

210

Fire Prevention Policy and Procedures

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Related Policies and Guidance Documents	210.3 Fire Marshall Defined Responsibilities 215 Portable Electrical Equipment COSSH Policy 208 Portable Appliance Testing Policy Section 2 - 216.
Related Regulations	Health & Safety at Work Act 1974 The Management of Health & Safety at Work Regulations 1999 The Regulatory Reform (Fire Safety) Order 2005
Annexes and Supplementary Info	None
Responsible Person	Paul Munyard/Mark Morgan
Responsible Person Signature	

Fire Prevention Policy

The Regulatory Reform (Fire Safety) Order 2005 came into force in October 2006. With regulation change in Wales for Fire Safety Act 2021 and The fire safety (England) regulations 2022, these came into force from 23/1/23. In respect of The Fire Safety (England) regulations 2022 these extend to England and Wales but only apply in England.

These cover general fire precautions and other fire safety duties which are needed to protect 'Relevant Persons' in case of fire in and around our premises. The order requires fire precautions to be put in place where necessary and to the extent that it is reasonable and practicable. The SENAD Group will manage Fire safety as outlined in this policy and by the means of fire risk assessment. Fire Risk Assessment will take place annually or sooner should significant changes take place.

For avoidance of doubt the responsibility for complying with the order rests with the **'Responsible Person'**

To confirm the **'Responsible Person'** within SENAD is the CEO (Chief Executive Officer)

This duty will be delegated to a **Nominated Person of Responsibility** for our homes and schools this is The Head of Service i.e. Head Teacher, Principal or Registered Manager.

***The Nominated Person of Responsibility** may delegate duties to nominated clearly defined Fire Marshalls as required.

The Building Services Manager will advise, carry out Fire Risk Assessments and related Audits as detailed below.

The Fire Safety Regulations is to provide an emphasis towards risk reduction and fire prevention.

The **Nominated Person of Responsibility** Duties* Include:

- a duty to ensure a suitable and sufficient risk assessment is carried out by a competent person (including vulnerable groups or individuals and dangerous substances)
- take general fire precautions to ensure the safety of employees
- ensuring correct firefighting equipment and fire detection methods are in place
- ensuring firefighting equipment is indicated by correct signage
- ensure all emergency routes lead directly to a place of safety, are adequately signed, illuminated with emergency lighting where required and kept clear at all times
- Ensure staff provided with adequate fire safety information/training.

The Regulation(s) places responsibilities on staff.

The SENAD Group will comply with the Relevant Regulation as outlined above and any linked or parallel legislation (for example The Health & Safety at Work Act 1974, and The Management of Health & Safety Regulations 1999,) by applying the procedures shown in this policy document.

Duties Defined; The Building Services Manager

MAIN RESPONSIBILITIES:

- To manage and advise in all aspects of Fire Safety across the group with authority and independence.
- To review, develop and monitor sound working practices across the SENAD Group.
- To ensure the compliance of all SENAD Properties the Building Services Manager will follow and work at and/or above, to ensure best practice, the HM Government guidance as follows for each premise:
 1. Offices (this applies only to Vernon Gate, St James Court and Coventry Offices; all other offices are encompassed in one of the below being based on these sites.) HM GOVERNMENT OFFICES AND SHOPS GUIDE
 2. Residential Adult or Transition Homes only, HM GOVERNMENT RESIDENTIAL CARE PREMISES
 3. Schools (England and Wales) with Residential homes incorporated will follow HM GOVERNMENT RESIDENTIAL CARE PREMISES **and** HM GOVERNMENT EDUCATIONAL PREMISES. Aran Hall also references HTM 05-03 Part K.
 4. All Areas HM GOVERNMENT MEANS OF ESCAPE FOR DISABLED PEOPLE.

KEY TASKS:

- Provide advice, guidance and direction to management, employees and representatives in all fire safety matters, ensuring action and local compliance.
- Review current practice and develop policies and procedures in accordance with legal requirements and best practice.
- To conduct sound fire risk assessments across the Group, taking remedial action as appropriate.

- To provide advice and assist settings as necessary in producing individualised risk assessments for service users with regards to fire safety.
- Assist settings to devise risk management approaches to effectively manage service users who are potential fire starters.
- Promote a positive culture and commitment to fire safety across the Group.
- Assist in any building alterations as required or identified in a PEEP as raised by the nominated person of responsibility (Personal Emergency Evacuation Plans).
- To keep up to date with all aspects of Fire Safety legislation within education and care settings, including statutory compliance and areas of best practice.
- Interpret legal requirements and apply them within the context of the Company.
- Monitor the use and functionality of all on site firefighting equipment, ensuring all is in working order.
- Coordinate fire related emergency procedure audits with the Head of site or Group Property and Facilities Manager as required.
- Liaise and maintain good working relationships with all employees, the Health and Safety Executive Inspectorate and other enforcing authorities.
- Liaise with the Group Property and Facilities Manager and Company's insurers as appropriate.

Duties Defined, the Head of the Establishment (Nominated Person of Responsibility)

The Head of the Establishment is responsible for:-

- Ensuring **all** aspects of the current regulations and SENAD's fire related policies and procedures are in place and being followed at all times.
- Take appropriate steps to eliminate or where elimination is not possible reduce foreseeable risks to the absolute minimum.
- Input and sign off pre-prepared fire emergency evacuation plan/s.

- Arrange for all staff, residents, students, pupils to be instructed, Trained and practiced in fire precautions and evacuation.
- Ensure enough Fire Marshalls are appointed, suitably trained and carrying out their duties as defined within this policy.
- Giving due consideration to the safety of visitors and contractors to the property in the event of fire and to ensure they are signed in and escorted as appropriate; and they are aware of the procedures to follow in the event of a fire.
- Ensuring that adequate firefighting equipment is available and in good working order as per the fire risk assessment.
- Ensuring that any changes or arrangements to the property, services users or processes are highlighted to the building services manager and that the fire risk assessment and processes are still valid, up to date and adequate.
- Organising the system of control and for delegating particular duties to suitable staff known as Fire Safety Marshalls.
- The head of establishment may delegate the duties below to a dedicated Fire Safety Marshalls, who will then be responsible for organising them. *

** Guidance*

The Designated Fire Safety Marshall must have a suitable number of Fire Safety Marshalls to help cover as needed or when (s)he is not on duty.

Please see [210.3 Fire Marshall Defined Responsibilities](#)

Duties Defined - Employees Responsibilities

Everyone has a duty to comply with these arrangements and ensure:-

- Escape doors are kept free from obstruction
- Fire doors are kept shut and not held open by wedge type devices
- Fire doors are closed at night, unless electronically released
- Concerns regarding fire precautions are reported immediately.
- At premises where key operated fire call points are present all staff are required to carry the call point keys with them at all times they are on duty. The staff will be required to sign for their fire alarm call point key at the beginning of each shift. Anyone found without a key whilst on duty will not be allowed in the building and may be subject to The SENAD Group disciplinary procedures.
- It is the responsibility of all employees to sign the appropriate on-site book before entry from reception and into the site buildings.

Guidance

Under the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999 and under the Regulatory Reform (Fire Safety) Order 2005 the employee has general duties with regard to safety whilst at work.

These include:-

- Take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions whilst at work
- They must co-operate with their employer to enable their employer to comply with the Acts, Regulations and Orders mentioned above
- Inform their employer of any work situation that represents a serious and immediate danger
- Any shortcomings which they would reasonably consider to be lacking in the provisions for safety. In this section 'safety' means the safety of persons in the event of fire.

Basic Fire Safety Rules

There are a number of basic fire safety rules for the facilities, many of which are no more than tidiness and good housekeeping.

- 1) **Do not keep combustible materials**, such as cardboard boxes and packaging materials, unless they are required, for example for making scenery in school plays or for art and craft purposes. When such materials are not in use, keep them in a designated storage area.
- 2) **Keep corridors, stairways, entrances and exits clear** and, in particular, free of combustible materials. Never obstruct stairways and corridors that form part of escape routes.
- 3) **Set up classroom displays and work displayed in corridors with care.** Displays and models can be a fire risk if they are hung near sources of heat or light.
- 4) **Waste paper bins/paper shredders should be made of metal or other non-combustible materials and should be emptied at least daily.** They should be used and waste paper should not be left lying around. Do not allow rubbish to collect in hidden places and pay particular attention to general tidiness and cleanliness, especially around electrical appliances.
- 5) **Keep stock rooms for stationery and other combustible materials securely locked.**
- 6) **Keep boiler rooms clean, Electric cupboards free from storage, clear and locked.**
- 7) **Do not store flammable materials near the boiler or heat sources.**
- 8) **Use electrical equipment properly and in safe working order.** ([Policy 215 Portable Electrical Equipment](#)) Never overload electrical points or use adapters. Use fused trailing leads if there are not enough wall sockets. Check electrical equipment before you connect it for loose or broken plugs, frayed wires etc. If you find a fault, do not use the equipment and follow procedures for getting it repaired.

Do not repair any cables or electrical equipment – this should only be carried out by a qualified person.

Ensure all items for use are PAT tested and with a valid date before use.

Do not use portable electric heaters under any circumstances. Where they are to be used in the event of loss of heating in a residential setting it must be separately risk assessed with the Building Services Manager.

- 9) **Some clothing and costumes, used for school plays and shows, are highly flammable.** If these are used, never place them close to a heat source, e.g. floodlights or other stage lighting.
- 10) Carry fire alarm call point key where a push button system is not used.
Carry the key at all times on duty

Emergency Evacuation Plans

Emergency plans set out the action staff, students and other take in case of fire, including evacuation procedures and calling the Fire Service.

The Head of Service or designated Fire Marshall and Building Services Manager need to test, review and update the emergency plans at least annually or following any significant structural change.

The Emergency Plan should include information on:

- The action employees should take in the event of a fire
- How people will be warned in the event of a fire
- Procedures for evacuation, including any disabled people who may be present
- Where people will assemble and procedures for checking all are present
- The firefighting equipment that is provided
- The duties and identities of employees who have specific responsibilities in the event of fire
- How the Emergency services will be called

Guidance

People on site will fall into two main groups.

- i) Site Staff, permanent contractors.
- ii) Other people for whom the head is responsible for:- Service users, visitors, (including other SENAD employees) contractors

The first group should be aware of the full arrangements for fire safety.

The second group will vary but all should receive briefing in the form of verbal induction and or written details or diagrams.

Escape from - Fire & Emergency Lighting

Fire escape routes – are designed to ensure as far as possible safe means of escape with at least 30 minutes fire resistance, these must be completely clear of obstructions and fire loading.

Fire doors must be kept free of obstruction, must be free to be opened and generally must open in the direction of travel.

Fire doors must be kept shut or have automated self-closing devices fitted.

Emergency lights and illuminated fire exit signs should be energised or tested and the results recorded on a monthly basis as a function test; and then six monthly as a drain down test by an external approved electrician.

Staff should be aware of the alternate escape routes, where possible and practice drills should include the use of alternate routes.

Guidance

Departmental managers need to check fire escape routes, firefighting equipment, fire notices, fire exits, and fire doors before the start of each term or every six to seven weeks and notify maintenance via the job log recording system of any problems. They need to check daily all areas, including fire escape routes from house units, classrooms, therapy rooms, offices, corridors, cloakrooms etc.

Signage

The SENAD Group recognises our sites are the homes of the young people and adults in our care. Therefore great care should be taken to avoid institutionalising our sites. However 'The Health and Safety (Safety Signs and Signals) Regulations 1996' places duties on employers to select, maintain and make effective use of safety signs. Some safety signs which consisted of text only had to be brought into line with the regulations by 24th December 1998. Therefore the following policies should be used as guidance.

Escape Signage

Escape signage shall meet the following criteria:-

- shall provide clear unambiguous instruction with enough information to enable people to safely leave a building in an emergency,
- Every escape route sign should have a pictogram and where necessary incorporate or be accompanied by a directional arrow.

- If the escape route to the nearest exit is not obvious then it should be indicated by a sign
- They should be positioned so that a person escaping will always have the next escape route in sight

The use of signs within the same premises should follow a consistent design or pattern.

Fire exit signs must be placed immediately above the exit, or if this is not possible in a position where they can be clearly be seen.

Other Safety signage and Notices

A number of other mandatory signs such as 'Fire Door Keep Shut' on fire doors and Fire Action notices may also be necessary. Signs should indicate fire safety equipment such as extinguishers should be used if there is doubt about its location for example extinguishers kept in cabinets or recesses.

If the premises are used by large numbers of people whose first language is not English consideration should be given to providing instruction in more than one language, the interpretation should always convey an identical message.

Fighting Fires

Portable fire extinguishers should only be used if this can be done from a place of safety and the person feels confident to do so.

The location of such equipment must be suitably indicated and portable equipment must be placed so as to be readily available for use. Thought should be given to positioning, to reduce the risk of the extinguisher being used as a weapon or missile. Where Extinguishers need to be placed more discreetly away from service users, staff should be aware of how to get them, where they are located and with signage in place where appropriate.

A checklist of all equipment is required and should be checked monthly. The location of extinguishers must be clearly marked to enable rapid recognition and identification of missing equipment.

Portable fire extinguishers and other firefighting equipment must be checked for defects in addition to the six monthly inspections by the equipment supplier.

Each extinguisher must have a label, which records the date of the inspection and the initials or signature of the person who performed the service. This is the responsibility of the supplier.

Re- entry into evacuated premises is only permitted by the Fire Service or in the case of a false alarm, by the designated responsible person (or nominee)

If there is an actual fire and the alarm has been silenced for communication purposes by the Fire Service, staff must remain at the fire evacuation point until permission is given to re-enter, or disperse to a place of safety by the Fire Service.

All staff needs to be aware that if you have to use a dry powder fire extinguisher you must ensure that you have a safe egress from a compartment. (if you use it while you are in the compartment you will lose visibility and make your situation worse).

Warning of Fires

The appointed staff should visually check the fire alarm system daily and carry out weekly tests, including testing consecutive call points. This must be recorded. Where there is no central fire panel, there is a need to devise a system of effective communication.

Raising the alarm where there is no electrical fire alarm system –This can be done by simply shouting FIRE or by a whistle, hand held bell or siren. However in the event of these systems being needed, Heads must ensure that everyone in the area knows the alert system and that it is practise on a regular basis. This must also be recorded in the fire log book.

All means for detecting fires and giving warning in case of fire should be maintained to L1 standard, inspected 6 monthly by external approved contractors. The only places where L1 isn't required is in little used outer buildings which service users or staff don't regularly use.

All SENAD facilities must display fire instructions to ensure that staff, students, residents, visitors & contractors are made fully aware of the procedure to be followed in the event of a fire.

Fire exit, fire door keep shut, etc. notices must be displayed where appropriate.

Notices with pictograms in suitable locations must be displayed so that all staff, students and visitors are aware of the escape routes and assembly points.

Fire notices should be positioned adjacent to each fire alarm call point and fire exit.

Notices and signs must comply with current legislations and EU standards i.e. Pictograms and not words. Ideally signage should not be mixed.

Notices and signs must not be obscured e.g. by curtains etc.

Service users must be versed in the evacuation procedures through practice, lessons, social stories or diagrams.

Storage of Combustible & Flammable Material

The Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002 are aimed at controlling risks from work activities involving flammable and explosive substances and atmospheres.

The regulations are designed to ensure that risks are controlled from

- Substances with flammable explosive or oxidising properties
- Substances which can create explosive atmospheres
- Work activities involving other substances that could create a fire explosion

Combustible refuse must be stored in an external area set aside for this purpose and all other areas must be kept clear of rubbish which burns easily. All waste must be disposed of safely.

Skips and bins must be emptied on a regular basis and must be kept away from buildings.

Waste must be transferred away from the sites by a registered waste disposer.

All areas must be checked regularly.

Heat sources must be kept clear of combustible material, a minimum of one metre should be used as a guide.

Liquid flammable material should be stored in a locked purpose made flammable liquid store, with an appropriate warning sign on the outside to current British Standard.

If you discover a fire that involves liquid petroleum gas you must **NOT** attempt to extinguish it, you will make the situation worse. Sites where (LPG or Heating Fuels) are used - examine the routes to assembly points and consider an alternate route, avoiding routes close to or adjacent the ends of the LPG or Heating Fuel tanks.

Storage of fuel for mowers and or vehicles, etc. should be kept to an absolute minimum.

Chemicals that are Flammable should have the relevant safety data sheet and associated COSHH Risk assessment available for inspection by Fire Service at all times. These must be stored in a COSHH cupboard.

Aerosol containers must be kept to a minimum. Cans must not be exposed to excessive heat nor sprayed into naked flames or sources of ignition. They must be used in an upright position only, and handled and stored carefully to avoid damage. (See [COSHH Policy 208](#))

Any Hot works or naked flame works carried out must be completed by a Hot works permit with works to cease 30 minutes before the end of the day and monitored during that period.

Lighted candles or incense sticks must not be used.

Textiles, Bedding, Furniture & Toys

The use of flame retardant bedding upholstered furniture and soft furnishing will substantially reduce fire risk. All furnishings or bedding material must comply with the Furniture and Furnishings (Fire) (Safety) regulations 1988, as amended.

In practice walls, particularly bedroom walls, are likely to be covered with a surface paint or wall paper to meet the needs of a young person. Care is needed on the selection of decorative furnishes and multi-layered decorative finishes. All escape staircases must be kept clear of wall decorations to ensure that the surface remains a class O rating where surface spread of flame is nil. Escape corridor posters and decorations must be kept to a minimum

Upholstered furniture, loose covers, textiles for curtains should be purchased from a reputable dealer, and they should be CE marked.

All furniture and furnishings purchased should meet The Furniture and Furnishings (Fire) (Safety) Regulations 1988 and the Amendment 1989.

Soft play environments can contain large volumes of foam in various shapes, extra care must be taken and additional precautions may be necessary, for example 'last person out' routine to ensure lighting or electrical equipment is switched off.

Service Users should only be allowed to provide items for their own bedrooms. Damaged items may be considered a fire risk and permission sought to dispose of the item or to make safe where possible.

Electrical Devices – PAT

All electrical equipment (including young person's personal possessions and new equipment) must comply with the guidance given in the SENAD [Portable Appliance Testing Policy Section 2 - 216](#).

The equipment must be PAT tested as soon as it is purchased or before use, and on an annual basis.

No second hand equipment will be purchased unless it has been refurbished by a reputable dealer and is covered by warranty.

If an electrical item becomes damaged this must also be re-PAT tested to ensure that it is safe to go back in to service.

Smoking

All SENAD facilities observe a No Smoking policy as outlined in the Health Policy Manual Section 3 -[310](#). This applies equally to staff, residents, visitors and contractors.

In certain areas where service users are allowed to smoke specific rules and precautions should be developed with a local risk assessment to take place with advice sought where needed from the Building Services Manager. It is the sites Head of Service to ensure this is in place and adhered to.

Arson Prevention

In order to reduce the risk of arson attack at a SENAD facility the following should be observed:-

- Fences and Gates should be in good working order and sufficient to prevent external access
- All areas should be kept clean and tidy at all times, with external storage kept to a minimum.
- Avoid the use of flammable materials where practicable and for those used ensure they are stored correctly and in a secure place.
- Orderly methods of stacking in stores where linen ,paper or plastic packaging are used, to reduce the risk of fire spread and to assist fire fighting
- Storage of equipment and packages in designated areas only.
- Regular checks to ensure storage is not permitted in corridors or escape routes, near a fire exit or firefighting equipment.
- Reduce the access to store rooms etc. by closing or locking doors.
- Challenge unidentified individuals found in unauthorised areas.
- Ensure skips or wheelie bins are situated at least 2 metres from any building and they are secure.

Reluctant Evacuees

It has been demonstrated and supported by verbal feedback, that the dilemma facing staff in such a situation may encourage them to take what in normal circumstances would be considered an unacceptable risk. Reluctant evacuees will at best delay the evacuation process, at worst, put theirs and the lives of others at risk.

Staff therefore, would face difficult decisions about the safety of those for whom they are responsible and the safety of themselves. These decisions would be made in a dynamically developing situation with which staff will be unfamiliar.

In addition, SENAD staff have recognised a potential cross-over situation where they may feel the need to use physical force to affect a rescue.

Possible injuries sustained by reluctant students/residents in the process of a rescue will be measured against the need to prevent major injury to save a life. All reasonable actions taken to prevent major injury and/or save life will be supported should injuries occur as a result of physical force being necessary.

Resident/student care management plans should reflect, where applicable, possible problems students/residents may have already demonstrated. Residents/students considered to be high risk should be situated at ground floor level. Where this is not possible, the situation must be risk assessed and additional control measures identified to reduce the risk to staff and the resident. This might involve procedural changes, the provision of a rescue chair or special training in manual handling.

Reluctant evacuees are to be identified by 1:1 supporting staff or associated managers. Evidence of potential reluctant evacuees can be identified via behaviour exhibited during routine drills and evacuations, past information and service user's personal files. Where a reluctant evacuee is identified a PEEP must be completed. The Head of Service is responsible for ensuring the PEEP is in place, up to date and reflects any changes as they occur. Please see separate [PEEP documentation 210.1](#)

Guidelines for staff

- Adhere to standard procedures.
- Protect yourself.
- Don't become a casualty yourself.
- Move cooperative/able first
- Act in the best interests of students/residents
- Apply any reasonable means to affect a rescue

If you have a confirmed fire you must make every reasonable attempt to extricate young people/residents from a building without placing yourself at unnecessary risk.

Training

All employees must know about the fire precautions that exist in their workplace. All employees should receive regular training. Please see supporting documents - Training will take place at the commencement of employment and then on an annual basis, this takes place via an online portal. * Fire Training - Supporting information attached, emergency evacuation plans and PEEPS must be read where applicable as part of this training

This will ensure that they remain familiar with the precautions and continue to be aware of what to do in emergency. Any change to the emergency procedures should be immediately explained.

- Instruction of fire safety should include:-
- The action to take on discovering a fire
- How to raise the alarm and the action to take on hearing an alarm
- The arrangements for calling the Fire Service
- Evacuation procedures and the location of the assembly points
- The location of escape routes and firefighting equipment
- How to use Firefighting equipment
- The importance of keeping fire doors closed
- The importance of good housekeeping
- The importance of employees own safety checks, i.e. making sure electrical equipment is switched off.

Guidance

Students/Residents should experience fire drills and should be briefed / trained if possible in fire evacuation procedures.

The Head of the Establishment must ensure that the Fire Safety Marshall has sufficient training and experience or knowledge to enable them to properly carryout their duties

Please see [210.2 Online Fire Training – Supporting information](#)

Testing and Recording Matrix				
	Frequency	Method	Notes	Person Testing
Emergency Lights	Monthly	Check to see if individual lights work	Ensure fire log is completed	Maintenance
	Six monthly and Annually (site dependant)	Power Down / Battery Check	Contractor Issues Certificate	Competent Contractor
Detection Equipment	Six Monthly	Circuit Integrity/ Smoke etc.	Contractor Issues Certificate	Competent Contractor
Alarms	Weekly	Operate call points & Sounders	Ensure fire log is completed	Fire Safety Marshall/ Maintenance
	Six Monthly	Full Circuitry Test	Contractor Issues Certificate	Competent Contractor
Alarms Panels	Daily/ Weekly	Healthy visual check	Ensure fire log is completed	Fire Safety Marshall/ Maintenance
	Six Monthly	Full Circuitry Test	Contractor Issues Certificate	Competent Contractor
Extinguishers	Monthly	Check Presence & Tags and pins, pressure gauge	Ensure fire log is completed	Fire Safety Marshall/ Maintenance
	Annually		Contractor Issues Certificate	Competent Contractor
False Alarms	Every Occasion	Record all persons evacuated and Ensure fire log is completed cause.		Fire Marshall

Fire Drills	6 daytime evacuations per year – where Residential settings are in situ there must be an additional 2 x nighttime evacuations = 8 Evacuations per year in total. Office only Settings require only 2 Evacuations per year.	Record all Persons Involved and outcomes	Senior on Duty, person in charge or Fire Marshall
Fire Doors	Monthly	Ensure fire log is completed	Maintenance
Fire Incidents	Every Occasion	Record all Persons Evacuated and cause	Senior on Duty
Fire Safety Training	On Induction	On line Training	
	Annually (Twice Yearly for Night Staff)	On line Training	
	Annually for Fire Marshalls only	Blended On Line and Face to Face Training as needed	Building Services manager where required
Risk Assessment incorporating fire audits and inspections	12 Months or sooner if significant changes occur	Full Risk Assessment	Building Services Manager
PAT Testing	Annually	When new devices are purchased.	Competent Person Competent contractor or suitably trained operative

Fire & Major Emergency File (Fire Log Book)

The Fire Safety Log Book is a system for recording all the information relative to major risks in a central comprehensive file.

This should be available for inspection at all times.

Fire Log Book

The Fire log book contains all the required information and provides a central document for ease of inspection or reference of fire related information. The fire log book must contain the following information

- Section 1.0 – Fire policy and Current Fire Risk Assessment
- Section 2.0 - Emergency Evacuation Plan
- Section 3.0 - Designated Fire Marshalls
- Section 4.0 - Plans (Building Fire plan, Fire Door Register and Zone Plan)
- Section 5.0 - Daily Checks (Fire Alarm Panel and Escape Routes)
- Section 6.0 - Weekly Checks (Fire Alarm Test, Record of Fire Door Fail Safe Lock and Hold Open Devices)

Weekly fire alarm testing should be recorded, showing which call point/s were Tested. The senior must check the Main Fire Panels when he/she comes on duty in each location.

Section 7.0 - Monthly Checks (Emergency Light Function Test, Fire Door Inspection, Fire Extinguisher Checks, Carbon Monoxide Checks)

Section 8.0 - External Checks (Six Monthly Fire Alarm Service, Six Monthly Air Con Service, Annual Emergency Light Tests, Annual Fire Extinguisher Test, Annual Boiler/ Laundry Service, Annual Kitchen Extraction Cleans, Annual PAT Test Cert, Five Yearly Fixed Wire Test, Fire Service Visits)

Section 9.0 - Other Information

(Record of Planned and Unplanned Fire Evacuations, PLANNED FIRE DRILLS (6 x daytime drills and 2 x night time drills), ACM and Wood Clad Register, SENAD Manager Visits/ Checks.)

Explanation of why we must complete Fire Drills.

Drills and practices should be held on a regular and Pre-determined basis and at different times covering all staff shifts, and during the school day, at weekends and at bedtime. Every member of staff should have experienced at least one fire drill per year.

The Fire Marshall's should identify staff that have not experienced a fire drill and make sure they take part as soon as possible.

The evacuation time should be recorded. This is the time taken in minutes and seconds from the start of the alarm sounding until the last person has left the building.

This should be under three minutes. Problems arising from the drill should be noted and the Fire Marshall's should take action to resolve them.

Problems may be that the alarm cannot be heard in certain rooms, fire doors do not close, exits are blocked and people did not stay for roll call. If the matter is urgent it should be notified to the Groups Building Services Manager or Groups Property and Facilities Manager immediately.

PLEASE NOTE – information may vary slightly dependant on the properties facilities.

Training records are available via the relevant Training Officer.

PEEPs (Personal Emergency Evacuation Plan)

PEEPs are applicable for Service users, Regular or Occasional Staff, Contractors or Visitors using our properties. Who may have additional needs and need assistance or adaptations to evacuate in the event of a fire. This form should also be used for potential reluctant evacuees.

The action plan must be tailored to the person's individual needs and give detailed information on their movements and expected abilities during an evacuation. It is also possible that there may need to be some building adaptation to aid and facilitate their escape and to reduce the need where possible for assistance, it is noted that where service users have designated support that this should be written into the PEEP.

For clarity and to ensure the correct form is used, SENAD will use one central form. [210.1](#)

The PEEP should cover a wide range of options for ensuring the safe evacuation of people with additional needs or potential reluctant evacuees identified.

In order to consider all suitable means of escape the buildings Fire Plan should be consulted along with a walk of the building with the relevant support staff.

Consideration should be made to the type of fire alarm system and any possible adaptations to be made to suit the individual's needs i.e. vibrating pads.

Consideration on escape routes and safe havens should be considered along with means of using these potentially with other persons using the same routes at the same time for evacuation purposes.

Assembly points are in designated places and at suitable distances from the buildings but these may need to be adjusted for anyone highlighted within a PEEP to ensure they are accessible or to identify an alternative safe assembly point.

The abilities on the individual named within the PEEP should be taken into account and address all needs in conjunction with the relevant individual, they should be involved in the creation of the PEEP and the action plan.

Consideration also needs to identify any potential service users whose challenging behaviours may heighten during an activation of fire alarm and evacuation, this needs to reflect the potential for the behaviour to affect someone assisting an evacuation or other persons in the area trying to evacuate themselves. People assisting in this situation should be aware and trained in how to deal with this situation. Any change in behaviours should be part of the action plan and reviewed after each evacuation if this changes or the individual chooses not to evacuate.

Once the plan is formulated it needs to be practised to ensure it is relevant and works, the plan should be reviewed and amended if needed on a regular basis or when an evacuation has taken place

Relevant training should be formulated around the PEEP especially if this is an in depth action plan to ensure people assisting in an evacuation plan are knowledgeable about their role and are aware of the layout of the building and relevant points i.e. Fire assembly points.