill is recorded with:

* Date and time of the drill (clearly recorded in Fire Logbook, within the red health and safety folder within the staff office.)
* Time it has taken to clear the building
* Staff members on duty
* Residents involved (if all residents vacated the building)
* Visitors involved
* How the drill was managed – good and areas for improvement
* Learning areas identified and actions put in place to address

# 11 Staff Fire Safety Training

All members of staff should receive continuing instruction and training on the action to take in the event of an emergency, appropriate to their responsibility. General fire safety instruction will be given on induction and then repeated throughout their employment, this will include annual training to ensure staffs’ skills and knowledge remains relevant and up to date. The Health and Safety team should be informed of any persons requiring training.

People with no training should not be expected to attempt to extinguish a fire; however, all staff should be familiar with the location and basic operating procedures for the equipment provided, in the case they need to use it. If staff are expected to take a more active role, then they should be provided with more comprehensive training.

# 12 Designated Smoking Area

Smoking is only permitted outside in a designated area to the rear of the property.

# 13 Waste

Bin storage is available outside the building at the end of the car park.

# 14 Contractors

Buildings are at higher risk of fire whilst being refurbished or altered. Contractors are responsible for causing many fires and their work practices and operations should be tightly controlled. All repairs work completed within the building should be recorded on the contractors work log.

# 15 Annual Fire Risk Assessment

The Calico Health & Safety Manager will arrange for a Fire Risk Assessment to be carried out annually in July. An independent Fire Safety Consultant is used to do this.

All FRA reports are held centrally on the S drive in the H&S area. The Health & Safety Manager will draw up any action plan necessary and allocate responsibility for ensuring any required action is taken. Gateway Management team are responsible for ensuring actions are completed within suggested timescales.

# 16 Personal Emergency Evacuation Plan (PEEPS)

The service has PEEPs in place for use dependent on the vulnerability of the customer/staff member. The purpose of a PEEP is to give clear information about an individual’s needs and provides guidance on how to evacuate them safely out of the building in the event of a fire / evacuation.

On admission to the project as part of the Support Planning Risk Management Plan process a PEEP is completed (Appendix 1) if deemed appropriate and located with the Fire Logbook in the reception office.

# 17 Responsibility

The main responsibility for statutory compliance with the RRFSO 2005 lies with the manager. The management team are responsible in respect of all aspects of fire safety and compliance at the Gateway.

All members of the staff team, residents’ visitors and contractors, have a responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this procedure.

# 18 Records

A fire logbook containing copies of all checks will be available for inspection by the enforcing authority. This will be kept in the fire section within the red health and safety folder within the staff office.

# 19 Service Standards

Fire alarm tests to take place weekly

Health and Safety checks to take place weekly

Emergency lighting tests to take place monthly

Fire drills to take place monthly

Fire Safety training to take place annually

Fire Safety training to take place at inductions

Fire Risk Assessments to be completed annually

PEEPs to be completed on admission if appropriate and reviewed accordingly

All new admissions to the service to be given clear instruction of the fire procedures in their welcome/induction pack

# 20 Regulatory and Legal Compliance

The Regulatory Reform (Fire Safety) Order 2005

The Health and Safety at work act 1974

The management of health and safety at work regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992,

**The *Electricity at Work Regulations 1989*, and**

**The *Provisions and Use of Work Equipment Regulations 1992***

Disabled persons - equality act 2010

# 21 Monitoring and Performance Measures

Weekly Health & Health & Safety Report

Monthly Management Audit

Annual Fire Risk Assessment

Quarterly Senior Management Safety Monitoring

# 22 Benchmarking

Fire safety gov.uk

Fire safety HSE

# 23 Related Strategies, Policies and Procedures

Fire Safety Management Procedure

Fire Risk Assessment Procedure

Calico Health and Safety policy

Fire Safety Risk Assessment

# 24 Implementation including Communications

Induction training during first 12 weeks of employment

Staff handovers for agency and bank staff

1-1’s

Team Meetings

Annual fire safety refresher training

# Appendix 1

**PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

**FOR [INSERT NAME]**

**Insert Photo :**

**PART 1**

|  |  |
| --- | --- |
| Name of Assessor: |  |
| Name of resident: |  |
| Room Number: |  |
| Nature of disability: |  |

**PART 2 – Getting out**

*Escape Plan*

Please detail the assessed person’s escape plan in the event of a fire (step by step):

*Specialist Equipment*

Please detail any specialist equipment required for the assessed person’s escape and describe where this is stored:

**PART 3 – Other Fire Risks**

Please detail any other fire risks the resident poses, ie: smoking, habits, mental capacity, and detail the actions taken to remove or reduce the risk(s):

**ASSESSMENT SIGN-OFF:**

|  |  |
| --- | --- |
| **Signed (Assessor):** |  |
| **Date:** |  |