

# **FIRE POLICY & PROCEDURES**

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**ADDITIONAL INFORMATION**

**Connaught House  
22 Cornwall Road  
Dorchester  
DT1 1RU**

**Phone: 01305 267483  
Fax: 01305 267483  
Email: [Doresd@Aol.com](mailto:Doresd@Aol.com)**

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JULY 2007**

## FIRE PRECAUTIONS PROCEDURE

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### 1. INTRODUCTION

The Regulatory Reform Fire Safety Order 2006 requires the responsible person (Manager) to carry out a suitable and sufficient risk assessment for the purpose of identifying precautions that need to be taken. This includes the provision of safe evacuation procedures of all staff, service users and the general public.

#### Evacuation

In any fire emergency, due to the vulnerability of our service user's progressive horizontal evacuation should be considered in the first instance.

Each home must have the means to evacuate everybody from the building in an appropriate amount of time.

The risk assessment must be monitored and reviewed when any changes have taken place. The following procedure covers the key elements in DRH Fire Precaution Policy.

All staff should always be vigilant to the dangers of fire outbreak and should take reasonable steps at all times to reduce/eliminate fire risks. The action of staff in the event of fire is critical. If there is failure to respond appropriately to a fire, the lives of service users and staff are at risk.

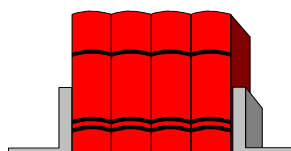
***Be sure the appropriate extinguisher is used on the fire, eg:***

TYPE	SUITABLE FOR
Water / Foam	Wood Paper and Textiles
CO2	Electrical and flammable liquid fires
Dry Powder	Flammable liquid and electrical fires

The forms shown in **Part 2** of this procedure make up part of the Home Fire Log

### Fire Precautions Log

The purpose of the log is to provide a reference and monitoring tool, ensuring that reasonable precautions are taken at all times to protect the occupants of each home.



**Any deficiencies in fire protection arrangements or equipment must be notified immediately to the Home Manager and the Liaison Officer.**

## **2. GENERAL**

In order to provide a meaningful system to monitor and evaluate fire precautions the Fire Precautions Log should be kept fully up to date. The forms are self explanatory; ensure each section of each form is completed, use N/A (not applicable) where there is no information to complete. Do not just leave a section blank.

A certificate stating that the fire precautions are satisfactory will be issued by the contractors (competent persons) carrying out quarterly checks and this should be placed in the fire log.

## **3. FIRE LOG**

### **3.1 Sheet 1 Details of Premises to which this log applies**

Record the name and address of the home and the name of the Home Manager.

Record the person responsible for fire precautions within the home. In all cases this would be the Home Manager.

Record the names and duties of any staff within the home with delegated responsibilities for any fire precautions and record keeping.

### **3.2 Sheet 2 Log Inspection Record**

The Log Inspection Record is a record of all personnel inspecting the Fire Log to ascertain that all fire precautions are up to date.

Personnel authorised to do this are as follows:

- Any member of the Fire Brigade
- Any Inspector from CSCI or the Health Care Commission
- The Home Manager or Deputy
- The Safety Representative completing the quarterly Health & Safety Audit
- Any Inspector from the Health & Safety Executive
- DRH Fire Equipment Maintenance Contractors

### **3.3 Sheet 3 Staff Training Records**

Staff should all be made familiar with installations and equipment designed to ensure their safety and that of service users in the case of a fire. This may include evacuation chairs or other appropriate equipment.

It is the Home Manager's responsibility to ensure that all staff on the site are trained and able to respond adequately in the event of a fire. All staff must therefore receive the following minimum training each year:

- An annual fire lecture and demonstration of fire fighting equipment, by a competent person. (usually a Fire Officer)
- Completion of fire awareness forms 1 and 2 (see Appendix)
- At least one fire drill.
- The use of Evacuation chairs (where appropriate)

*N/B Fire awareness forms are distributed by the Health and Safety Advisor at six monthly intervals.*

Fire drills should be recorded on Sheet 3 as this is part of staff training. Ensure that the type of drill is also recorded, ie: full evacuation, partial evacuation, night time drill, etc.

- All staff must participate in at least 1 fire drill per annum.
- New staff should receive 2 training sessions within the first month. The first session should be as soon as possible after commencement.

### 3.4 **Sheet 4**                      **Fire Drills**

*Fire drills* (arranged by the nominated person) should take place as follows:

1. One drill must be during night hours.
2. A full evacuation should take place annually and the drills should reflect the situation of a real fire.

This form must be completed for every fire drill, and can be referred to for updating training records. When the form is complete there is an opportunity for the Home Manager to assess the performance of staff in a fire situation and to consider where improvements need to be made.

Space is provided for service users and staff taking part. Names of staff taking part must also be entered on the Training section – Sheet 3.

A fire evacuation roll call form must be devised and used by each home.

### 3.5 **Sheet 5**                      **Means of Escape Inspection Record**

In the event of a fire, all staff and service users should be able to leave the Home to a place of safety beyond the building by routes that are fire safe and free from obstruction.

This sheet should be used to record inspections of the escape route **twice weekly**. When carrying out this inspection a check should be made on fire doors and a visual check should be made that all fire safety signs are in place and visible, ie: showing escape route, designating fire doors.

### 3.6 **Sheet 6** **Inventory of Fire Fighting Equipment**

On this sheet list all fire fighting equipment and the location of these items. All fire fighting equipment should be properly maintained and always ready for use. Regular checks should be made on the condition of fire extinguishers, eg: ensuring they are full (discharged extinguishers are, of course, lighter than full ones). NB: not all extinguishers have a pressure gauge.

EC regulations state that all new fire extinguishers should be red but currently there may be a mix of colours. It is therefore important to take a closer look at fire extinguisher's label and not rely solely on the fact that a red cylinder is necessarily water.

A sign will be close to the extinguisher stating its type and to identify safe usage.

### 3.7 **Sheet 7** **Inspection of Fire fighting Equipment** (listed on Sheet 6)

Although a daily visual check is carried out on fire fighting equipment by a member of staff designated for this duty, this need only be recorded in the fire log once a month on Sheet 7. This check should include ensuring that all fire fighting equipment is in good order and that it is in the location stated on Sheet 6.

An annual inspection is carried out by the nominated contractors. This is also a maintenance check of extinguishers and all extinguishers should be marked with the date of checking on this inspection.

Every fifth year, the extinguishers will be discharged by the Contractors and re-filled.

Contractors should always sign Sheet 7 when checking, exchanging or re-filling extinguishers

### 3.8 **Sheet 8** **Fire Alarm System Details & Location of Call Points**

Record full details of the Fire Alarm System installed in the home, including the location of call points.

### 3.9 **Sheet 9** **Fire Alarm System Inspection/Test Record**

Record any test to the fire alarm system and its results/actions required. Fire doors must be visually checked for damage at least once per month and a record kept. It may therefore be advisable to check several fire doors each week as the alarm is sounded, ensuring all doors are checked in rotation. **Also**, record in this section any actual fire or false alarm. Identify on this sheet which call points were activated during weekly tests or any drill, thus ensuring all call points are tested in rotation.

**Daily**

Staff should inspect the fire panel for normal operation.

**Weekly**

Staff should carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:

- Operate a break glass point using the trigger device. Zones should be tested in strict rotation; a zone being tested weekly. Each time a zone is tested a different break glass point should be used, activating the trigger device.
- Automatic door releases connected to the fire alarm system should also be tested weekly in conjunction with the fire alarm test. Check that all doors are being released and are closing fully onto the door rebates, and visually check for obvious damage.

**Quarterly Service by nominated Contractors**

Service and any maintenance of the fire alarm system is carried out by nominated Contractors. See back of Fire Log for further information.

Entries in the log book since the previous service should be checked and any necessary action taken.

Batteries and their connections should be examined and tested to ensure they are in good, serviceable condition.

Primary batteries, including reserves, should be tested by taking measurements that indicate the condition of each cell (eg: its voltage at a known high rate of discharge).

Secondary batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Care should be taken to ensure hydrometers and vessels used are not contaminated by acid. Contamination of electrolyte with acid can ruin a cell.

If the weekly tests have covered each zone over the last quarter then it may only be necessary to check the zones for which the tests failed. Otherwise, all untested zones should be checked.

The operation of alarm sounders should be tested. All ancillary functions of the control panel should also be tested and fault indicators and their circuits checked, preferably by simulation of fault conditions. The control and indicating equipment should be visually inspected for signs of moisture ingress and other deterioration.

Ensure all automatic hold-open devices fitted to the fire doors operate correctly on the operation of the fire alarm system.

All further checks and tests specified by the manufacturer, supplier or installer should be carried out.

### **Annual Tests**

Annual service and any maintenance of the fire alarm system is carried out by nominated contractors

Each detector should be cleaned and checked for correct operation and calibration.

Visual inspection should be made to confirm all cables, fittings and equipment are secure, undamaged and adequately protected.

## **3.10 Sheet 10 Emergency Lighting**

The function of emergency lighting is to provide, in the event of failure of the normal lighting supply, adequate illumination of principle escape routes, entry/exit doors and fire alarm call points, allowing enough light to enable persons to escape in an emergency situation.

### **Daily**

Staff should make visual checks of the emergency lighting system.

### **Monthly Test**

Staff should ensure emergency lighting is tested each month through simulation of a failure of the normal lighting supply for sufficient time to allow all luminaries to be checked for proper function.

### **Quarterly Test and Service**

Contractors carry out a check on emergency lighting quarterly and perform any maintenance required relative to manufacturers guidelines to ensure that all legal requirements are met in relation to the type of test carried out quarterly, six monthly, annually and three yearly. *These tests must be recorded in the Fire Log.*

## **4. THE FIRE LOG AND CONTRACTORS SIGNATURES**

To ensure that it can be seen that all fire precautions have been checked and are always in working order, each time a Contractor visits DRH sites to attend to fire precaution systems the Engineer must sign the Fire Log as follows:

**Sheet 2** To confirm that they have checked the Fire Log, have noted any problems and have left the system in working order.

**Sheet 7** For records of any maintenance on Fire Extinguishers.

**Sheet 9** To confirm that inspection and maintenance has been completed.

**Sheet 10** To confirm that the emergency lighting has been tested to all recommended standards in relation to B.S.5266 and that all recommended run times and frequencies have been complied with.

**NOTE:** An electrical wiring installation check should be carried out every 5 years.



# **FIRE PRECAUTIONS LOG**

## **PART 2**



**FIRE PRECAUTIONS LOG**  
**(Page 2, section 3.1, in the Procedure)**

Details of Premises to which this log applies.

Home \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Home Manager \_\_\_\_\_

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**Person with overall responsibility for Fire Precautions** \_\_\_\_\_

Name and responsibilities of other persons with delegated duties for monitoring and maintaining fire precautions and records within the premises

A: Name \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

B. Name \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

C. Name \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_

D. Name \_\_\_\_\_ Duties \_\_\_\_\_

\_\_\_\_\_





## Fire Drill record

(page 3 section 3.4 in the procedure)

Date of drill.....Time.....		Number of participants	
Type of Evacuation (Please circle)	Full evacuation	Progressive horizontal evacuation	
Call point - zone activated / identified during drill			
Person responsible for the drill			
Time taken to complete the drill			
Was a fire evacuation chair used		Yes	No
Record the names of staff / service user who used the evacuation chair			
Were all persons present at role call if no record actions taken in (general assessment)		Yes	No
General assessment of the drill			
Areas where improvements could be made			
Names of service users Participating		Names of staff participating	









# FIRE ALARM SYSTEM INSPECTION/TEST/MAINTENANCE RECORD

(Page 4, section 3.9)

Under the “Extent of Inspection” column Inspectors should indicate whether they have performed daily, weekly quarterly or annual test, maintenance check or work done, fire brigade, health and safety or registration inspection. **It is important that anyone attending to, testing or inspecting the fire system signs this record.**

Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							

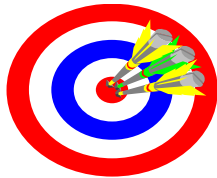
O/Policies and Procedures/Health and Safety/Fire Alarm System Ins-Test-Maint

Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							
Date	Call Point	Zone	Tested by	Identify fire doors checked	Extent of Inspection	Faults Found	
						YES	NO
<b>Identify faults / Action taken</b>							



## QUICK REFERENCE FOR COMPLETING FIRE LOGS

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### Sheet 1

- a. Complete name and address of home and name Home Manager.
- b. Name the person with overall responsibility for fire precautions.
- c. Name any staff nominated by the Home Manager for any fire checks, ie: fire escape routes, extinguishers, emergency lights, etc.

### Sheet 2

- a. Anyone inspecting the fire log should sign that they have done so.

### Sheet 3

Enter all training on this sheet, including names of persons taking part in drills. This is a very important record for Home Managers as it is necessary to be able to prove that regular training is being undertaken.

### Sheet 4

Use this form to record fire drills, identify any problem areas and consider how improvements can be made.

### Sheet 5

Record all inspections by:  
The homes staff on their regular checks.  
Safety representatives during audits

### Sheet 6

List all your fire fighting equipment and the location.

### Sheet 7

This form should be used by home staff on their regular checks and for contractors when carrying out maintenance and inspection visits.

### Sheet 8

Record details of the home fire alarm system and call points.

### Sheet 9

This form should be signed by anyone checking the fire alarm system. This could be home staff, Fire Brigade or contractors. It could also be an officer from Registration or Health & Safety. Anyone testing the fire alarm should complete the record on Sheet 9.

### Sheet 10

Anyone checking or repairing emergency lighting should sign this form. This could be home staff on their regular checks or contractors carrying out testing or maintenance

## ADDITIONAL INFORMATION CONCERNING MAINTENANCE OF FIRE EQUIPMENT

In the first instance all problem regarding any fire equipment should be referred to the appropriate Liaison Officer, who in turn will contact the relevant housing association responsible for the home.

### Out of hours response for Emergencies

Emergency out of hours response is available from the relevant housing association:

**Signpost**  
Out of hours 01258 484 886

**Knightstone Housing**  
Out of hours 01225 310335

### *Liaison Officers cover the following homes:*

Charlotte Keith	Jill Robbins	Deborah Strange
<i>193 St Andrews Road</i>	<i>Elsadene</i>	<i>3 Prince of Wales Road</i>
<i>32 St Andrews Road</i>	<i>The Coach House</i>	<i>Encombe</i>
<i>46 West Allington</i>	<i>Foresters</i>	<i>Sandhills</i>
<i>32 Knightstone Rise</i>	<i>Beechcroft</i>	<i>Rawleigh</i>
	<i>196 Abbotsbury Road</i>	<i>Sunnyview</i>
	<i>Fairfield House</i>	<i>109 &amp; 111 Coldharbour</i>
	<i>Casterbridge House</i>	
	<i>Flat 7 Knightstone View</i>	
	<i>Holly Bank</i>	
	<i>5 Dick O' the Banks Road</i>	

### Out of hours support is also available from:

<b>Gillian Northcote</b>	Home <b>01305 813910</b>	Mobile <b>07751 401781</b>
<b>Sean Gray</b>	Home <b>01305 262499</b>	Mobile <b>07784 999046</b>

### REFERENCES

The Regulatory Reform Fire Safety Order 2006 HSE

<b>JULY 2000</b> Amended
<b>DECEMBER 2000</b> Amended
<b>OCTOBER 2001</b> Amended
<b>May 2003</b> Amended
<b>July 2007</b>



## Fire Guidelines

The fire policy and the following guidelines have taken into account the obligations under the fire reform safety order and the subsequent Government guide; **Fire safety in residential care premises**.

In the event of the fire alarm sounding

Staff should identify the zone highlighted on the fire alarm board, enabling them to move every one from the identified zone.

Due to the vulnerability of our service users when fire is suspected progressive horizontal evacuation to a place of Comparative safety will always be used in the first instance.

Leave an ultimate escape route away from the fire

Keep at least 1 or 2 fire doors between all persons and the fire

The proposed escape route must be suitable for disabled service users

Each home must have the means to safely evacuate all persons within the home in the appropriate time needed

Each home must have the ability to summon extra staff in an emergency

Each home must have identified in their Fire Plan another DRH home as a place of temporary refuge, should the need arise

Phased evacuation may be needed for some Identified service users, according to local evacuation plans.

Taken from means of escape

**Hazards identified in the fire risk assessment should be recorded on the building plan, to assist the fire brigade in identifying high risk areas.**

This strategy is likely to be necessary where the service users are dependent on staff to assist with their escape. It works on the principle of moving the service user from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety