

## FIRE SAFETY:

### RESPONSIBLE

PERSON/PERSONS \_\_\_\_\_

One of the most significant risks to persons who use Cheshire services, staff and service provision is the risk of fire.

All fire hazards will be identified and the risks associated with these assessed using all relevant legislation, codes of practice and best practice. These risks will be addressed by using a hierarchy of controls from Fire Prevention, Fire Prevention and Emergency Actions.

A *Fire Register* will be kept in each centre and service. All relevant information will be recorded in this register including details of Fire Prevention requirements, Fire Protection measures, Emergency measures, Fire Drills, Fire equipment service and repair records, Fire Safety training records and Adverse event records.

All records of Daily, Weekly, Quarterly and Annual fire safety checks, inspections and tests (see Appendix ###) will be kept in the Fire Register.

There will also be, where required, a PEEP (personal emergency egress plan) record held in the Fire Register for all persons who use Cheshire services. A copy of the PEEP may also be kept in other locations where required.

Each Centre and Service will develop a 'fire safety plan'. There will be three main elements to this plan, Fire Prevention, Fire Protection and a Fire Emergency Plan. These plans will be based on 'Risk Assessment'. Where there are on-going controls, a person or persons will be given responsibility for ensuring that these are implemented and effective. There will also be a person nominated with overall responsibility for the management of the plan.

All of this information will be filled in the Fire Register.

A description of the Centre or buildings with an accompanying drawing, showing clearly, Fire Zones, Escape Routes and Assembly Points, will be included in the Fire Register.

The drawing will show the location of the ESB main switch, Gas shut down valve, location of fire hydrants, any storage areas for gas cylinders, fuel storage, flammable materials storage e.g. paints, solvents chemicals etc.

A broad description of the fire alarm system, escape routes, fire exits, fire extinguishers and other inherent elements of the Fire Protection System e.g. fire doors,

compartmentation along with the stand-by generator will also be included in the Fire Register and the location of these will be indicated on the drawing of the Centre.

#### Fire Prevention:

- No smoking policy.
- Where smoking is permitted, this will require comprehensive and effective controls as this is a major fire risk.
  - Kitchen fire safety, safe use of cookers, toasters, fryers etc.
  - Open fires will require comprehensive and effective controls as this is a major fire risk e.g. preventing sparks and debris falling out of the fire, preventing items / persons / clothing from coming into contact with the fire, ensuring that chimneys are regularly cleaned, providing a 'fire watch' when a room is unattended and/or at night time.
    - Safe management of portable heaters.
    - Safe drying of clothes, bedding etc.
    - Competently installed, well maintained, competently serviced and safe use of electrical circuits and equipment.
      - **Regular inspection of portable electrical appliances, any faults will be reported immediately and the device taken out of use until repaired.**
      - **Use of extension leads will be kept to a minimum and care taken not to overload those in use.**
      - Safe storage of flammable substances.
      - Good housekeeping e.g. no accumulation of flammable materials, correct storage of materials.
      - Check for fire (particularly in roof area) following lightning.
      - Awareness of potential for arson e.g. security, secure storage of lawnmowers, fuels etc.
      - **Use of HOT WORK permits where required.**

#### Fire Protection:

Integrated fire alarm system, smoke detectors, heat detectors, break glass units, automatic fire doors, emergency lighting, fire suppression systems, compartmentation, fire extinguishers, hose reels etc.

#### Fire Emergency Plan:

There will be clear general instructions given to staff, volunteers, service users and others in the event of a fire.

**All staff will need to know exactly what to do if a fire should break out.**

- **Notices informing staff what to do in the event of a fire will be prominently displayed.**
- **All staff will be informed of the procedure for calling the fire brigade.**

Staff along with volunteers will be required to assist in evacuation.

There will be clear general instructions given to staff, volunteers, service users and others as to what actions to take on hearing the alarm.

For all of the Centres there will be an Emergency Evacuation Plan. This will involve all staff and service users.

- Staff will be nominated to check the Fire Panel to determine where the fire is or will be informed by other staff.
- Staff will be nominated to inform other staff and service users as to what is happening.
- Staff will be nominated to decide on level and type of evacuation e.g. **LEVEL 1 EMERGENCY**; complete evacuation using every means available including SKI-Sheets for persons in bed, **LEVEL 2 EMERGENCY**; removal of persons to a protected Zone as a precautionary measure. Decide on whether a partial or whole evacuation is required.
- A PEEP (personal emergency egress plan) will be developed for each service user.
- A preliminary 'business continuity plan' will be drawn up.

#### Fire Marshal / Fire Warden

- Depending on the size and physical layout of the Centre there may be a requirement for a Fire Marshall and or Fire Wardens.
- Staff will be nominated for these positions.
- Training will be provided for these positions.
- Clear duties will be set out for these positions.

#### Fire Drills:

- Regular fire drills will be arranged, at least 2 per year.
- Regular 'emergency evacuation training' will be carried out e.g. involving 'ski-sheet' training; familiarisation with 'emergency evacuation' plan, familiarisation with PEEP plans etc.
- A record of Drills and training will be made and filed in the 'fire register' and any problems noted and communicated to relevant stakeholders.
- Other fire safety training will be arranged as required e.g. extinguisher training, fire marshal/ fire warden training.

#### Induction Course; Fire Safety:

All new staff will;

- **Be made aware of local fire plan.**
- **Be given a tour of building and be shown escape routes, fire panel etc.**
- **Be scheduled for relevant 'fire safety' training**
- **Be made aware with the fire prevention arrangements in place.**
- **Be made aware of all emergency plans.**

## KEY INDICATORS:

- Evidence of 'Fire Safety Plan' management.
  - **Fire Prevention**
    - No smoking policy
    - Control of smoking where permitted
    - Kitchen fire safety
    - Open fire management
    - Management of portable heaters
    - Safe drying of clothes
    - Electrical safety; Installation, maintenance and inspection of system by certified electrician. Inspection of portable electrical equipment
    - Gas safety;
    - Safe storage of flammable/combustible materials
    - Good housekeeping
    - Fire check following 'lightning'
    - Security awareness
    - Evidence of Risk Assessment
    - Evidence of fire safety awareness in staff induction course
  - **Fire protection**
    - Integrated fire alarm system
    - Inspection, testing and maintenance of system
    - All check charts completed
    - Fire safety signs
  - **Fire emergency Plan**
    - Written actions for 'in the event of alarm/fire'
    - Are PEEP's in place for all service users
    - Evidence of information to staff
    - Evidence of training 'Fire Warden, Fire Marshall'
    - Evidence of training with Evacuation-Sheets
    - Evidence of 'Fire Drills'
  - **Other Issues**
    - Is information on fire safety arrangements communicated to groups etc. that make use of rooms or facilities within the Centre.
    - Are fire extinguisher inspection dates valid.