



**St Helena
Government**

Children & Adult Social Care Directorate

DOCUMENT TITLE:	Fire Safety Policy
VERSION NUMBER:	VERSION 1.0
DATE PUBLISHED TO WEBSITE:	
AUTHOR(S) OF DOCUMENT:	GAVIN (JACK) THOMAS
AUTHORISED DATE:	30/09/2020
AUTHORISING INFORMATION:	
DOCUMENT REVIEW DATE:	30/03/2021
DOCUMENT REVIEWERS	
REVIEW COMPLETED ON:	

Contents Page

- 1. Policy Statement.**
- 2. Aim of the Policy.**
- 3. Objectives of the Policy.**
- 4. Roles and Responsibilities.**
- 5. Fire Risk Assessment Protocol.**
- 6. Administrative Guidelines.**
- 7. Monitoring and Review.**
- 8. Supporting Documents - Appendixes.**

Contents

Policy Statement	Page 4
Aim of the Policy	Page 4
Objectives of the Policy	Page 4
Roles and Responsibilities	Page 4
Designated Residential Fire Safety Co-ordinator	Page 4
Fire Safety Marshals	Page 5
Fire Risk Assessment Protocol	Page 5-7
Administrative Guidelines	Page 7
Monitoring and Review	Page 7
Personal	Page 7
Training	Page 8
Supporting Documents – Appendixes	Page 9
Appendix 1 - Discovery of/or Suspicion of a Fire	Page 9
Appendix 2 - In the Event of a Fire Alarm Sounding	Page 9
Appendix 3 -In the Event of a Fire	Page 9-11

1. Policy Statement

- 1.1 Service users, staff and visitors should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. The best way to ensure this is to have robust fire policies and procedures in place. In addition, staff should be well trained to act in the event of an outbreak of fire.
- 1.2 Service users have varying levels of capacity, ability and understanding. There needs to be appropriate arrangements in place to ensure that where possible, all service users understand the fire policy and are supported as far as possible to ensure they maintain safety relating to fire hazards.

2. Aim of the Policy

- 2.1 The aim of this policy is to ensure that, as far as is possible, fires are prevented and that, in the event of a fire, staff know exactly what to do and how to respond in all services managed by the Children & Adult Social Care Directorate.

3. Objectives of the Policy

- 3.1 The objectives of this policy are:
 - To minimise the risk of fire by the use of adequate fire prevention and risk assessment techniques.
 - To ensure that staff are trained and familiar in what to do in the event of a fire.
 - To ensure that all staff attend a fire drill at least six monthly and at other times when necessary.
 - To ensure that, in the event of a fire, all services can be evacuated as quickly, safely and efficiently as possible.

- To ensure that service users are supported to understand what to do in the event of a fire.

4. Roles and Responsibilities

4.1 Designated Fire Safety Lead

The Designated Fire Safety Lead (FSL) is Gavin (Jack). The FSL is responsible for ensuring that this policy is being implemented across the Children & Adult Social Care Directorate. The FSL will audit and implement any fire safety standards within this policy with support from all managers and staff with delegated responsibilities, whilst liaising with the Fire Service for continuous service development in this aspect of practice.

4.2 Appointed Fire Safety Marshals

Each service is encouraged to appoint and train a relevant number of named individuals as Fire Safety Marshals.

The appointed Fire Safety Marshals are responsible for:

- Supervising evacuation assembly points.
- Carrying out roll calls.
- Liaising with the fire brigade on arrival.
- Support managers with the upkeep of fire-safety records, visual checks of the premises and responding to environmental matters relating to fire safety.

Where possible, at least one fire warden should be on duty at all times. Special evacuation arrangements for staff and service users with limited mobility, wheelchairs or sensory impairments are to be clearly documented. Where necessary, personal emergency evacuation plans (PEEPs) must be completed. Managers are responsible for ensuring that the PEEPs are shared with the fire service, made known to all staff, and updated according to service users' assessed or changing needs. Managers must also ensure that PEEPs are referenced in the fire risk assessment.

5. Fire Risk Assessment Protocol

5.1 In order to control fire safety risks, managers will be required to complete fire risk assessments for their designated services. It is the responsibility of all staff to alert the manager, fire marshals or the FSL of any potential fire risks. Fire risk assessments must be reviewed and updated at least annually, and at other times when required. This may include: physical changes to the premises, changes among service user or staff groups, and compliance with updated legislation.

5.2 The aims of the fire risk assessment will include the following:

- 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.

5.3 Daily/visual checks of the premises should be undertaken to ensure that:

- Fire exits and doorways are free of clutter.
- All unnecessary electrical equipment and heaters are turned off.
- Storerooms or refuge 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.

5.4 Weekly checks should be undertaken to ensure that:

- Alarm systems function and can be heard in all parts of the building.
- All firefighting 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.
- Trailing electrical cables are secure, not overloaded with electrical appliances and checked periodically for wear and tear.

5.5 Annual checks that the following are serviced on an annual basis and at other times when necessary:

- Fire alarm systems.
- Smoke detectors.
- Emergency lighting.
- Firefighting equipment.

After inspections are carried out by the St Helena Fire & Rescue Service (SHFRS), the visiting fire officer will complete a log book to confirm what was checked, and what needs to be addressed.

6. Administrative Guidelines

6.1 Full records of fire precautions should be kept in the fire log. This information should be entered by managers or 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 firefighting 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.
- Add fire risk assessments

Managers are responsible for ensuring that nominal rolls are kept up to date for service users and staff.

7. Monitoring and Review

7.1 This fire policy will be reviewed at least annually, after any fire-related incident, change in guidelines or at other times when required. All fire-related incidents, including false alarms and 'near misses', should be investigated thoroughly by the home's manager or person in charge, and the fire risk assessment amended as necessary. Professional fire safety advice should be obtained from SHFRS for this review where required. Changes arising from the results of any review should be communicated to staff, SHFRS, senior management and all persons concerned.

7.2 Training

In-house training sessions facilitated by managers or fire marshals for existing staff should be arranged at least annually. In-house fire safety training should provide staff with a basic understanding and familiarisation of workplace requirements and expectations including: roles and responsibilities towards maintaining a safe environment, compliance with the 'Smoke free SHG' policy, location and safety of firefighting equipment and signage, accessing fire assembly points, contact with the fire and rescue service, and reporting of any fire-safety concerns, and what to do in the event of a fire. Records should be kept in the fire log of who attended each session.

All staff must attend fire training (in-house and/or formal), including night staff, part-time staff and casual staff. Staff who are not employed as carers will be nominated to attend fire safety training at the discretion of their line manager. Fire marshals will be required to attend bespoke training facilitated by SHFRS.

Managers of all residential services will be required to arrange fire drills at quarterly intervals within a calendar year. These drills may be planned or unplanned. Managers must take into account the type of drill, residents' participation, and times of day. The SHFRS may attend and facilitate one of these drills at least annually. These drills may be planned or unplanned. SHFRS will be liaise with managers when these drills will take place.

7.3 All new staff are required to read, understand and sign the fire safety policy as part of their induction process. Managers are required to ensure that all new staff. All members of staff should be aware of the procedures in case of a fire. They should also all be aware of how they must respond in the event of an emergency.

7.4 All new and existing staff should know:

- Who is responsible for ensuring the correct fire procedure is carried out.
- Who the fire marshals are.
- The location and usage of all fire extinguishers and where special extinguishers (e.g. those suitable for use on electrical equipment) are located.
- The location of fire alarm points.
- The emergency fire evacuation procedures.
- Methods of communication across each of the services, taking into account service users' communication needs.
- How to use the telephone systems and what to say when calling the fire and rescue service.

7.5

7.6 Where possible and appropriate, service users should be briefed according to their needs and understanding about fire safety and their involvement in fire drills.

8. Supporting Documents - Appendixes.

Appendix 1 –Discovery of or Suspicion of a Fire.

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 operating the nearest call point or by shouting “FIRE”, “FIRE”, “FIRE” in a loud clear manner.
- 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 and rescue service 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 and staff trained to use the equipment.

Appendix 2 – In the Event of a Fire Alarm Sounding.

In the event of the fire alarms sounding, follow instructions as given by the manager, fire marshal or shift leader. This may involve evacuation.

Appendix 3 – In the Event of a Fire:

In the event of a fire:

- Evacuate the building immediately according to the home’s evacuation plan and go to the nearest designated fire assembly point. If the establishment has a phased/stay put evacuation plan in place, await instructions from the manager, fire marshal or shift leader.
- Remain as calm as possible and where possible and practicable to do so, help any service users, visitors, or disabled persons on the premises to evacuate.
- Where possible and safe to do so, check all rooms (in particular toilets) to ensure no service users or staff remain in them or are trapped.
- Close all windows and doors if safe to do so.

- Ensure that any person not accounted for is immediately reported to the manager, fire marshal, shift leader or directly to a fire officer.

Staff should never:

- Stop to collect valuables or possessions.
- Open doors where they can see smoke coming through unless that is the only means of escape.
- Attempt to re-enter the building until told it is safe to do so by the manager, fire marshal, shift leader or fire officer.

The Fire Marshal is responsible for ensuring that:

- The Fire and Rescue Service has been called to any fire by dialling **999** and asking for fire service.
- The Fire and Rescue Service 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 and Rescue Service upon arrival.

The fire safety procedures for all social care settings are based upon the following principles:

- In the event of fire, the safety of life should override all other considerations, such as saving property or extinguishing the fire.
- If a fire is discovered, the alarm should be raised immediately as the first action taken.
- All employees are required to take this action if they believe there is a fire and no authority need be sought from any other person.
- St Helena Government will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

St Helena Government does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if staff have been trained,

staff are confident in using the extinguishers, and it is safe to do so after the alarm has been raised.