

Fire Prevention and Fire Safety Policy

This Policy Relates to the following Legislation

- The Regulatory Reform (Fire Safety) Order 2005
- The Children’s Homes [England] Regulations 2015
- The Guide to the Children’s Homes [England] Regulations 2015 including the Quality Standards April 2015

This Policy Relates to the following Regulations

- Regulation 25 of The Children’s Homes [England] Regulations 2015

This Policy Applies To:

- a) All those directly and currently employed by The Lioncare Group and who have received and accepted a statement of terms and conditions of employment from the company.
- b) All visitors attending premises owned and operated by The Lioncare Group.
- c) All contractors temporarily undertaking works at premises owned and operated by The Lioncare Group.

Responsibilities Associated with this Policy:

All employees, whether they are ‘front-line’ engaged directly in the task of caring for, educating, and supporting the children in our care, or ‘ancillary’ (e.g. House Keeper, Maintenance Worker, Administrator etc.), are personally responsible for managing their own conduct in relation to following this policy.

All employees whether they are ‘front-line’ or ‘ancillary’ are also responsible for supporting their colleagues and co-workers to follow this policy.

Members of the Management Team (Senior Therapeutic Carers, Senior Learning Support Assistant, Deputy Managers, Senior Teachers, Registered Managers, Head Teacher) are responsible for ensuring all those employed directly are made aware of this policy and guidance, and for managing and monitoring its appropriate implementation, and for taking necessary action to guard against any breach of this policy.

The Executive Team (Service Managers and Executive Director) are responsible for reviewing this policy and at least annually and more frequently if and when it is considered necessary to do so, and for ensuring this policy remains fit-for-purpose.

Monitoring and Review of this Policy:

The implementation of this policy and its corresponding guidance will be monitored continuously, and the policy itself will be reviewed at least annually by the Executive Team and in consultation with relevant others.

Policy Statement

All our Homes are registered with East Sussex Fire Brigade, and fully conform to all regulations, standards, guidance, and recommendations. A record of fire prevention inspections is maintained in a single document titled ‘Fire Prevention and Fire Safety Monitoring Checklist’ held on the secure G Drive Record Management System used in the Homes. This document details;

- the routine checking and monitoring of fire prevention measures and strategies implemented in the Homes

- testing of smoke and heat detectors and fire alarm points
- practice emergency fire drills and evacuations conducted periodically by the Home's designated Fire Wardens
- the dates and times of all practices evacuations and/or drills
- the names of all those present in the building at the time of each evacuation and/or drill
- the outcomes of evacuations and/or drills
- any learning to be gained from outcomes
- action to be taken to ensure safe practice are maintained.

All adults working in each Home are made aware during initial orientation, of the procedure for emergency evacuation of the building and familiarised with all fire exists, and trained in fire prevention and safety and including practical use of fire extinguishing apparatus through both face-to-face training and online training as part of their induction basic training.

All children living in our Homes and (where applicable) attending our School are made aware of the procedure for emergency evacuation of the building, and familiarised with all fire exists, during their initial visit to the Home and School, and again following admission through planned emergency fire drills and evacuations. There is a child-centred version of the Emergency Evacuation plan in the Children's Welcome Book. Casework sessions are used to periodically remind and refresh children of the Emergency Evacuation Plan and procedures.

All visitors to the Homes are made aware of the Emergency Evacuation Plan held in the Adult's Office and asked to sign a record to confirm they have been made aware of the Plan.

All fire detection, prevention and extinguishing appliances and equipment and systems are tested and maintained on a regular basis by an external professionally trained and experienced contract service in line with legislation and regulation and best practice. The design of the fire prevention and precautions recording and monitoring system used has been informed by an external and independent qualified Fire Systems specialist who also undertakes annual fire prevention and safety risk assessments of the Homes. Recommendations arising from this report are used to continuously improve the quality of the Homes fire prevention and precautions and safety measures.

Each Home's Emergency Evacuation Plan and Fire Prevention and Fire Safety Policy is accessible to employees on the organisation's G Drive Records Management System. A copy of the Plan and Policy is available to other interested parties on request.

Procedure for Testing Fire Detection Apparatus

The designated Fire Wardens in each Home ensure that all fire alarm points, smoke detectors, and heat detectors are tested on a regular basis. In addition, the emergency lighting is tested and any fault in the system noted.

In the event of the absence of the primary Fire Warden of a Home, at least one other member of each team is also trained and qualified in the role of Fire Warden; in this way each Home ensures there is backup capacity for this important role and duty in the Home.

The key for the fire points and for the fire alarm panel is kept in the key cabinet located in the Adult's Office in each Home.

An entry is made in the 'Fire Prevention and Fire Safety Monitoring Checklist' held on the record management system used in the Homes, stating the time of the testing of the apparatus, any fault recorded, any action that needs to be taken, and who is responsible for ensuring this occurs. This also applies to the testing of the emergency lighting.

Any maintenance of the fire alarm system is entered in to the 'Fire Prevention and Fire Safety Monitoring Checklist' and a digital signature obtained to state that the work has been carried out.

The Emergency Evacuation procedure is contained in the Emergency Evacuation Plan; a digital copy of the Plan is held on the record management system used in the Homes and a hard copy is located in the Adult's Office and accessible to adults working in the Home and visitors to the Home and also any contractors temporarily working at the Home. All visitors and contractors are asked to sign a record to confirm they have been made aware of the Emergency Evacuation Plan and understand what to do in the event of an emergency evacuation event.

Procedure in the Event of an Emergency Evacuation Situation

The Emergency Evacuation Procedure set out below is explained to each child when they first visit the Home and again on their day of admission to the Home, each adult starting work at the Home during their initial orientation to the Home, all visitors to the Home, and all contractors temporarily working in the Home. Regular fire evacuation drills are undertaken to ensure children and adult have practical experience of the procedure and know what to do in an emergency.

- If you discover a fire in the Home, raise the alarm immediately by operating the nearest fire alarm call point.
- If safe to do so and if you are not in immediate or imminent danger contact the emergency services (999); however, your primary duty is to keep yourself and those around you safe.
- Trained personnel to tackle the fire only where appropriate and safe to do so.
- Where appropriate and safe to do, check toilets and close windows and doors on the way out.
- If you have responsibility for assisting persons with Personal Evacuation Plans, respond as required following the actions as identified in the Plan.
- Evacuate to a safe place (the designated **Assembly Point** as shown on the Emergency Evacuation Plan)
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Once at the Assembly Point, the designated Fire Warden or their deputy or in their absence the most senior person present is responsible for contacting the emergency services (999) if this hasn't already been done by the person discovering the fire.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.
- The Executive Director (or Service Manager in their absence) is to be contacted directly and without delay (01273 720424 during office hours or mobile numbers if outside office hours) after the emergency have been contacted and once the building has been evacuated; the Executive Director initiates the emergency planning procedures and the Business Continuity Plan.

Important Points to Remember

- DO NOT stop to collect personal belongings
- DO NOT re-enter the building FOR ANY REASON
- REMAIN at the assembly point until such time as a person with authority (the Chief Fire Officer for the fire brigade or in a planned evacuation event the Homes primary Fire Warden or their deputy) instructs you otherwise.
- If persons clothing is on fire wrap a blanket, rug or similar article closely round them and lay them on the ground to prevent flames reaching the head.

- If electrical appliances are involved, switch off the current before dealing with the fire. Use a wooden broom or similar tool to switch off the current and also to move a person away from the source of the electricity if appropriate.
- Shut doors and, if possible, the windows of the room or area in which the fire is discovered.

All employees of The Lioncare Group are made explicitly aware of their duty and responsibility;

- to study this Fire Prevention and Fire Safety Policy and associated procedures
- to know and understand the Homes Emergency Evacuation Plan
- to know what to do in the event of a fire
- to know how to use the available fire-fighting appliances
- to make them self familiar with all the means of escape in case of fire
- to be vigilant at all times to potential obstruction of staircases, landings and other escape routes and to take necessary actions to keep all means and routes of escape free from obstruction.

Planned Fire Drills

Periodically (and at least once every 3-months) the designated Fire Warden initiates the fire alarm system at an unplanned time, to monitor and assess the adult's and children's reaction to an emergency evacuation situation. The procedure for the evacuation of the building is the same as that for a fire emergency situation, with the following additions:

- The designated shift co-ordinator (other than the designated Fire Warden conducting the drill) is responsible for ensuring that the premises are evacuated.
- In the event of a planned fire drill, the Fire Warden joins the group at the assembly point, informs all that this was a fire drill, and that it is safe to return to the building. The Fire Warden is then responsible for recording full and necessary information (as set out above) in the 'Fire Prevention and Fire Safety Monitoring Checklist' document.