

Fire Safety

Why the Fire Safety Policy is important

To ensure arrangements are implemented to enable fire safety risks at Milewood premises to be assessed, and to identify adequate physical and procedural controls, including staff training, which must be put in place.

To ensure that a review of fire safety standards will be undertaken prior to or upon acquisition, in order to establish necessary remedial actions for premises which are to be acquired.

Ensures that all premises which are work places will be provided with a Fire Risk Assessment, updated regularly and repeated as necessary in line with UK fire safety legislation.

Who is the policy for?

This policy applies to all Milewood Staff, the people we support and visitors

Policy

It is Milewood policy to ensure that fire safety risks at all its premises are assessed and that adequate physical and procedural controls, including staff training, are in place. Where necessary remedial measures are identified and these will be prioritised to enable appropriate action to be undertaken. For premises which are to be acquired or possibly to be acquired, a review of fire safety standards will be undertaken prior to or upon acquisition in order to establish any necessary measures to be taken.

Milewood operates a range of premises which are residential. Fire safety in such premises is a key concern due to the vulnerable nature of the individuals being supported, the challenge of evacuating individuals with disabilities, and the fact that many of the premises were constructed at a time when building regulations requirements for means of escape were not in force. Many of the buildings involved, were not subject to fire certification under previous legislation and some buildings are listed, which therefore places restrictions on alterations that can be made.



A key aspect of ensuring the safety of colleagues, the people we support and visitors in the event of fire are the physical precautions to restrict the spread of fire, combined with the alarm and detection systems, which ensure that a fire is rapidly detected.

Registered Managers and Service Managers have a legal responsibility to implement and maintain the fire safety measures identified by the fire risk assessment to the people we support, colleagues and visitors safe.

Procedure

At Milewood, the following applies;

The Head of Estates is delegated the responsibility by the CEO to ensure there is a program of fire safety risk assessments which review fire risks, fire procedures and physical fire precautions at all Milewood premises, and the periodic review of such assessments. For premises which are to be acquired or possibly to be acquired, a review of fire safety standards will be undertaken prior to or following acquisition (where access cannot be achieved) in order to establish any necessary improvements.

The program of fire risk assessments is undertaken by an appointed specialist, competent external provider (hereafter referred to as the external fire risk assessor) appointed by Milewood.

Registered Managers and Service Managers ('Responsible Managers') are responsible for ensuring that actions arising from these assessments are effectively implemented and maintained in accordance with this policy. The responsibility for correcting deficiencies lies with the Responsible Manager on site using either the onsite staff, contacting the repairs helpdesk to report minor faults/repairs required or by contacting Central Estates for advice and assistance when required. Additionally, Responsible Managers should ensure that local fire risks associated with the care of particular individuals and any particular requirements for evacuation, are included in local risk assessments and care plans, including a personal fire risk assessment. They are also responsible for ensuring that the Head of Estates is alerted to any local change of circumstances that would require a review of the overall fire risk assessment or a fresh fire risk assessment. Responsible Managers should also add any outstanding risks to the site risk register where necessary. Relevant persons including colleagues must be made aware of the contents of the fire risk assessment.

Responsible Managers are responsible for correcting deficiencies in the management of fire risks (local maintenance checks, training, PEEPs, etc.) at the location for which they are responsible.

Regional Operations Managers will audit sites to ascertain accordance with aspects of the Fire Safety Policy. The outcomes of these audits will be reported through the relevant Quality and Safety meetings.



The Central Estates Team is responsible for arranging a fire risk assessment when a site is acquired, newly constructed and following any refurbishment that results in changes to the layout, or use of the building. They are responsible for ensuring that sites have the appropriate planned preventative and reactive maintenance for fire safety equipment available at the appropriate intervals via the repairs desk

The Central Estates Team are responsible for advising sites, or obtaining advice from the external fire risk assessor, on matters of fire safety and where fire safety issues are identified during routine H&S audits and inspections, reporting the findings to the relevant persons. Additionally, the team is responsible for organising the rolling programme of formal fire risk assessments at all Milewood sites. These cases will be identified by the Central Estates Team and/or Regional Operations Managers.

The Milewood People and Culture team are responsible for providing training for 'Fire Safety' and 'Emergency Procedures Awareness' for all colleagues and for ensuring that 'Fire Marshal' training is available and that providers are sufficiently competent to carry out this training at site level.

The Fire Marshals are responsible for taking a lead role during a fire drill or evacuation to ensure the safety of other colleagues, visitors and the people we support. Details of Fire Marshal requirements and training are covered in the Fire Safety Training section in this policy.

Others – Where there are joint responsibilities between the Landlord and Tenants the responsibility for correcting any deficiencies in physical precautions (repair, replace fire doors, automatic closers, etc.) is dependent on the lease. Where the landlord holds this responsibility then arrangements must be made through the landlord. Where the leaseholder holds the responsibility then arrangements must be made through the repairs helpdesk in the first instance. All have a legal responsibility to liaise to ensure there are adequate fire safety measures.

All colleagues are responsible for undertaking training at the appropriate intervals and reporting any deficiencies or concerns regarding fire safety they identify to their Line Manager. All colleagues have a legal responsibility to consider their own and others fire safety. Colleagues that are shown to compromise fire safety in Milewood premises may be subject to disciplinary action.

Fire Risk assessment

Milewood has in place a rolling program of Fire Risk Assessments (FRA) which are reviewed on an annual basis, and where the review determines, a full and new FRA may be required.

The Fire Risk Assessment will be arranged by the Central Estates Team, using approved Contractors. While the site awaits a new Fire Risk Assessment – the site manager must continue to complete a constant review of the Fire Risk Assessment to ensure any changes in fire safety are assessed.

In certain cases there may be more frequent and 'as and when required' assessments for example:

- (a) There are concerns about a site's fire safety arrangements.
- (b) A fire or 'near miss' occurs.
- (c) Any alteration, extension or demolition of any part of the structure of the building in which case the Central estates team should be contacted at the planning stage to arrange an initial review of the fire risk assessment.
- (d) Any change in the use of any part of the building.
- (e) In the event of changes in the group that is being supported in the premises

These cases will be identified by the Regional Operations Managers or following communication with the site, and in liaison with the Head of Estates

Where refurbishments are planned, or changes to the site are to be undertaken in the near future, the Fire Risk Assessment may be deliberately delayed until the planned works have been completed. Where the fire risk assessment is delayed, it may be for a period of up to 12 months. This ensures a sensible and reasonable approach to the management of the Fire Risk Assessment process. There may also be a need for additional input and advice sought from the external fire risk assessor prior to, during and following refurbishments to ensure all buildings are suitable and safe for colleagues and the people we support. The need for this will be identified by Central Estates, supported by the Regional Operations manager

A Fire Risk Assessment may also be arranged as part of the due diligence process where another provider is being considered for acquisition. The assessment will be arranged by the Head of Estates

Fire Risk Assessments are completed in line with the Regulatory Reform (Fire Safety) Order 2005 and are primarily in relation to the life safety of all relevant persons on the premises.

The Fire Risk Assessment documentation will also include consideration of the following key areas as appropriate to the particular facility:

- (a) Fire procedure in place
- (b) The identification of fire risks (high, medium and low) on the premises
- (c) The suitability of fire-fighting equipment and fire detection in place for the premises
- (d) The structure and layout of the premises in terms of evacuation and safety of persons affected, and the provision of fire separation, fire doors, fire exits, fire signage, alarms, fire extinguishers, fire detection systems and emergency lighting
- (e) The adequacy of escape routes and travel distances, including door releases and openings



- (f) Particular considerations relating to the evacuation of vulnerable people
- (g) The provision and location of fire exit signage and emergency lighting
- (h) Documentation of 'significant findings' along with specific requirements and guidance to provide additional fire protection/precautions, where necessary, in line with relevant fire safety legislation and Milewood policy
- (i) The provision of a fire risk assessment report, to be kept on the premises.

The fire risk assessment report is produced and is shared with the relevant Regional Operations Manager and the Service/Registered Manager in order to ensure that adequate fire precautions are implemented with an appropriate priority. A central list of necessary fire safety improvements requiring capital expenditure and an associated implementation plan is maintained. A central database of fire risk assessments is maintained by the Central Estates Team. There is a shared responsibility for implementing any required improvements (as listed on the fire risk assessment) within a reasonable timescale. This responsibility for implementing the improvements is shared between the Regional Operations Managers and the Estates Team.

All actions identified by the fire risk assessments must be completed within the identified timescales and be signed and dated on completion by the Responsible Manager to show they have been completed. If a concern is raised regarding the standard of the work, then this should be raised with the Central Estates Team for review and if necessary escalation to a satisfactory conclusion

Working in private accommodation: Where colleagues conduct their work for short periods in the domestic dwelling of the person we are supporting, there is a requirement for the colleague to carry out a dynamic risk assessment and consider the following:

- (a) Means of escape – can you or others leave the premises within 18 metres in a single direction of escape and exit to fresh air without using a key?
- (b) Is the exit route clear and not cluttered with combustibles?
- (c) Is there a smoke alarm on each floor hallway?
- (d) If the occupier of the premises is unable to leave without assistance this should be reported and documented by the Responsible Manager.

Consideration should be given to contacting the relevant Regional Operations Manager, the external fire risk assessor and local Fire Authority personnel where necessary.

Individual Fire Risk Assessment: It may be necessary to complete a personal Fire Risk Assessment for individuals we are supporting following fire related incidents e.g. smoking in rooms/within the buildings or accidental/deliberate fire setting. This should be stored in the

Individual being supported's Care Plan and the contents shared with colleagues (via Nourish). A Register of Individual Fire Risk Assessments should be maintained stored with the site Fire Risk Assessment.

FIRE SAFETY TRAINING

Fire safety training standards are a mandatory requirement, in the same way as all other fire precaution requirements.

The overall standard of fire safety training within Milewood is based on a three part approach as follows:

First Day Induction Fire Safety Briefing - This must be delivered locally on the first day of employment by the Service/Registered Manager or Fire Marshall and is applicable to all colleagues.

The objectives of the induction programme are to provide essential information on fire prevention measures and action in the event of fire at the particular premises.

Details that should be incorporated into the fire safety induction are:

- (a) Signing in/out procedure
- (b) Action in the event of fire
- (c) The sound of the alarm, how to raise the alarm and the location of alarm call points
- (d) Any specific arrangements regarding the evacuation procedure
- (e) The location of escape routes and assembly points and the importance of reporting to the assembly point
- (f) The operation of exit devices
- (g) Smoking restrictions
- (h) The importance of good housekeeping and avoiding the accumulation of rubbish
- (i) The importance of fire doors being kept shut where applicable
- (j) Use of fire extinguishers (not to be used unless trained or necessary in the event of making an emergency escape)
- (k) The identity of employees who are nominated to carry out roles in connection with fire safety (e.g. fire marshals)
- (l) How the Fire Service is called (is there an internal phone system in place)
- (m) The presence and location of any hazardous substances on the site and essential safety rules if relevant.

All fire safety inductions should be carried out on the first day and recorded accordingly. It is expected that this training is delivered by a responsible member of staff, such as a Fire Marshal, or the Service/Registered Manager and would entail walking around the premises to locate the various areas and equipment referred to.

Relevant fire information also needs to be provided for the people we support when present within, or residing at any of our premises. This may be provided in written form or through briefings, as appropriate. The depth of the information provided to the people we support would be determined by their capabilities and specific care considerations.

For residential premises with ambulant people being supported, this should also include periodic practice evacuation drills.

For residential premises with non-ambulant people being supported, those who lack capacity and those who require assistance a Personal Emergency Evacuation Plan (PEEP) will be required for each individual who requires assistance during emergency evacuations. The PEEPs must be kept in the site's grab bag and with the individual's care plan, and all staff should be aware of the requirements contained within the PEEP

Fire Safety Induction - In addition to the formal process of training set out later in this section, the induction process should incorporate essential emergency procedures for all employees, temporary/bank staff, contractors, and consultants. This should be provided on the first day of work at the location.

Redcrier module - 'Fire Awareness' must be completed by all permanent members of staff, within one month from their start date. The Fire Awareness module must then be refreshed annually by all colleagues at all sites.

The purpose of the training is to encourage a safety culture whereby all colleagues are aware of fire prevention measures.

Milewood eLearning packages are designed to:

- (a) Raise employees' awareness of emergency situations and fire safety issues which could arise whilst at work
- (b) Explain the individual's responsibilities for action in an emergency situation
- (c) Provide information about how employees access local emergency procedures
- (d) Provide general fire safety training and knowledge in support of the induction briefing.

Training for those with specific responsibilities - Training should be provided for those with specific fire safety responsibilities including the following:

Operation, interrogation and resetting of fire alarm panels: This training should normally be provided by the servicing or installation company, or the Fire Risk Assessor and sufficient



personnel should be trained to enable cover to be provided at all times. For simple systems, cascade training may be appropriate. In particular, the training should include how to locate from the panel the source of the fire, how to detect normal and fault conditions and how to respond.

Personnel responsible for calling the Fire Service: Such training can be locally provided and should include when and how the Fire Service should be called, the information to be provided and the importance of having the address repeated back. A standard sign can be displayed at reception giving appropriate details.

Colleagues using specialised evacuation equipment: Colleagues should be familiar and practised with any evacuation equipment used at the site, such as albac mats and ski sheets This can be completed locally during manual handling training sessions and practice fire drills.

Some equipment may need external training such as evacuation chairs used for moving people down flights of stairs (refer to manufacturers guidelines). Records of any external training should be kept.

Regular familiarisation and use of all evacuation equipment is necessary for all colleagues expected to be involved with the evacuation of people being supported. This can be documented locally.

Fire Marshal Training - This is a more detailed level of training usually provided by an external, competent, specialist and is intended for colleagues who are appointed as Fire Marshals. It is also intended for colleagues in circumstances where a higher level of training is needed, for example, where the number of colleagues is small in relation to the number of persons on the premises requiring assistance during an emergency, or where there are large numbers of persons requiring assistance to evacuate. Fire Marshal training must be provided using a centrally agreed external, competent, provider unless otherwise agreed by the Regional Operations Manager in conjunction with the Head of Estates

Suitable and sufficient numbers of colleagues should be trained to Fire Marshal standard, enabling the premises to ensure there are Fire Marshals on all shifts, including nights, weekends and to cover holidays and sickness. For smaller, non-residential premises or office premises there should be sufficient marshals to ensure there is, for the majority of the time, at least one per floor (more than one if the floor area exceeds 500m²) with additional colleagues to provide holiday/sickness cover.

Training for Fire Marshals incorporates all aspects of the training above and also includes, as relevant to the premises, the following:

- (a) Details of the fire safety strategy for the premises and an overview of legal requirements and Milewood policies
- (b) Awareness of human behaviour in the event of fire



- (c) Procedures for inspecting the premises and checking particular areas to ensure everyone has left, including how to search safely and recognise areas that are unsafe to enter
- (d) The role of colleagues in evacuating non-employees from the premises, including, as appropriate, progressive horizontal evacuation and vertical evacuation of people we are supporting or assisting/directing people we are supporting, and visitors. This will be specific to the location and must include how the evacuation should be carried out, including practice in any required lifting techniques or use of relevant equipment
- (e) The responsibilities and role of fire marshals and others with specific duties in the event of an emergency
- (f) Appropriate information about the fire detection systems and fire-fighting equipment provided in the premises, along with information on risks associated with practices and processes on the premises
- (g) The importance of isolating machines and/or power supplies in the event of fire
- (h) When and how to use fire extinguishers, where appliances are located, which appliance to use and how it should be operated and used. This training must include practical demonstration as a minimum, and, so far as is practicable, practice in the use of extinguishers on a demonstration fire.

Training should take place as near as possible to the appointment to the role of Fire Marshal and it is recommended that refresher training is provided at least every three years. Training must take place within paid working hours and refresher training may be required more frequently if, for example, there are significant changes to the premises or activities or if incidents or drills demonstrate that it is required.

Training Records - Records of training must be correctly logged in Redcrier for site compliance and include:

- (a) The date of the instruction
- (b) Names of people receiving training
- (c) Nature of the training including content.

Training records should be accessible and a copy kept in the Fire log book

LOCAL FIRE PROCEDURES

The safest evacuation is a 'simultaneous evacuation', meaning that everyone (colleagues and the people we support) will leave the building on hearing the alarm to an external place of safety, identified previously by the service as their dedicated 'assembly point'.



In some services, where there are people using wheel chairs, or are permanently in bed, the local procedures may include 'progressive horizontal evacuation' plans where premises are designed to operate in this way (This must be discussed with the Central Estates team to ascertain that the building will support a progressive evacuation) and where it is appropriate. The evacuation of colleagues, people we are supporting and visitors is into the next protected area away from the fire which provides a safe zone, with a minimum of two fire doors between the fire and those waiting, and where onward escape can be made. Local emergency plans must also consider progressing to vertical evacuation to a place of safety (outdoors), in the event that a fire or smoke is spreading through the building.

- (a) Local Fire Procedures should not include planning for the fire service to evacuate the people we support. Their role is primarily to fight the fire and rescue anybody trapped in the fire area
- (b) Disaster and recovery plans should consider what other facilities are available to accommodate people we are supporting in the event of a major incident and how communication is maintained with the facilities
- (c) Consideration should be given to how the people we support's notes and information are transferred (and in some cases how controlled drug procedures would apply to individuals in alternative facilities)
- (d) Colleagues should simulate evacuation of the people we are supporting with both horizontal and vertical evacuations (i.e. next compartment, or floor to floor) training. Where this is not appropriate a recorded desktop exercise must be carried out (see Fire Evacuation Drill section below)
- (e) Arrangements should be in place to contact colleagues out of hours should they be needed in an emergency.

In addition, Local Fire Procedures should include as a minimum:

- (a) The people we support
- (b) Disabled persons (reference to PEEP's)
- (c) Type of building
- (d) Calling the Fire Service
- (e) Individual responsibilities
- (f) Specific responsibilities
- (g) Alarm activation
- (h) Evacuation routes (including preferred routes)
- (i) Assembly points



- (j) Fighting the fire (where it is safe to do so)
- (k) Fire detection
- (l) Liaising with the Fire Service.

PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

A PEEP must be completed for any individual or colleague who will require any form of assistance to evacuate the building during an emergency. The assistance may be verbal reassurance, through to physical lifting and moving the person. The PEEPs should be kept within the individual's records and all colleagues made aware of the information noted. Regular reviews of all PEEPs should be undertaken in accordance with locally agreed procedures, and any changes also noted on the PEEPs

The PEEP must be completed by a competent person with sufficient knowledge of the person being assessed and include the most appropriate method to evacuate the person, the number of colleagues this will require, and any specific equipment required (e.g. ski sheet, wheelchair). It should also consider their location within the building, and any medical conditions that may affect their evacuation, such as the presence of oxygen, or medication that may make them difficult to rouse or communicate with. Where able, the individual should be involved with the preparation of the PEEP document including a signature from them or their advocate.

Using hoists to evacuate people will delay the evacuation process and therefore would not be used in a life-threatening situation. Use of moving and handling equipment such as hoists should not be included in the PEEP document.

Leaving People in Rooms – there are no services within the organisation that are able to operate a 'stay put' policy, due to the installation of a sprinkler system or other additional enhanced fire safety measures, and even then, plans must be in place to move people from the immediate fire area. Therefore, ALL services must plan how every individual will be assisted to exit the building in the event of a fire situation. This may include physical intervention to ensure the safety of those involved and where this is necessary, it is especially important to involve the individual and/or their advocate in the preparation of the PEEP.

PEEP's must be completed for any individual requiring 'enhanced management' during a fire incident

Grab Bag – The Fire Risk Assessment may recommend that a 'Grab Bag' is available for use. The purpose of the bag is to provide essential information that could assist colleagues and/or the fire

service during a fire. The bag should be held near to a commonly used exit such as the front door so colleagues can take it during an evacuation. The bag may contain a number of items such as:

- (a) Laminated floor plans
- (b) Abbreviated PEEPs
- (c) Location of known hazards (oxygen, flammable gasses, cleaning chemicals)
- (d) Torch
- (e) Key contact details
- (f) Survival blankets.

The Service/Registered manager must ensure the grab bag is maintained and colleagues are aware of its contents.

FIRE EVACUATION DRILLS

As appropriate to the premises involved, fire evacuation drills must be held at least every six months. For premises where all occupants can be easily evacuated without danger, a total evacuation must take place. Where this is not possible staff training on the simulated evacuation of the premises and individuals should take place which may involve colleagues replicating ‘the people we support’ in order to practice the evacuation procedure fully.

Fire evacuation drills in premises with more than one exit must be undertaken on the basis that one of the alternative escape routes is blocked.

It is not acceptable to complete fire drills without undertaking an evacuation of the site, or a ‘compartment’ of the building if a staged evacuation procedure is in place.

Fire evacuation drills should be completed at different times of the day and evening to ensure both day and night colleagues undertake at least two drills per year, this may result in more drills as a minimum per year. All Fire Drills and Evacuations must be recorded on **Form 06** Fire Drill Record which will include details of who was present, an overview of the effectiveness of the drill and any actions to address shortcomings noted. Any actions noted as necessary should be signed off by the Responsible Person and completed within a reasonable timescale. It is also recommended that sites keep a register of those who have attended drills to provide to regulatory bodies.

Where an evacuation drill takes place and is deemed unsuccessful then further evacuation drills must take place, within a reasonable time, to ensure that a smooth evacuation can be undertaken in the event of an emergency.

Desk top exercises; when site completes a desk top exercise this does not count as one of the required fire drills per year, but does assist colleagues to understand their role and the requirements during a drill, and therefore is a useful tool to improve the procedure

Sites will need to maintain local documentation to ensure colleagues have attended the required number of fire drills in line with individual regulatory requirements, and are responsible for increasing the number of fire drills if requested to by an individual regulator, or there is a concern regarding the effectiveness of staff during a drill

Where there are multiple buildings with different colleague groups it may be necessary to increase the number of planned drills to ensure all colleagues have taken part in two per year.

When 'out of hours' fire drills are undertaken this should replicate the number of staff who would actually be available at the time. Often overnight staffing levels drop, and this should be tested, usually late evening or early morning to ensure the staff available can carry out a suitable evacuation within a reasonable time. Where it is identified that the evacuation is lengthy or staffing levels cannot support the evacuation, this must be discussed with the operational management team and Central Estates

FIRE ALARM SYSTEMS

All Milewood sites are fitted with a fire alarm and detection system to BS5839-1 or in smaller premises with alarms to BS5839-6. The type of system is dependent on the findings of the fire risk assessment which takes into account the size of the premises, what it is used for, the people using the building and the relevant Government guidance. All fire alarm systems should meet the standards set out in BS5839-1 or BS5839-6, however there may be variations approved by the fire safety advisors. The audibility of fire alarm systems should be carefully considered to ensure it is appropriate to the type of premises. Where horizontal evacuation takes place or where the sound of an alarm may agitate the people we are supporting, it would be acceptable to have levels reduced to 45db in colleagues controlled areas and 75db in colleagues sleeping rooms. Fire Alarm systems are serviced at least twice annually by contractors sourced by the repairs helpdesk. Records from these external checks must be kept in the Fire log book

Alarm Response Centre (ARC). An Alarm Response Centre (ARC) is a monitoring station, staffed by people 24 hours a day, 365 days a year. Once a fire alarm activation signal is sent to a monitoring centre, the monitoring team ensure that the Fire Services are contacted to raise the alarm. Some ARC's will attempt to contact a site prior to calling the emergency services to reduce the number of unnecessary callouts however, if they do not receive a response from site they will contact the emergency services. It is recommended by fire officers even for those sites that are connected to an ARC, that they do not rely entirely on the ARC for contacting the emergency services and they should continue to call 999 as and when a fire alarm is activated.

Sites must ensure that they contact the ARC provider prior to commencing any Fire Evacuation Drill to avoid unnecessary calls to the emergency services.

If a Fire Risk Assessment recommends the connection to an ARC or a Report is received from a Local Fire Authority Safety Officer recommending connection to an ARC the request should be forwarded to the Central Estates team, who should also be copied with the Report to enable a formal Action Plan to be raised and monitored.

FIRE SAFETY MEASURES

Fire Doors - A Site Door Register, using H&S **Form 2** must be compiled recording every door that is part of the fabric of the building, including fire doors and standard doors.

Fire doors are an integral part of fire safety management, providing protection for people we are supporting and colleagues in the event of a fire incident. Fire doors must be inspected thoroughly every three months, using **Form 05** Fire Door Checks to ensure they fit suitably with no gaps or warping preventing them fully closing into the door frame. Daily use of fire doors, along with weekly alarm tests should identify any problems in between quarterly checks, which should be addressed when identified either at site level or through specialist contractors.

Emergency Lighting - All Milewood premises must be provided with emergency lighting in accordance with BS 5266-1. The emergency lighting must be tested monthly using **Form** and subject to a discharge test on an annual cycle. The annual discharge test is carried out by contractors arranged through the repairs helpdesk.

Door Holders - Door holders will only be provided on fire doors if they are linked to, or designed to release on operation of the fire alarm system and, in relation to corridor doors, smoke detection is provided both in the corridor itself and adjacent rooms. In addition, where door holders are provided in premises with sleeping accommodation, the doors must be closed at night. Premises fitted with sprinklers in England may be used as a compensatory feature to allow certain fire doors not to be self-closing.

Where self-closing fire doors are provided on individual's rooms, they must be kept closed at night unless the premises is provided with sprinkler protection (in England) and the situation has been risk assessed by the fire safety advisors. It is unacceptable for any form of wedging or sound deadening arrangement to be used which prevents the door from closing fully.

Call Points - Call points must be adequately signed to alert people to their location and not be covered up with furniture or curtains.

Where call points are key operated to prevent tampering all staff on duty must be issued with keys.

SPECIALISED EVACUATION EQUIPMENT

Sites where colleagues or the people we support have mobility issues must have suitable equipment available to aid with their evacuation.



In care homes in particular it is advised that ski sheets are provided on the beds of individuals that require assistance with mobility. Ski sheets are designed to be fitted under the mattress (specialised ski sheets can be obtained for under air mattresses) and when needed the individual can then be strapped to the mattress and carried or dragged by two or more colleagues to a place of safety. The mattress adds protection to the person being carried. Ski sheets can aid with a full evacuation and do not need to be removed to use on the next resident. Each individual should have their own ski sheet fitted to the bed where the requirement for ski sheet has been identified in their PEEP. Ski sheets can be laundered for infection control purposes.

Other equipment is available and advice should be sought when deciding which equipment is most suited to your establishment.

Colleagues should be familiar and practised with any evacuation equipment used at the site. Some equipment may need external training such as evacuation chairs used for moving people down flights of stairs.

THE FIRE SAFETY LOG BOOK

A Fire Safety Log book must be maintained by every site with all the appropriate contents in a suitable place so that it can be easily collected in an evacuation. The Fire Safety Log Book will contain all the necessary information required by the Fire and Rescue Services. This folder must be kept up to date at all times.

The log book also contains all “in house” maintenance checks required to be carried out at service level and must be followed in order to remain compliant with legislation.

LOCAL MAINTENANCE FIRE CHECKS BY A SUITABLE DELEGATED PERSON

The most senior person on duty is responsible for delegating these tasks to a suitable member of staff.

Daily Checks – Form 1 a general walk round to check the following:

- (a) The fire alarm panel is showing no faults
- (b) All corridors are clear and free from items that would hinder an evacuation
- (c) All designated fire doors are closed and can close if required to do so
- (d) Bin areas are secure or bins are kept locked with no build-up of debris
- (e) Combustible materials are correctly stored
- (f) Fire extinguishers are correctly located and have not been tampered with
- (g) Call points and fire extinguishers are in view and have not been covered unless agreed they can be hidden for safety reasons such as to prevent tampering.
- (h) Fire signage is in full view throughout the building



- (i) All final exits are clear (both inside and outside) and ready for use
- (j) Sufficient access is available for the emergency services should they be required
- (k) Any new colleagues have been inducted into the local fire procedures.

Weekly Checks – as per daily checks and the completion of the appropriate form:

- (a) Fire Alarm System Check **Form 2** – the fire alarm must be sounded from a different call point every week (a list of call points which is numbered must be completed using H&S Form: 58D). The call points must be operated in number order ensuring that all call points are checked at least once every cycle (a cycle is from call point 1 in number order to the last call point listed). On sounding the alarm, the tester will walk back from the call point position to the fire alarm panel, checking that the alarm is sounding in the areas walked. Once checked, the fire alarm can be deactivated. The alarm check should where possible, be carried out at the same time and day every week.
- (b) Fire Door Release Check **Form 2** – this is to be done at the same time as the alarm check. On 'walking' the building all fire doors and final exits with automatic releases or Dorguards must be checked for operation. Any door failing to release (secure doors) must be recorded and reported to Repairs desk to be repaired

Monthly Checks

Fire Extinguisher Visual Check **Form 3**- The fire extinguishers must be checked for tampering (tamper tag intact) and they are located in the correct place on either a wall bracket or suitable floor stand. Those extinguishers with gauges should be checked to see that the needle is in the green. Any extinguishers that are identified as faulty must be recorded and reported to the repairs helpdesk

Monthly Emergency Lighting Check **Form 4** – Each month the emergency lighting must be checked for operation. This involves checking the LED on the light (a red or green illuminated light within the fitting) to see that it is lit. In addition, isolate the test switch (this needs a 2 pronged key to operate) or where these are not fitted the appropriate breaker can be switched to the off position. The LED will extinguish and the emergency lighting will remain lit/switched on if operating correctly. Any faults must be reported to the repairs helpdesk

Quarterly Check - Quarterly Fire Door Check **Form 5** - All fire doors are to be checked each quarter for defects (as listed on the form) and any not meeting standards must be reported to the repairs helpdesk

'As Required' Check

(a) Portable Appliance Testing (PAT) Visual Check (Maintenance Log Book) **Form** – All electrical equipment brought onto Milewood premises must be Portable Appliance Tested (PAT) before use. The test is a visual check and the form gives practical guidance on what to look for. Any items that do not pass the visual check must not be used on the premises. The owner must be notified (preferably in writing) of any equipment that has failed the test in order to arrange for its removal from the premises. All items must be tested within a reasonable time of arrival in the building (24 hours excepting weekend arrivals). It is the responsibility of colleagues dealing with the person being supported, or colleagues themselves who have brought electrical equipment to site, to make sure that items are brought to the attention of the relevant person for testing prior to use.

(b) Formal Portable Appliance Testing (PAT)/ Electrical Safety Testing is carried out annually by a competent contractor, ensuring all electrical items tested carry a sticker denoting the date of the test, the date of the next test due, and the identification of the PAT tester. Records of formal PAT testing should be kept in the Fire log book along with the Visual Checks.

Lint Removal

Before using any dryer the lint filter should be cleared of debris and the filter reinserted. The cleaning of the filter should be documented on **Form 08**

The fire safety log book has sections for any work sheets or reports that have been produced by maintenance contractors or suppliers. These sheets should be kept in the log book as part of the ongoing history of the building

FABRICS AND FIRE SAFETY

Milewood will endeavour to furnish sites with fabric materials such as curtains and bedding which are designated as fire-retardant i.e. those which have been topically treated with chemicals and which accord with British Standards such as BS5852 and BS5867. Milewood understands however that the flame retardancy of the fabric will dissipate over time, particularly with repeated cleaning.

Milewood also acknowledges that the people we support can exercise choice in their lives and in many cases have a right to furnish their rooms in fabric materials of their own choosing.

Where soft furnishings are purchased by individuals, well known shops and suitable online sources must be used to ensure these are sold with a suitable level of fire retardant protection. Soft furnishings should not be purchased from unknown suppliers or second hand. Labels from externally purchased items should be maintained to evidence the standard of fire retardancy.

USE OF PLUG IN AIR FRESHENERS

Plug in air fresheners are not to be used in Milewood premises due to their inherent fire risk. Air fresheners that are battery operated should be purchased as an alternative.

ARSON

Arson is a particularly pernicious crime, which impacts on both individual victims and on society as a whole. It is now the largest single cause of major fires in the U.K. At its worse arson leads to loss of life and significant financial damage. Even minor arson, where it is persistent and pervasive, sets a strongly detrimental tone to deprived communities and contributes to social exclusion. In healthcare premises, not only can it affect the morale of colleagues but can seriously affect the company's ability to deliver a service to its patients.

Milewood acknowledges that there is an inherent risk of an arson attack against any of its premises. Whilst it may not be possible to eliminate the risk of an arson attack completely, we aim to adopt a proactive approach to minimise the opportunities and consequences of any actual attacks.

Risk Assessment

It is recognised that there will be common elements of all premises in relation to the risk of an arson attack. However, each premises also offers unique opportunity and risk due to siting, structure and the general accessibility. Accordingly, the FRA will identify issues regarding:

- Who is likely to light a fire?
- How would access be gained?
- What would be the ignition and fuel sources?
- Where would the person most likely start a fire?
- When would the person most likely start a fire

Control Measures

Colleague Awareness and Vigilance

All colleagues have a responsibility in helping to prevent arson. It is therefore essential for colleagues to be vigilant in noticing and reporting unauthorised persons in any areas of the building.



Colleagues should be prepared to approach people within the building who appear in unauthorised or unexpected areas or who appear to need assistance in finding the location they seek. If colleagues meet with resistance from people requested to leave an area or building they should seek an appropriate level of assistance from a senior member of staff or management.

In respect of a person/group of people who appear to be behaving in a suspicious manner within the vicinity, appropriate assistance should be sought, and if necessary the police should be informed.

Care Plans

Where an individual is known to have a history of arson, this should be documented in their care plan and any control measures that are required, determined by the individual's risk assessment recorded for any person supporting the individual to be aware. The control measures should be reviewed regularly to ensure they remain effective and appropriate.

Security of Premises

Colleagues must ensure that security arrangements introduced by us are implemented.

- Faults affecting the security of buildings should be reported via the appropriate channels immediately.
- Where doors are routinely locked when rooms are not in use, the keys should be securely locked away
- Security of alarm and door codes is maintained, and not given out to unauthorized persons
- Material that could provide a source of fuel is not visible from outside the building
- Premises are thoroughly checked at night for unwanted visitors
- The building is appropriately secured, all windows closed and locked and relevant alarms set

Good Housekeeping

Colleagues should ensure that rubbish does not accumulate in offices, corridors or other inappropriate areas. Waste bins should be emptied regularly and bin stores kept securely locked when not in use.

Combustible material should be stored in designated places only – not in plant rooms, corridors or lobbies. All employees should report instances where combustible materials are found in vulnerable places so that it can be removed to a safe place.

Arson Incidents

If an arson attack occurs, the resulting fire will be handled in accordance with our Fire Safety Policy and local Fire Procedure.



It should be remembered that any site where a fire has occurred should be secured after the event to ensure preservation of possible forensic evidence, particularly if there is suspicion or knowledge that the fire was caused as an act of arson.

All incidents of arson or suspected arson will be investigated to ensure the opportunities of a re-occurrence are minimised and criminal proceedings, where relevant, are instigated.

Feedback from investigations, and measures undertaken reduce a re-occurrence, will be communicated to relevant colleagues.

Smoking (including vaping)

Smoking of vaping is not permitted within Milewood premises, but may be permitted on Milewood land, providing an appropriate risk assessment is in place, with the required control measures completed.

In the case of the people we support, their care plan should demonstrate the arrangements that need to be in place to support the individual that wishes to smoke or vape, which should be strictly monitored.

Should smoking be permitted on site by the Registered manager or the Service Manager, smoking disposal facilities must be provided, and managed. These facilities must be regularly monitored for cleanliness.

Persons found smoking in unauthorised areas should be identified, and appropriate arrangements put in place to manage the activity. In the case of staff, failing to abide by the procedures in place may result in disciplinary action.

Records

All records must be kept in line with legal requirements, the [Data Protection Policy](#) and the [Confidentiality & Disclosure of Information Policy](#).

How we will let you know about the policy and put it into practice

All staff, during induction, are made aware of the organisation's policies and procedures, all of which are used for training updates.

All policies and procedures are reviewed and amended where necessary, and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used, including one to one, online, workbook, group meetings, and individual supervisions. External courses are sourced as required

Policies are available on Redcrier learning platform and in hard copy in the service.

All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes.



All staff have responsibility for making sure they read this policy, understand how it applies to their role and where to get further information.

Equality, diversity and inclusion

EDI is a way of working which should be included in all our policies and procedures.

All staff are expected to deliver services in a manner which respects the individuality of each person using the service and treat people using services and members of the workforce respectfully, regardless of protected characteristics.

Staff will be mindful of people's preferences in how they provide support and easy access to their records.

How we will know the policy is working

Service managers and Regional Operations Managers will monitor the implementation of the policy, highlighting trends in practice and areas for improvement. The Regional Operations Manager will make sure any organisational learning as a result of the audit is shared.

Staff will discuss fire safety with the people we support in house meetings, and/or 1:1 on a regular basis. This will be done using the person's preferred method of communication and be recorded in the person's records.

References and legislation

The Regulatory Reform (Fire Safety) Order 2005

Linked Documents

Health and Safety policy

Risk assessment policy

Estates Manual

Fire Safety Log book



Appendix A: Version control

Record of changes

This is a new policy so no changes.

Review cycle

This policy will be reviewed every 3 years as part of a planned schedule, or sooner if there are changes to legislation or best practice.