



Health and Safety Manual

Policy / Procedure Title: **Fire Safety**

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02

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Person(s) Responsible:

Reviewed By:
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Policy Consultation with: JNCC, Outward Executive Team, Quality Team, Housing Team

Signed off by: Emma Richard – Assistant Director of Supported Housing

Scope:
This policy covers all Outward’s employees, volunteers, agents, contractors, people we support and visitors to its premises.

Relevance to external standards:

Care Quality Commission:

Other:

The Regulatory Reform (Fire Safety) Order 2005
Fire safety act 2021, The Fire Safety (England) Regulations 2022

Customer Charter promise:

We will provide a high quality and safe service

Related Outward Policies:

01-Health & Safety Policy – H&S Manual

19-Fire Risk Assessment Policy & Procedure – Housing Manual

1. **Introduction**

1.1 Fire precautions in all of Outward's services/sites must be maintained to a high standard, and all Outward staff need to know what role they have to perform when it comes to fire safety. Where Outward is the 'responsible person' under the terms of The Regulatory Reform (Fire Safety) Order 2005 (see 1.2 below), we will ensure there is a robust framework in place to ensure fire risk assessments are carried out and the risks associated with fire are properly managed. Many fires are avoidable by taking suitable precautions. Where fire does break out, the effects can be minimized by having effective emergency controls and processes in place. By being conscious of fire safety, we can greatly reduce the risks from fire and protect ourselves, our colleagues and all those to whom we have a duty of care for.

The Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022 makes employers, owners, landlords or occupier of business' or other non-domestic premises, responsible for fire safety and places the duty of 'responsible person' on the person controlling the building.

1.2 Non-domestic premises are:

- all workplaces and commercial premises
- all premises the public have access to
- the common parts of multi-occupied residential buildings

1.4 The 'responsible person' must by law:

- carry out and regularly review a fire risk assessment of the premises
- tell staff and residents and/or their representatives about the risks identified
- put in place, and maintain, adequate and appropriate fire safety measures to remove or reduce the risk to life
- plan for an emergency
- provide staff and residents information, fire safety instruction and if necessary training

2. **Policy Statement**

2.1 Outward as an employer and as a business has designated responsibilities to its employees, volunteers, contractors and visitors to its premises, together with others who may be affected by its acts or omissions. This policy aims to set out how these responsibilities are discharged.

2.2 Outward, as an agent managing properties on behalf of owning Registered Providers (RP), has designated responsibilities which are detailed in the individual management agreements; see also [Policy 19 Fire Risk Assessment Policy and Procedure – Housing Manual](#) for further information.

3. Procedure

3.1 Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, residents, people we support (PWS), volunteers, contractors, visitors and others who may be affected by the activities of Outward.

3.2 In doing so, we will ensure that:

- Fire safety risk assessments (FRAs) are carried out on all premises for which Outward has a designated responsibility within the management agreement or where the property is an outward owned asset (FRAs are usually carried out by the landlord or owner of the premises).
- All significant findings in FRAs are recorded and acted upon in a timely manner.
- Although Outward will carry out Fire Risk Assessments as the 'responsible person' the responsibility to carry out repairs, maintenance and building related actions identified within the FRA to ensure compliance, remains the responsibility of the owning RP.
- A competent person is appointed to assist with implementing the requirements of legislation.
- Outward has adequate arrangements for the effective planning, control, monitoring and review of fire safety.
- General fire precautions will ensure, as far as is reasonably practicable, the safety of Outward's employees, residents, PWS, volunteers, customers, contractors and visitors to its premises

3.3 Roles and Responsibilities

3.4 Managers are responsible for ensuring:

- A Fire Risk Assessment has been carried out and is reviewed annually by the landlord or their representative agent who is competent to do so. Where follow up actions are required these are monitored and updated through an online portal Go-Pad. Where an action is significant and needs to be consulted with care and support colleagues, this will be added to the service improvement work book. For example reviewing a fire evacuation strategy in line with an individual's person centred fire risk assessment (PCFRA).
- A copy of the up to date Fire Risk Assessment should be available at the service/site.
- An evacuation plan has been drafted, communicated to all staff and is applied in practice and signed to say that it has been read and understood. See **Appendix 5**
- All staff undertake Fire Safety Awareness training, including new starters, and are aware of all the relevant fire safety precautions.
- One or two members of staff, where appropriate, (depending on the FRA for the service/site) undertake Fire Marshal training and know how to operate the firefighting equipment

- All residents or PWS have a **Person-centred Fire Risk Assessment checklist** (PCFRA) completed annually or sooner where there are changing needs or where an individual's circumstances have changed, to identify any fire related risks. See **Appendix 1**. Where risks are identified on the checklist ensure a **Full Person-centred Fire Risk Assessment** (PCFRA) is completed (**Appendix 2**) and where necessary a **Personal Emergency Evacuation Plan (PEEP)** must be drawn up with the resident or PWS and implemented. See **Appendix 3**. PEEPs should reflect the actions to be taken in an emergency situation and not a day to day situation. See **Appendix 4** for a flow chart of the process.
- Volunteers, customers, contractors, and visitors to its premises are aware of the relevant fire safety precautions.
- Fire alarm tests are carried out weekly and recorded via the Resco App or on the Weekly Fire Alarm Test Record form. See **Appendix 7**.
- Emergency lighting tests are carried out monthly and recorded in Fire Logbook or on the Monthly Emergency Lighting Test Record Form. See **Appendix 8**.

Fire Drills

Fire Drills are carried out and recorded (**Appendix 9**) at appropriate intervals depending on the service type e.g. for learning disabilities services it is advised quarterly in order to test plans and response times and adjust risk assessments. The legal requirement is annually. However best practice would advise more frequent drills at different times of day in order to ensure all staff have had the opportunity to take part in a drill this should include a night time drill if possible.

3.5 Staff are responsible for ensuring that:

- They have undertaken Fire Safety Awareness training or Fire Marshall training.
- They have familiarized themselves with the evacuation plan for each service/site they work in or reported to the manager where an evacuation plan is unavailable or has passed its review date.
- They report any fire safety issues that come to their attention or any concerns they have in regards to fire safety to their manager as soon as is practicable.
- They adhere to all the relevant fire safety precautions and do not act in any way which would interfere with or undermine the fire safety precautions.

3.6 **Fire Risk Assessment**

Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment (FRA) and keep it up to date.

For those buildings receiving a housing management service from outwards housing team and where under the management agreement outward are the designated 'responsible person' the FRA will be carried out by an external qualified consultant. All reviews will be carried out annually, unless the consultant has given a longer timeframe for review based on the findings of the assessment and the level of risk. In this instance outward will follow the recommendations from the fire risk

consultant. Each risk will be categorised and given an associated target timescale for completion. All reports and actions are managed on GoPAD.

Based on the findings of the assessment, employers need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire in the workplace, the risk assessment should identify what could cause a fire to start, i.e. sources of ignition (heat or sparks) and substances that burn, and the people who may be at risk.

Once the risks have been identified, you can take appropriate action to control them. Consider whether you can avoid them altogether or, if this is not possible, how you can reduce the risks and manage them. Also consider how you will protect people if there is a fire.

3.7 Reducing Risks

- Keep sources of ignition and flammable substances apart.
- Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn.
- Consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells.
- Where applicable have the correct fire-fighting equipment for putting a fire out quickly (this should only be done where staff are fully trained and it is safe to do so).
- Keep fire exits and escape routes clearly marked and unobstructed at all times.
- Keep fire doors closed.
- Ensure your workers receive appropriate training on procedures they need to follow, including fire drills.
- Ensure all residents and PWS are advised on the fire safety strategy for the building where they live and the importance of fire doors in preventing the spread of fire.
- Review and update your risk assessment regularly
- Contact the central housing team for any advice and they will liaise with our fire consultants.

3.8 Fire Evacuation Plan

Fire evacuation plans should include (see **Appendix 5** for a template):

- Name and address of the property and review dates
- The type of alarm and how to raise the alarm
- Action staff should take on hearing the alarm
- Escape routes
- The fire assembly point
- Extinguishers in use

- Location of safety hazards and other equipment (i.e. gas supply shut off, oxygen use)
- Equipment needed to effect the emergency plan
- Back up arrangements
- Responsibilities
- Summary of any PEEPS in place. See **Appendix 6**

3.9 People with mobility needs

You should also make special arrangements (PEEPS) for people with mobility needs, e.g. Consideration should be given to evacuation aids (chairs, beds) and the design brief of the building, does it allow for lift use if there was a fire? Make sure there are people to help wheelchair users get downstairs if there's a fire

Fire Safety Equipment

Fire safety equipment must be tested regularly to ensure it is working satisfactorily and any defects or problems must be reported immediately for urgent repair. Some tests are carried out by staff and some tests must be carried out by a competent contractor. The results of all tests must be properly recorded.

3.10 Tests of Fire Safety Equipment – by staff

- **Fire alarms – weekly** - must be audible in all parts of the building and should be tested weekly to ensure they are working and everyone recognises the sound. Where there is more than one alarm activation point, a different activation point should be used each time to ensure they are all routinely checked. The results of these tests must be recorded on the Resco App or using Weekly Fire Alarm Test Record form **Appendix 7** and any faults found reported for urgent repair
- **Emergency lights – monthly** - should be tested monthly. The results of these tests must be recorded in the fire log book or **Appendix 8** and any faults found must be reported for urgent repair.
- **Non-wired in smoke-detectors – regularly** - should be checked regularly to ensure they are working. The results of these tests should be recorded in the fire log book or **Appendix 7** and any faults found reported for urgent repair. The battery should be replaced at least annually and the date recorded in the fire log book.
- **Fire doors linked to the fire alarm or fitted with Door guard type devices – weekly** – must close fully when the alarm is activated. The results of these tests must be recorded in the fire log book or **Appendix 7** and any faults found reported for urgent repair
- **Self-closing fire doors – ongoing/daily** - although inconvenient at times self-closing fire doors are necessary to prevent the spread of heat, smoke and toxic fumes, therefore any defects must be reported for urgent repair. Where fire doors are found to be propped open, this should be reported so that action can be taken. Use fire log book or **Appendix 7** to keep records of testing.

3.11 Tests of Fire Safety Equipment - by contractors

- **Fire alarm panel, communal call points** (25% each quarter so that all are tested annually) **smoke and heat detectors – every 3 months**
- **Smoke detectors** (including in tenants' bedrooms) and **emergency lights** (50% each 6 months so that all are tested annually) – **every 6 months**
- **Emergency lights – Monthly and a 3 hour flick test annually (where property is managed by outwards housing team)**
- **Fire extinguishers – annually**

3.12 The Central Services Team (for offices) and the Housing Team (all other properties) are responsible for appointing qualified contractors to carry out this work. Managers are responsible for ensuring that these checks are done and for highlighting when checks are out of date.

4.0. Performance Monitoring.

Managers are requested to test their procedures to ensure that they are robust. Relevant information on fire safety will be recorded on the monthly workbook.

5.0. References / Further Reading

[Fire safety risk assessment: residential care premises](#)

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<http://www.hse.gov.uk/toolbox/fire.htm>

<http://www.london-fire.gov.uk/FireSafety.asp>

<https://www.london-fire.gov.uk/media/2041/london-fire-brigade-person-centred-fire-risk-assessment-checklist.pdf>

<https://www.gov.uk/government/publications/fire-safety-act-2021>

6.0. Implementation of the Policy

N/A

7.0. General Data Protection Regulations Statement

Outward is committed to compliance with the General Data Protection Regulations and the Data Protection Act 2018. It requires all staff and partners to respect confidentiality and data subjects' rights in line with its policies and procedures.

To ensure compliance with the Regulations staff must ensure that any personal information produced or processed as part of these procedures is appropriately filed on SharePoint, Sona, Iplanit, the Outward server or other agreed Password-controlled filing system(s) with role-based access control.

Whilst processing paper documents, including those from third parties, these documents must be stored in secure lockable cabinets. Records will be kept for as long as they are needed to meet the operational needs of Outward, together with legal and regulatory requirements. Where there is a deviation from this principle, the reasons for this must be recorded.

A detailed breakdown of retention and deletion of records can be found in Outward's Record Management and Retention Policy.

When disposing of documents containing personal data this should be done via confidential waste.

Please refer to Outward's Data Protection Policy and Procedure for more information.

8.0.

Appendices

Appendix 1 –Person-Centred Fire Risk Assessment – Checklist (PCFRA)

Appendix 2 –Person-Centred Fire Risk Assessment- Full (PCFRA)

Appendix 3 - Personal Emergency Evacuation Plan (PEEP)

Appendix 4 – Flow chart.

Appendix 5 - Fire Evacuation Plan Template (FEPT)

Appendix 6 Summary of PEEPS

Appendix 7 - Weekly Fire Alarm Test Record

Appendix 8 - Monthly Emergency Lighting Test Record

Appendix 9 - Fire Drill Record