

Fire Precautions and Emergency Procedures

In accordance with Health and Safety Regulations and the regulatory REFORM (Fire Safety) order (2005). All staff and young people within the unit will be made aware of what is expected of them in the event of a fire or fire drill, and in relation to fire prevention measures.

We will ensure that on their day of arrival, new residents and staff will have individual instructions regarding:

- Procedures in case of fire
- Procedures in case of bomb threats
- Information on type and operation of fire extinguishers
- Operation of the fire alarm and emergency lighting
- Location of the gas and electric main switch
- Alternative methods to be used to alarm others of outbreak of fire
- Physically escort new residents and staff through all escape routes, ending at assembly points

Duty staff should:

- Check all unprotected fires to ensure no burning
- Check all waste paper bins ensuring smoke etc is not present
- Ensure all electrical equipment is switched off, and if practical to do so disconnect
- See that all gas appliances are switched off
- Check all staff rooms and general rooms for misuse of smoking materials
- Ensure alarms. Emergency lights and extinguishers are available at all escape routes and are in working order
- Ensure all fire doors are closed, escape route is clear, and escape doors can be freely opened
- Before retiring to sleep in quarters, staff are to remind each other of their agreed duties, should an alarm be sounded

The Companies Fire Risk Assessment will be reviewed on an annual basis. A copy of this is as follows:

Fire Risk Assessment

This Policy document is informed by the following Legislation / Guidance:

Health and Safety at Work Act (1974)

Management of Health and Safety at Work Regulations (1992)

The Management of Health and Safety at Work Regulations (1999)

The Regulatory Reform (Fire Safety) Order (2005)

This Risk Assessment will incorporate the five principles of a Fire Risk Assessment as detailed in the Government produced 'Fire safety law and guidance documents for business' and include Preventive, Protective and Emergency Procedures for all employees of the Company.

Preventative measures are those specified in the risk assessment included in this file and cover areas of the building and high risk products which are deemed as highly combustible.

Protective measures are the control measures and action taken columns on the specific risk assessments and also include Fire Fighting Equipment, Fire Safety Maintenance Checklists, Automatic Fire Detection System, training for staff supplied by the Company, the nominated Fire Marshals when on shift (Sleep in no 1 Ground Level Marshall and Sleep in no 2 upstairs) and the Fire Safety Procedures included in the Fire Drills and Emergency Procedures Files.

Emergency procedures for the evacuation of the building in the event of a fire or the Fire Alarms sounding are laid out in the Fire Drills and Emergency Procedures Policy Document included in this folder, the health and safety folder and the Policies and Procedures file all available to staff in the main office.

Fire Safety Maintenance Check List

Daily Visual (no requirement to record)

Can all fire exits be opened immediately and easily?
Are fire doors clear of obstructions?
Are escape routes clear?

Fire Warning Systems

Is the indicator panel showing 'normal'?
Are all fire extinguishers in place?

Weekly Checks (Recorded)

Escape Routes
Do all emergency fastening devices to fire exits work correctly?
Are all external routes clear and safe?
Does testing a manual call point send a signal to the indicator panel?
Did the alarm system work correctly when tested?
Did staff and other people hear the fire alarm?
Did any linked fire protection systems operate correctly?
(e.g. magnetic door holders released)

Monthly Checks

Emergency escape lighting
Do all luminaries and exit signs function correctly when tested?
Fire fighting Equipment
Is the pressure in 'stored pressure' fire extinguishers correct?

Six Monthly Checks (Recorded)

Fire Warning Systems
Has the system been checked by a competent person?

Annual Checks (Recorded)

Is all Fire fighting equipment in good condition and checked by a competent person?
Has the emergency lighting system been checked by a competent person?