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|  **Review Sheet** |
| Last Reviewed Last Amended Next Planned Review in 12 months, or09 Nov '20 09 Nov '20 sooner as required. |
| Business impact | Changes are important, but urgent implementation is not required, incorporate into your existing workflow.**MEDIUM IMPACT** |
| Reason for this review | Scheduled review |
| Were changes made? | Yes |
| Summary: | The policy sets out the fire alarm plan for a service. It has been reviewed with no significant changes and references checked and updated. |
| Relevant legislation: | * Civil Contingencies Act 2004
* The Electricity at Work Regulations 1989
* Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
* Health and Safety at Work etc. Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Regulatory Reform (Fire Safety) Order 2005
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| Underpinning knowledge - What have we used to ensure that the policy is current: | * Author: HSE, (2014), *Health and safety in care homes - (HSG220) Page 61*. [Online] Available from: <https://www.hse.gov.uk/pUbns/priced/hsg220.pdf>[Accessed: 9/11/2020]
* Author: GOV.UK, (2020), *Fire safety in the workplace*. [Online] Available from: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>[Accessed: 9/11/2020]
* Author: Fire Action Ltd, (2020), *Fire Evacuation Procedure in a Care Home*. [Online] Available from: [https://www.fireaction.co.uk/news/fire-evacuation-procedure-in-a-care- home/](https://www.fireaction.co.uk/news/fire-evacuation-procedure-in-a-care-home/) [Accessed: 9/11/2020]
* Author: CFOA, (2016), *HM Government Guide to Fire Safety Risk Assessment Residential Care Premises*. [Online] Available from: [http://www.nashics.org/wp- content/uploads/2016/01/CLG-Guide-Additional-Guidance-Document-REV2016-FINAL- 2-2-Final-JAN-16.pdf](http://www.nashics.org/wp-content/uploads/2016/01/CLG-Guide-Additional-Guidance-Document-REV2016-FINAL-2-2-Final-JAN-16.pdf) [Accessed: 9/11/2020]
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| Suggested action: | * Encourage sharing the policy through the use of the QCS App
* Share ‘Key Facts’ with all staff
* Ensure relevant staff are aware of the content of the whole policy
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| Equality Impact Assessment: | QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law. |

**1. Purpose**

* 1. To ensure that Holbeach & East Elloe Hospital Trust has an adequate response to a fire alarm within Holbeach & East Elloe Hospital Trust.
	2. To comply with statutes, regulations and quality standards.
	3. To support Holbeach & East Elloe Hospital Trust in meeting the following Key Lines of Enquiry:

# Key Question Key Lines of Enquiry

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| --- | --- |
| SAFE | S3: How does the service make sure that there are sufficient numbers of suitable staff to support people to stay safe and meet their needs? |
| SAFE | S6: Are lessons learned and improvements made when things go wrong? |
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |
| WELL-LED | W4: How does the service continuously learn, improve, innovate and ensure sustainability? |

* 1. To meet the legal requirements of the regulated activities that {Holbeach & East Elloe Hospital Trust} is registered to provide:
		+ Civil Contingencies Act 2004
		+ The Electricity at Work Regulations 1989
		+ Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
		+ Health and Safety at Work etc. Act 1974
		+ Management of Health and Safety at Work Regulations 1999
		+ The Regulatory Reform (Fire Safety) Order 2005

**2. Scope**

* 1. The following roles may be affected by this policy:
		+ All staff
	2. The following Service Users may be affected by this policy:
		+ Service Users
	3. The following stakeholders may be affected by this policy:
		+ Family
		+ Advocates
		+ Representatives
		+ Commissioners
		+ External health professionals
		+ Local Authority
		+ NHS

**3. Objectives**

**3.1** To ensure that fire alarm systems work effectively and that each time the fire alarm sounds, the building is evacuated, and Service Users are in a safe place.

NB: In larger care homes (Progressive Horizontal Evacuation) PHE is adopted, in which case this should be followed to ensure its effectiveness.

**4. Policy**

* 1. All workers of Holbeach & East Elloe Hospital Trust will be shown the fire alarm central panel position and this policy and procedure.
	2. “Zone Cards” will be stored in the Fire documentation box by the fire alarm panel, with one for each fire zone. There will also be a fire plan map of the building split up into zone areas on the wall next to the fire alarm panel. They will list the exact location and type of each alarm point (smoke, heat, manual) in the zone, in the order that the Registered Manager considers the most effective search route.
	3. Holbeach & East Elloe Hospital Trust will arrange an accessible temporary safe house, such as a school, church hall, etc., for use in the event of a full evacuation, and will make arrangements for access to that building. A copy of this plan with contact details will be within the fire document box by the alarm panel and will be included within the current fire risk assessment.

**5. Procedure**

* 1. Carry out the Fire Plan every time the fire alarm sounds.
	2. Carry out the Fire Action if the alarm is found to be real.
	3. For the purposes of carrying out a Fire Plan, the person holding the main set of keys for the establishment (usually the drug storage and office keys) will be the person in charge. A Fire Emergency cannot afford to be complicated by conflicting instruction.
	4. In the Fire Plan, workers other than the person in charge will be formed into teams of 2, allocated one or more zone cards, and told to search that zone(s) according to the card, staying together at all times, completing the search fully as listed on the card, and returning to the fire assembly point as soon as possible.
	5. While searching, workers will:
		+ Close any corridor fire doors behind them as they proceed on the search
		+ Inspect any closed doors which they come to before opening it, looking for signs of fire behind the door, such as:
			- A smell of smoke
			- Smoke coming around the door
			- The door is warm to the touch
		+ One worker will open the door by 10 – 20 cm, slowly, while the other stays behind them. Only when both workers are satisfied that there is no live fire in the room will they enter and check the alarm point

# Fire Plan

On hearing the alarm:

* + - All workers will attend the fire assembly point, which is the central fire alarm panel
		- The person in charge will:

# Call 999, giving the name and address of the premises

* + - * **Form search pairs and allocate zone cards**
			* **Note the names of the pairs and send them to search**
			* **Wait for the search pairs to report back**
		- If the fire is real, carry out the Fire Action
		- If the alarm is false, ring 999 again and inform them, then await the attendance of the Fire Brigade

# DO NOT RESET THE ALARM UNTIL INSTRUCTED TO DO SO BY THE FIRE BRIGADE

* + - Assist the Fire Brigade in confirming the search results
		- Reset the alarm as instructed by the Fire Brigade
		- Instruct workers to return to their work
		- Enter details of the alarm in the Fire Log
		- Enter the location of the false alarm in the maintenance report log

# Fire Action

In the event of the discovery of a real fire, the person in charge will:

* + - Use the nearest break glass unit to set off the fire alarm
		- Not leave the fire assembly point unless in personal danger
		- Ring 999 to inform them that it is a real fire, and reporting the number of persons who may be trapped
		- Assess the most urgent evacuation, remembering:

# Only evacuate persons not having two fire doors between them and the fire

* + - * **Only evacuate far enough to establish a 2 fire door protection, at this stage**
			* **Do not endanger other people while evacuating – if danger is identified as real and present, await the Fire Brigade with specialist personal protection equipment**
		- Detail the evacuation to be carried out by specific workers
		- Coordinate the evacuation as assessed
		- Evacuate to The car park at the front of the building.
		- Carry out a rollcall
		- Liaise with the Fire Service, Ambulance and Police
		- Inform the Registered Manager of the situation
		- If instructed to fully evacuate, coordinate transfer of Service Users to the safe-house
		- Remove medications, medication records, and Care Plans to safe-keeping
		- If required to evacuate the site, instigate the evacuation to Schools. TBC address

# Fire Alarm Telephone Point Notice

(To be placed immediately adjacent to the telephone that will be used to dial 999 in a fire emergency).

# The senior person present will:

* + - Upon discovering or being notified of a fire, telephone the emergency services by dialling 999
		- When the exchange operator answers, ask for the fire service and give the telephone number: 01406 422283
		- When connected to the fire service, state slowly: “**This is Holbeach & East Elloe Hospital Trust at Boston Road North**

# Holbeach Spalding Lincolnshire PE12 8AQ

**our telephone number is 01406 422283 we have a fire”**

* + - Do not replace the receiver until the information has been correctly acknowledged
		- Inform any other units on the site of the alarm
		- Remove the visitor’s book, where appropriate, and evacuate the building by the nearest available exit and proceed to the assembly point
		- Await the fire service, and be ready to give them the information which they require
		- Do not re-enter the building until told to do so by the fire service

# The Importance of the Fire Drill

The fire drill is of great importance. The primary purpose of the fire drill is life safety. The only tool at our disposal to ensure the efficient use of the plan is by means of fire training drills. Fire drills will be held with sufficient frequency to familiarise all employees with the fire plan and to have the conduct of the drill a matter of established routine. Drills will be held at different times and under varying conditions to simulate the unusual conditions experienced during a fire.

# Leadership

The responsibility for the efficient and safe evacuation plan/drill is that of the person in charge. To ensure the efficient conduct of the plan/drill they must exercise good leadership skills. Panic, which has been responsible for the majority of fatalities in major fires, can be avoided with good order and control. It is more important to have proper discipline in a fire situation than speed, which can lead to panic. Every good team has confidence. Confidence is belief in yourself and your staff. Drills, as a team, develop confidence.

**6. Definitions**

# Fire Plan

* + - This is a plan of action to follow on hearing the fire alarm system activated
		- The plan will be a simple document of brief instructions to follow

# Fire Action

* + - This is the action to follow in a "REAL FIRE"

# Zone Cards

* + - The fire panel will be linked to a number of zoned areas in the building. Each zone card represents one section of the building and outlines the rooms/areas within that zone which must be checked (if safe to do so)

# Evacuation

* + - This is the quickest and safest route to a place of safety or relative safety in the event of a fire

# Call Point

* + - This is usually a red box with a glass break, when the glass panel is pushed in it activates the fire detection system. This is only used to alert people in the building that there is a real fire

# Fire Alarm Panel

* + - This is the automatic detection system which links the fire safety equipment together in a central place in the building
		- The panel will have zoned areas which help locate the potential fire source and speed up evacuation
		- The alarm panel **MUST NEVER BE SWITCHED OFF** until the source of the potential fire is found. In a real fire this is the responsibility of the fire service who will instruct when it is safe to switch off the alarm. They need this information to assess the situation

# Progressive Horizontal Evacuation (PHE)

* + - A common system within larger buildings to provide a safe area within the building behind 2 fire doors from the fire risk area. As the fire spreads some persons in the next zone move to the next area to maintain constantly 2 fire doors between themselves and the fire

# Relative safety

* + - In the event of a fire evacuation "relative safety" is a safe distance from the fire risk area which is behind 2 fire doors affording a minimum of 1 hours protection

# Absolute safety

* + - Absolute safety is the external of the building which is a safe distance away from the building on fire. This would be the main assembly point

**Key Facts - Professionals**

Professionals providing this service should be aware of the following:

* + - Managers will know the fire plan and how to respond and will ensure that all staff do as well
		- Managers will note any changes which occur as a result of an evacuation and will check that both the fire plan and risk assessment are still fit for purpose in the light of any findings
		- All new staff will receive basic fire awareness training on the first day of appointment
		- Managers will carry out regular fire drills to ensure that the detection systems work and that all staff and Service Users in the building know what to do in the event of a fire alarm being raised

**Key Facts - People affected by the service**

People affected by this service should be aware of the following:

* + - You must read the fire notices displayed in Holbeach & East Elloe Hospital Trust and if you are unsure of anything, ask a member of staff for clarification
		- You must follow the instructions in Holbeach & East Elloe Hospital Trust in the event of the alarm being raised
		- You can report any concerns to staff without delay

**Further Reading**

There is no further reading for this policy, but we recommend the 'underpinning knowledge' section of the review sheet to increase your knowledge and understanding.

**Outstanding Practice**

To be ‘ outstanding ’ in this policy area you could provide evidence that:

* + - All staff keep an open line of communication between all parties with regards to fire safety matters
		- Any changes to current fire safety measures are discussed in team meetings and supervision
		- Managers ensure that all staff receive fire awareness training and refresher training at regular periods of time

**Forms**

Currently there is no form attached to this policy.