

Policy and Procedure on

Fire Action

Policy Author / Reviewer	Colin Muddle
Date of Approval	Dec 2018
Next Review Date	Jan 2019
Version No	13
Policy Level	Group
Staff Groups Affected	All Staff

Contents

1. Monitoring and Review	1
2. Terminology	2
3. Legislation	2
4. Purpose	2
5. Policy	2
Local variations.....	3
6. Procedure.....	3
General.....	3
Fire Officers Register: staff/visitors	3
Fire Officers Register: Individuals in our care	4
Role of the fire warden.....	4
Fire procedure	4
Fire Extinguishers	5
Zonal evacuation procedure.....	5
Training.....	7
Fire Drills.....	7
Fire Tests	7
Information for individuals and visitors	8
7. Standard Forms, Letters and Relevant Documents	8

1. Monitoring and Review

- 1.1. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.
- 1.2. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Anne Marie Carrie
Proprietor, Cambian Group
 January 2017

2. Terminology

2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the Children's Home/school/college.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25.
Service Head	This is the senior person with overall responsibility for the Location
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service

3. Legislation

3.1. To ensure compliance with:

- The Regulatory Reform (Fire Safety) Order 2005 and other relevant health and safety legislation
- CQC Fundamental Standards 2015
- The Health and Social Care Act 2008 (Regulated Activities)
- The Children's Homes (England) Regulations 2015
- Independent School Standards Regulations 2015
- School Premises Regulations 1999
- Residential Special Schools - National Minimum Standards 2015
- National Minimum Standards for Care Homes for Older People
- The Care Homes (Wales) Regulations 2002
- National Minimum Standards for Independent Health Care Services in Wales 2011
- National Minimum Standards for Care Homes for Children and Younger Adults, Wales 2002

4. Purpose

4.1. This policy deals with the fire procedure to be followed on each occasion the fire alarms sounds other than for known and pre-arranged testing.

5. Policy

5.1. It is Cambian policy to ensure that:

- 5.2. All staff are fully aware of their roles and responsibilities and follow an agreed response in the event of the fire alarms sounding on any occasion other than a pre-arranged test.
- 5.3. Individuals in our care and visitors to the location are aware of what action to take in the event of the fire alarms sounding on any occasion other than a pre-arranged test.
- 5.4. It affects all staff.
- 5.5. Make sure that you are familiar with the detail and what is expected of you under the policy.

Local variations

- 5.6. Whilst this policy aims to cover all eventualities, Cambian offers a diverse range of services across an equally diverse range of sites. The physical layout of/facilities available at some sites may render some aspects of the policy inappropriate/unachievable. In such circumstances it may be appropriate to deviate from specific aspects of the policy or to amend supporting documentation in the interests of safe management of a potential fire situation. Such local variations may, however, only be implemented with the prior authorisation of the Director of Facilities Maintenance and, where deemed appropriate, submission of a supporting risk assessment.

6. Procedure

General

- 6.1. All locations are risk assessed by the Group H&S Consultants who, in consultation with Facilities Department, will allocate a fire procedure appropriate to the specific service.
- 6.2. Each zone within a Cambian location is constructed to provide a minimum 30 minutes "fire cell" protection in the event of a fire.
- 6.3. Under no circumstances are internal fire doors to be propped open.
- 6.4. No items are to be stored where they obstruct a designated fire exit or evacuation route. Bulk combustible material such as archives or stationery must not be stored under staircases.
- 6.5. All individuals in our care at a Cambian location are to have a completed **personal emergency evacuation plan** (PEEP). GHS 06.05 refers. This is to be kept updated and stored centrally so as to be accessible for reference in cases of emergency. This should document any special evacuation measures applicable to individual service users and should pay particular attention to physical mobility, visual or hearing impairment. A PEEP form should also be completed for any staff members/visitors that might require special assistance in the event of an evacuation.
- 6.6. As far as reasonably practicable, non-ambulatory individuals should be accommodated in ground floor bedrooms.

Fire Officers Register: staff/visitors

- 6.7. All locations are to use the **Fire Officers Register** (GHS 06.01) to record all Cambian staff, contractors and visitors to the location on a daily basis.
- 6.8. The Fire Officers Register is not a substitute for the Log Book/Diary used to record specific visits/inspections as specified in GQual 8, section 3.7. Visitors required to sign the location Log Book must also sign the Fire Officers Register.
- 6.9. The Fire Officers Register is to be completed daily.
- 6.10. All staff are to ensure that they complete the Fire Officers Register whenever they enter or leave the location. Staff are also responsible for ensuring that contractors/visitors complete the register on entering and leaving the building.
- 6.11. Entries are to be completed as follows:

Job Title or Designation	Name	Vehicle Reg	Key/Fob/Badge No. (where applic)	Time in for day	Out	In	Out	In	Out	In	Time out for day
CAMBIAN STAFF											
SUPPORT WORKER	J BLOGGS	AB08ABC	10	0740	✓	✓	✓	✓			2015

- 6.12. Fire marshal and fire wardens are to be identified at each handover. Generally, there should be one fire marshal and two fire wardens on any given shift. It is the responsibility of the designated fire marshal coming on shift to ensure that the names of designated staff are entered onto the fire register.
- 6.13. Under no circumstances should a designated fire marshal or fire warden leave the building without arranging cover for their absence.
- 6.14. Where a location has only one member of staff (e.g. step down house) then that member of staff is to be both marshal and warden.

Fire Officers Register: Individuals in our care

- 6.15. Staff must ensure that individuals in our care complete the **Fire Officers Register for individuals** when leaving or re-entering the building (GHS 06.08).
- 6.16. Entries are to be completed as such:

Individual Name	Time Out	Staff Signature (where required)	Time In	Staff Signature (where required)	Risk Assessment N ^o (if applicable)
ANOTHER	1400	J Smith	1545	J Smith	123

- 6.17. Role of the fire marshal
- 6.18. Where practicable, the fire marshal should be a staff member who would not normally be expected to leave the building during the course of their shift (e.g. Person in Charge).
- 6.19. The fire marshal is responsible for taking immediate control of the building in the event of the fire alarm sounding. Their role is to co-ordinate staff actions when the fire alarm sounds until a safe conclusion is reached or until the arrival of the fire service.

Role of the fire warden

- 6.20. The role of the fire warden is to initiate the movement of individuals to a place of safety in accordance with the designated evacuation procedure and to liaise with the fire marshal.

Fire procedure

- 6.21. Each location will be informed what fire procedure they are to implement. The Group H&S consultants in consultation with Facilities Department will make this decision based on the location type, building layout, individual group, staffing and facilities available. Zonal evacuation will apply at the majority of sites. Generally, full evacuation will only apply where there are insufficient zones for zonal evacuation to be effective.
- 6.22. Fire zone plans and a completed **Fire Action Plan** (GHS 06.13) should be displayed adjacent to all fire panels.

- 6.23. Under no circumstances should the sounders be silenced until such time as the alarm has been confirmed as false.
- 6.24. Lifts must not be used until the all clear has been given and the fire panel reset,
- 6.25. Walkie-talkies may be used for communication between the fire marshal and wardens. In some locations, however, walkie-talkies may be ineffective because of the volume of the alarm sounders and may lead to confusion. The decision on the use/effectiveness of walkie-talkies should therefore be made at a local level.
- 6.26. Where an attack alarm system is installed, it should be noted that the alarm will generally not be audible above the sound of the fire alarm. At the discretion of local management, therefore, consideration may be given to allocating an additional fire warden to monitor the attack alarm panel.

Fire Extinguishers

- 6.27. It is not Cambian policy for untrained people to use fire extinguishers. Only attempt to tackle a fire in exceptional circumstances eg. if the fire is very small and can be dealt with safely or if it is necessary to keep yourself and others safe.
- 6.28. All fire marshals and wardens receive practical training on the use of fire extinguishers.
- 6.29. Signage posted at each extinguisher location will indicate what type of fire it is suitable for use on.

Zonal evacuation procedure

- 6.30. On sites where zonal evacuation is specified, a **fire zone/safe haven index** (GHS 06.02) should be completed as illustrated below:

AFFECTED ZONE	ROOMS/AREAS TO BE EVACUATED	SAFE HAVEN (INTERNAL ASSEMBLY POINT)
ZONE 1	LOBBY AIRLOCK VISITORS WC MANAGERS OFFICE	CORRIDOR ADJ STAFF ROOM ZONE 3
ZONE 2	QUIET LOUNGE TRANQUILLITY ROOM RESIDENTS KITCHEN MEETING ROOM	DINING ROOM ZONE 4
ZONE 3	BEDROOM 2 BEDROOM 3 BEDROOM 4 BEDROOM 5	DINING ROOM ZONE 4

- 6.31. This should be displayed next to all fire alarm panels in the building. All rooms in each fire zone should be listed along with a corresponding safe haven well away from the affected zone that can be used as an internal assembly point. For most buildings, two or three safe havens should cover most eventualities.
- 6.32. This is intended as an aid to the zonal evacuation process (to ensure that all rooms are checked in affected zones) and managing building security once fire exit magnets have released. It also facilitates the completion of roll call.
- 6.33. In the event of the fire alarm sounding the fire marshal and fire wardens should go immediately to the fire panel.
- 6.34. All other staff, individuals in our care and visitors should remain where they are until instructed to do otherwise by the fire marshal/wardens.
- 6.35. The fire marshal should immediately dial (9) 999 and advise the emergency operator that the fire alarm is sounding and that the source of the alarm is being investigated. The type of establishment and the number of individuals involved should be stated. This task may be delegated to another competent member of staff.

- 6.36. The fire marshal/wardens should identify the affected zone(s) from the display on the fire panel. In most cases the alarm panel will display a specific location as well as the number of the affected zone.
- 6.37. The fire wardens must then commence an immediate sweep of the affected zone(s) starting with the specific location indicated on the alarm panel in order to confirm whether the alarm is genuine. Fire wardens might find
- 6.38. it useful to take the copy of the **fire zone and safe haven index** (GHS 06.02) displayed next to the alarm panel with them. The findings must be reported back to the fire marshal immediately either by walkie-talkie or by one of the wardens in person (if evacuation is necessary, that warden should then return immediately to assist in evacuating the zone).
- 6.39. If the alarm is false, the fire marshal should immediately advise the emergency operator and then reset the fire panel (noting that remedial action to rectify the cause of the alarm may be necessary before this can be achieved successfully). The wardens should ensure that all fire doors are secure and then inform staff, visitors and individuals that it is safe to return to the building.
- 6.40. If the alarm is genuine, the fire wardens should immediately begin evacuating the affected zone(s). All individuals should be directed to a place of safety in the next unaffected zone. The fire wardens should ensure that, as far as practicable, all doors are closed.
- 6.41. If an individual refuses to leave a room when asked, the fire wardens should not waste time or risk injury by attempting to make them leave. They should be advised to remain in the room, their location noted and the door closed. Their location should be reported to the fire marshal immediately upon completion of zonal evacuation. For individuals who persistently refuse to evacuate, this should be recorded in their PEEP.
- 6.42. Fire wardens should assist non-ambulatory individuals on upper floors to an appropriate place of refuge in an unaffected zone (generally at the top of, or adjacent to, a stairwell), note their location and report to the Senior Fire Officer immediately upon arrival. Arrangements for non-ambulatory individuals should be recorded in their PEEP.
- 6.43. Having cleared the affected zone, the fire wardens should commence a wider sweep of the building. In buildings with more than one level, this sweep should commence in the zone immediately above/below the affected zone. If necessary, other staff members may be co-opted to assist. All staff, individuals and visitors should be directed to assemble at the designated safe haven identified for the affected zone. This will be shown on the **fire zone and safe haven index** (GHS 06.02) displayed next to the alarm panel.
- 6.44. Once the wider sweep has been completed, the fire wardens should collect the Fire Officers Registers and complete a roll call of individuals, staff and visitors.
- 6.45. Provided it is safe to do so, the fire marshal should remain at the entrance to the building to await the arrival of the emergency services.
- 6.46. Depending on the precise location of the fire panel either the fire marshal or one of the fire wardens should monitor the fire panel until the emergency services arrive. If additional zones go into alarm instructions to evacuate the building to the external fire assembly point should be issued.
- 6.47. GHS 06.11 shows the **zonal evacuation process** in flowchart form.
- 6.48. Full evacuation procedure
- 6.49. In the event of the fire alarm sounding the fire marshal and fire wardens should go immediately to the fire panel.
- 6.50. All other staff, individuals/service users and visitors should immediately follow the directional signage to the nearest fire exit, leave the building and report to the fire assembly point.
- 6.51. The fire marshal should immediately dial (9) 999 and advise the emergency operator that the fire alarm is sounding and that the source of the alarm is being investigated. The type of establishment and the number of individuals/service users involved should be stated. This task may be delegated to another competent member of staff.

- 6.52. The fire marshal/wardens should identify the affected zone(s) from the display on the fire panel. In most cases the alarm panel will display a specific location as well as the number of the affected zone.
- 6.53. The fire wardens must then commence an immediate sweep of the affected zone(s) starting with the specific location indicated on the alarm panel in order to confirm whether the alarm is genuine. The findings must be reported back to the fire marshal immediately either by walkie-talkie or by one of the wardens in person (if evacuation is necessary, that warden should then return immediately to assist in the sweep).
- 6.54. If the alarm is false, the fire marshal should immediately advise the emergency operator and then reset the fire panel (noting that remedial action to rectify the cause of the alarm may be necessary before this can be achieved successfully). The wardens should ensure that all fire doors are secure and then inform staff, visitors and individuals that it is safe to return to the building.
- 6.55. If the alarm is genuine, the fire wardens should begin a co-ordinated sweep of the building starting with the affected zone(s). All individuals, staff and visitors remaining in the building should be directed to the nearest fire exit and instructed to report to the fire assembly point. The fire wardens should ensure that, as far as practicable, all doors are closed.
- 6.56. If an individual refuses to leave a room when asked, the fire wardens should not waste time or risk injury by attempting to make them leave. They should be advised to remain in the room, their location noted and the door closed. Their location should be reported to the fire marshal immediately upon completion of the building sweep. For individuals who persistently refuse to evacuate, this should be recorded in their PEEP.
- 6.57. Fire wardens should assist non-ambulatory individuals on upper floors to an appropriate place of refuge in an unaffected zone (generally at the top of, or adjacent to, a stairwell), note their location and report to the Senior Fire Officer immediately upon arrival. Arrangements for non-ambulatory individuals should be recorded in their PEEP.
- 6.58. Once the building sweep has been completed, the fire wardens should collect the Fire Officers Registers, proceed to the fire assembly point and complete a roll call of individuals, staff and visitors.
- 6.59. GHS 06.12 shows the **full evacuation process** in flowchart form.

Training

- 6.60. All staff are to complete the Achieve module Responding to Emergencies on induction and annually thereafter.
- 6.61. In addition, all designated fire marshals and wardens must attend supplementary training. It is the responsibility of the location Manager/Head to ensure that sufficient staff (ie to cover all shifts) have completed this training.

Fire Drills

- 6.62. At least six fire drills a year should be conducted in each location to confirm that staff are following the correct procedure. Generally, these should be unannounced. For residential locations, 50% of the drills should be carried out at night.
- 6.63. Each drill should be recorded using a **Fire Drill Record** form GHS 06.14. A record of all participants should also be kept (eg by appending a copy of the fire officers registers). At larger locations it may also be appropriate to maintain a staff register to ensure that all staff participate in a at least one drill over a 12 month period.

Fire Tests

- 6.64. Fire risk assessments will be reviewed in house on an annual basis.
- 6.65. Maintenance/staff will complete the following routine tests:
- 6.66. Weekly fire alarm bell/door release test using a different call point each week.
- 6.67. Monthly functional (flick) test of all emergency lighting.

- 6.68. Full run down of all emergency lighting on a rolling 12 monthly cycle.
- 6.69. The fire alarm and emergency lighting will be serviced on an annual basis by a Facilities approved contractor. This will include:
- 6.70. • 100% testing of the alarm system and devices.
- 6.71. • Flick test of all emergency lighting.
- 6.72. In addition, there will a 6 monthly interim service of the fire alarm at all locations with more than 6 beds. This will include testing of 50% of the alarm system and devices.
- 6.73. Fire extinguishers will be serviced annually by an Facilities approved contractor.

Information for individuals and visitors

- 6.74. Notice GHS 06.03/06.07 (as appropriate) is to be displayed in areas accessed by visitors e.g. reception, visitors room to inform any visitor what they need to do in the event of a fire. The same notices should also be displayed in staff only areas (eg staff room)
- 6.75. Notice GHS 06.04/06.06/06.09/06.10 (as appropriate) is to be displayed in communal areas and in each individual bedroom to inform them of what to do in the event of a fire. In residential (step down) locations this information is to be provided in leaflet form so as not to influence the home environment.

7. Standard Forms, Letters and Relevant Documents

(click to open link to document)

- 7.1. [GHS 06.01 - Fire officer register](#)
- 7.2. [GHS 06.02 - Fire Zone Safe Haven Index](#)
- 7.3. [GHS 06.03 - Staff/Visitors fire notice \(zoned evacuation\)](#)
- 7.4. [GHS 06.04 - Individual fire notice \(zoned evacuation\)](#)
- 7.5. [GHS 06.05 - Personal emergency egress plan \(PEEP\)](#)
- 7.6. [GHS 06.06 - Individual fire notice \(full evacuation\)](#)
- 7.7. [GHS 06.07 - Staff/Visitors fire notice \(full evacuation\)](#)
- 7.8. [GHS 06.08 - Fire Officers Register for individuals or option 2](#)
- 7.9. [GHS 06.09 - Individual fire notice pictorial \(zoned evacuation\)](#)
- 7.10. [GHS 06.10 - Individual fire notice pictorial \(full evacuation\) or option 2](#)
- 7.11. [GHS 06.11 - Figure 1 – Zonal Evacuation Flowchart](#)
- 7.12. [GHS 06.12 - Figure 2 – Full Evacuation Flowchart](#)
- 7.13. [GHS 06.13 – Fire Action Plan Template](#)
- 7.14. [GHS 06.14 – Fire Drill Record](#)