CareVille
CARE TAILORED TO YOU

Fire Safety In The Home Policy

HS06

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: [ ]

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 12: Safe care and treatment	Care and treatment must be provided in a safe way for service users, including assessing the risks to the health and safety of service users and doing all that is reasonably practicable to mitigate any such risks.

Key Lines of Enquiry

KLOE	How this applies to Fire Safety in the Home
Safe	Promoting fire safety in the home contributes towards the delivery of a safe service.
Effective	By documenting risk management actions in the care plan, we help to ensure the effectiveness of the risk management plans.

Related Documents

This policy should be read in conjunction with our:

- CP02 - Care Planning Policy
- HS08 - Risk Assessment Policy

Policy Aims

- To minimise the risk of fire in the home by the use of adequate fire prevention and risk assessment techniques;
- To ensure that all staff understand what to do in the event of a fire;
- To ensure that all staff attend fire training at least annually;
- To ensure that, in the event of a fire, service users' homes can be evacuated as quickly, safely and efficiently as possible.

Careville Ltd believes that staff and service users should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire.

The organisation believes that the best way to ensure this state of safety exists is to have robust fire policies and procedures in place, to ensure that staff are well trained to cope with an outbreak of fire or an alarm in a service users' home, and to ensure that appointed fire wardens are in place in accordance with the law in the organisation's offices.

Procedure

Careville Ltd adheres to the Regulatory Reform (Fire Safety) Order 2005 A fire evacuation plan should be agreed as part of the initial health and safety risk assessment in any new home. The plan should be entered in the service users' plan and should note:

- Escape routes;
- Fire risks (smoking habits of service users, use of electric bar fires, etc.)

- Evacuation risks. (is the service user immobile or disabled? Is the evacuation route restricted?).

Where evacuation or fire risks are high then professional fire advice should be sought. All service users should be encouraged to adopt fire awareness behaviours and to install smoke alarms. Special evacuation arrangements should be made for service users with limited mobility, wheelchairs or sensory impairments.

On the discovery of or suspicion of a fire, home care staff should:

- Remain as calm as possible and raise the alarm immediately;
- Evacuate the house immediately, helping any service users, visitors or relatives on the premises to evacuate as per the evacuation plan;
- Ensure that everybody who was in the house is accounted for close all doors upon leaving;
- Call the fire brigade if not already done;
- Ensure that any person not accounted for is immediately reported to a fire brigade officer on arrival;
- Contact Careville Ltd's head office or on-call if out of hours and report the fire;
- Record the details of the incident in the incident book and fill out any accident forms in the event of injuries.

Note: If the suspicion of fire is raised by seeing smoke coming from under a door or by seeing smoke in a closed room staff should on no account attempt to open the door but should raise the alarm and summon the fire brigade as quickly as possible.

Staff should:

- Never stop to collect valuables or possessions;
- Never use lifts (except for disabled stair lifts where there is no alternative means of transporting a service user downstairs);
- Never open doors where they can see smoke coming through, unless that is the only means of escape;
- Never attempt to re-enter the building until told it is safe to do so by a fire brigade officer.

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 introduces a new approach towards fire safety - Risk Assessment. The radical overhaul of fire safety legislation has recently been made by the Government. The result is that over sixty sets of fire safety laws were consolidated into a single piece of Legislation.

The Government's aim is to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high risk premises.

A new duty of care would be placed on the "responsible person" - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

Key Question: What does the Fire Risk Assessment document include?

- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Risk Assessment should be used to develop a Fire Safety Action Plan, which should;

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the company to plan and achieve action points.

Stages of the Fire Risk Assessment

Identify Sources

- Sources of ignition
- Sources of fuel
- Sources of oxygen

Identify People at Risk

- People in and around the property
- People especially at risk
- Visitors and contractors

Evaluate, Remove, Reduce and Protect from Risk

- Evaluate the risk of a fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people
- Detection and warning
- Fire fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

Record, Plan, Inform, Instruct and Train

- Record significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people, co-operate and co-ordinate with others
- Provide training

Review

- Keep assessment under review
- Revise where necessary

Fire Hazards

SOURCES OF IGNITION	
	RISK HIGH / MED / LOW
Portable electrical appliances	
Mains electrical system	
Smoking	
Gas boilers	
Cooking equipment in kitchens	
Hot surfaces, equipment in offices	
Lighting system	
Direct sunlight	
Arson	
Hot works, welding, burning	
SOURCES OF FUEL	
	RISK HIGH / MED / LOW
Flammable liquids in workshops Petrol, diesel, paints, oils, lubricants, thinners and adhesives	
Packaging materials and boxes	
Furniture and wall coverings, carpets and tiles.	
External wooden cladding to building	
Waste products, paper and wood in yard areas	
Flammable gasses	

EVALUATION OF RISK OF FIRE OCCURING

EVALUATION OF RISK TO PEOPLE

Key Points to Take Away

- A fire evacuation plan should be agreed as part of the initial health and safety risk assessment in any new home.
- A new duty of care should be placed on the "responsible person" - who might be an employer in the case of a workplace - requiring them to provide and maintain adequate fire precautions.
- The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of ***Careville Ltd.*** All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director