



<b>Policy No:</b> SJD/HS/08	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 24th October 2023
<b>Policy Date:</b> 9th April 2021		<b>Date of Next Review:</b> 23rd October 2024
<b>Fire Management</b>		

### Policy Statement

SJD Homes believes that staff and service users should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. SJD Homes believes that the best way to ensure this state of safety 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 the home; and to ensure that appointed fire wardens are in place.

### The Policy

This policy sets out the values, principles and policies underpinning SJD Homes' approach to fire safety. Our aim is to ensure that, as far as possible, fires are prevented and that, in the event of a fire, staff know exactly what to do and how to react. The goals are to:

- Minimise the risk of fire by the use of adequate fire prevention and risk assessment techniques
- Ensure that all staff understand what to do in the event of a fire
- Ensure that all staff attend fire training at least annually
- Ensure that, in the event of a fire, SJD Homes premises can be evacuated as quickly, safely and efficiently as possible

### Fire Policy

Upon discovery of or suspicion of a fire:

See Fire Evacuation Plans – Bargery Road **SJD/HS/08A**

Wiverton Road **SJD/HS/08B**

- Staff should remain as calm
- The first person aware of the fire or on the scene should raise the alarm immediately by nearest fire alarm or by shouting "fire"
- If the suspicion is raised by seeing smoke coming from under a door or by seeing smoke in a closed room then staff should on no account attempt to open the door but should raise the alarm and summon the fire brigade as quickly as possible
- Small fires can be fought with the appropriate fire extinguisher, but only:

if safe to do so,  
if the alarm has been raised beforehand,  
if the person concerned has received training.

**In the event of a fire or the fire alarm sounding staff should perform the following:**

- Follow fire risk assessment procedures, which may require service users to be evacuated or left in their own room until the fire brigade arrives
- Remain as calm as possible and help any service users, visitors, disabled persons or contractors on the premises to evacuate
- Check all rooms (in particular toilets), where possible and safe to do so, to ensure nobody remains in them or is trapped
- Close all doors
- Ensure that any person not accounted for is immediately reported to the manager (or senior person on duty), nominated fire warden or directly to a Fire Brigade Officer.

The following actions should **never** be taken by staff in such an event:

- Stop to collect valuables or possessions
- Use lifts
- 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 a SJD Homes manager, by a nominated fire warden or by a Fire Brigade Officer.

SJD Homes manager (or nominated fire warden) is responsible for ensuring that

- The Fire Brigade has been called to any fire by dialling 999 and asking for the fire service
- The Fire Brigade is met on arrival
- The staff nominal roll and visitor book is removed from the building and used to account for staff and visitors by roll call
- Any person not accounted for is immediately reported to the fire brigade upon arrival

The appointed fire wardens are responsible for:

- Supervising evacuation assembly points
- Carrying out roll calls
- Liaising with the fire brigade on arrival

It is SJD Homes' policy that an appointed fire warden should be on duty. But all staff have undertaken Fire Awareness training and know what to do while working in the home.

### **Fire Risk Assessment Protocol**

SJD Homes is responsible for carrying out Fire Risk Assessments.

### **Daily checks**

Usually performed at close of day, these should ensure that

- All fire doors are closed
- All fire exits and stairways are free of clutter
- All unnecessary electrical equipment and heaters are turned off
- Storerooms or rubbish areas do not have smouldering fires
- Areas where contractors have been working are free of fire hazards

### **Weekly Checks**

These should ensure that

- Alarm systems function and are audible in all parts of the building
- All fire fighting equipment is in good repair, is in place and within date.
- Stocks of flammable materials are kept to a minimum and are stored safely
- Goods and boxes are safely stored away to minimize 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' and 'No Smoking' notices are in place and are not obscured
- All 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 cables and exposed leads
- Organisational security arrangements are all in place discouraging arson

### **Annual checks**

These should ensure that the Landlord is responsible for all fire risk checks.

- Fire alarm systems, smoke detectors, emergency lighting, sprinkler systems and fire fighting equipment are serviced on an annual basis
- Alarm system fitted
- Engineers contracted to service the fire alarm systems
- All fire extinguishers are serviced by the appointed company

### **Administrative Guidelines**

Full records of fire precautions should be kept in the fire log. This information entered by fire wardens 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 fire fighting 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
- The home manager is responsible for ensuring that staff and service user nominal rolls are kept up to date.

### **Personnel**

- Fire safety lead is responsible for ensuring that correct fire procedures and arrangements are in place
- The fire safety lead is the home manager or other appointed person
- Fire wardens are responsible for supporting the fire safety lead
- The nominated fire warden is the appointed person
- Nominated fire warden posts will be reviewed every year

### **Related Policies**

Accident and Emergency  
 Health and Safety  
 Notifications  
 Personal Evacuation Plan  
 Premises General Welfare and Environment

## Training Statement

All new staff should read the policy on fire safety and fire procedures as part of their induction process. They should be aware of how they must respond in the event of an emergency. The home manager is responsible for organising and co-ordinating fire training.

All new and existing staff should know:

- Who is responsible for ensuring the correct fire procedure is carried out
- Who the fire wardens are
- The location and usage of all fire extinguishers, including where special extinguishers are located
- The location of break-glass fire alarm points
- The emergency fire evacuation procedures
- How to use the internal telephone systems to call for the fire brigade.

In-house training sessions for existing staff should be arranged so that all relevant staff can attend a session every year. Such general fire safety training should include instruction on fire prevention, on what to do in the event of a fire and on fire fighting. Records should be kept in the fire log of who attended each session. Staff who do not attend should be reminded to attend the next session. There is additional training available for fire wardens.