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**Fire Safety Policy**

**[Date of Issue]**

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# Introduction

It is [Company Name]’s responsibility to ensure that its staff and anyone else associated with the company are not put at risk by any work activities in line with the Health and Safety at Work Act 1974 (HSAWA).

In addition to this, the Management of Health and Safety at Work Regulations 1992 (MHSWR) requires employers to have arrangements in place to cover health and safety, not only for staff but also for others who may be affected by the work activities.

The Regulatory Reform (Fire Safety) Order 2005 sets out the law on general fire safety.

The main risks of fire that affect company premises, will be identified and covered in this Fire Safety Policy.

# Policy Statement

As an employer, [Company Name] has the responsibility to keep all staff safe from fire to comply with the fire safety legislation above. Under the management and the duty holders’ supervision, we must ensure the safety of all in our workforce to minimise the risk of injury or death to our staff and/or clients. Staff at [Company Name] should be well trained to deal with a fire in a client’s home.

All staff have a general duty to take reasonable care of their own safety while working in the community. They should also consider other relevant persons who may be affected by their acts or omissions, as well as co-operating with the management and duty holders to inform of any work situation that they consider to be a serious and immediate danger.

# Scope

This policy provides practical advice to staff responsible for fire safety.

While the Regulatory Reform (Fire Safety) Order 2005 does not routinely apply to domestic premises, [Company Name] still has the responsibility to its staff to ensure their safety whilst working within a client’s home.

This guidance is concerned only with fire safety, but many of the measures discussed here will impact upon other safety issues and vice versa. It is recognised that these various differing safety demands can sometimes affect one another, and the Registered Manager should consult other interested agencies (e.g., the Health and Safety Executive (HSE)) where necessary to confirm that they are not contravening other legislation/guidance.

# The Law – The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 is at the heart of fire safety in the workplace in England and Wales. The regulations aim to:

* create a single regime that can be clearly understood and administered by both businesses and the relevant authorities
* focus on risk assessment, fire prevention and mitigation measures
* increase compliance
* focus resources for fire prevention that present the greatest risk
* ensure that fire safety facilities and equipment are well maintained.

A **responsible person** for fire safety in [Company Name] will be identified in line with the Order. [Company Name]’s **responsible person** will carry out and keep up to date a risk assessment and implement appropriate measures to minimise the risk to life from fire.

Fire risk assessments should pay particular attention to those at special risk, such as disabled people (mobility impairment or learning disability), those who you know have special needs and children, and must include consideration of any dangerous substance liable to be on a client’s premises.

Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence.

# Fire Risk Assessment

The fire safety legislation requires staff to undertake a ‘suitable and sufficient’ fire safety risk assessment. For [Company Name] this will be the **responsible person**. The **responsible person** must:

* carry out a fire risk assessment of the risks associated with home visits and clients’ premises
* tell staff or their representatives about the risks identified
* where possible, put in place and maintain appropriate fire safety measures
* plan for an emergency
* provide staff information, fire safety instruction and training
* where appropriate, provide suitable firefighting equipment.

**Following up on fire safety risk assessments**

Once the risks have been identified, appropriate action should be taken to control them. Consider whether they can be avoided altogether or, if this is not possible, how the risks can be reduced and managed. Also consider how people will be protected if there is a fire, for example helping client’s to:

* keep sources of ignition and flammable substances apart
* avoid accidental fires
* always ensure good housekeeping
* ensure functioning and services smoke and fire alarms
* have fire-fighting equipment easily available where possible and with the client’s consent, i.e., fire blanket in the kitchen.

**Help with the assessment**

Fire risk assessments can be performed with the help of standard fire safety risk assessment guides. A fire risk assessment for healthcare premises can be found as follows, although this will only be a guide that will need to be modified for home visits:

* HM Government Healthcare premises fire risk assessment

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14892/fsra-healthcare.pdf>

* Home Guidance

<https://www.fireservice.co.uk/safety/>

A fire risk assessment template can also be obtained from [Company Name]’s local fire and rescue services. If [Company Name] feel there is no person with the expertise or time to complete a fire risk assessment, a **competent person** will be appointedto help, for example a professional fire risk assessor.

A fire safety checklist and a short guide to making a premises safe from fire can be found on the HM Government site; a short guide to making your premises safe from fire <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf>.

# Means of Fire Fighting

All staff must be aware of types of fire extinguishers and which ones are appropriate to a particular fire. Extinguishers should ideally be appropriate to the nature of the potential fire:

* Wood, paper, and cloth – water extinguisher
* Flammable liquids – dry powder or foam extinguisher
* Electrical – carbon dioxide (C02) extinguisher.

# Training

All staff will be regularly trained in how to respond should a fire occur. This will be provided upon induction and annually thereafter. The following subjects will be covered in each training session, with practical exercises where possible:

* general fire prevention
* the action to be taken upon discovering a fire
* the method of raising the alarm
* the action to be taken upon hearing a fire alarm
* the correct method of calling the Fire Services Department or the Police Force (by dialling 999)
* the location and use of fire-fighting equipment.

# Record Keeping

All records must be satisfactorily maintained and must be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records should be kept of the following:

* procedures to be followed in the event of an emergency
* competent persons responsible for implementing procedures
* details of emergency evacuation proposals and any other relevant training provided.

# In the Event of a Fire

The following fire precautions are to be observed and action to be taken in the event of fire to ensure staff safety during home visit:

* a plan of escape should be considered in combination with ensuring the client has functioning smoke alarms
* assist client’s in making sure exits are kept clear
* always consider the best route of evacuation is usually the normal way in and out of the home
* consider whether there are any alternative routes available in case the first one is blocked
* take a few minutes to practice an escape plan
* staff will be provided with emergency contact numbers to call in case of an emergency
* if you cannot get out of the house, go into one room, and then phone 999 detailing which room you are in. The fire and rescue service will tell you what to do and they will get there as fast as they can
* if you are high up, do not use the lifts. Do not go on the balcony. If you can, go down the stairs
* always treat kitchen fires with great caution, especially those caused by pans being left unattended or frying pans if they have been used
* if there are likely to be smokers in the house, recommend safe disposal practices
* give all sockets a visual inspection for signs of burning or misuse
* consider whether the electric wiring system is in good condition with no overloading
* suggest any highly flammable surfaces be removed.

If the client is an elderly or disabled person, help to test their smoke alarms, make sure their smoke alarms are fitted in the correct places. Ask your local fire and rescue service if they can offer advice on fire safety in the client’s home.

Staff are encouraged to alert their supervisor of any hazard or some other person in authority to ensure the safety of everyone when carrying out their duty.

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# Monitoring

Compliance with this policy will be monitored through the analysis of themes and trends identified from incident reports. These will then be discussed at monthly Senior Management Team meetings and lessons learned shared throughout the business.

# Related Policies

* Governance and Risk Policy
* Health and Safety Policy
* Incident Management Policy
* Information Governance and Record Keeping Policy
* Quality Assurance Policy
* Training and Induction Policy

# Legislation and Guidance

**Relevant Legislation**

* Health and Safety at Work Act 1974 (HSAWA)
* Management of Health and Safety at Work Regulations 1992 (MHSWR)
* The Regulatory Reform (Fire Safety) Order 2005
* The Disability Discrimination Act 1995
* Health and Safety Executive (HSE)

**Guidance**

* HM Government – The checklist for Fire safety risk assessment: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf>
* Fire safety in the home: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564803/Fire-Safety-in-the-Home.pdf>
* Fire Safety in the Home Guidance:
* <https://www.fireservice.co.uk/safety/>

# Summary of Review

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