

# **HOMESDALE (WOODFORD BAPTIST HOMES) LTD**

## **FIRE SAFETY POLICY & PROCEDURE**

### **POLICY STATEMENT**

Homesdale believes that all staff, tenants and visitors should be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire.

This policy is intended to set out the values, principles and policies underpinning Homesdale's approach to fire safety. Homesdale aims to ensure, that as far as possible, fires are prevented and that in the event of a fire staff, and tenants know how to react.

Homesdale aims to

- To minimise that risk of fire in the Complex by use of adequate fire prevention and risk assessment techniques
- To ensure all staff are trained in what to do in the event of a fire
- To ensure all staff attend a fire drill at least annually
- To ensure that in the event of a fire the Complex can be evacuated as quickly safely and efficiently as possible.

### **RESPONSIBILITY**

- Overall and final responsibility for Health & Safety is that of The Management Committee
- The following people have responsibility in the following areas  
Sarah Walsh, Housing Officer responsible for Sheltered Housing
- All employees have to
  - co-operate with supervisors and managers on fire safety
  - not interfere with anything provided to safeguard fire safety
  - report all fire safety concerns to the appropriate person as detailed

### **ACHIEVING FIRE SAFETY - PROCEDURES**

On Discovery or Suspicion of a Fire

- Staff should remain as calm as possible
- The person aware of the fire should raise the alarm immediately by operating the nearest call point
- If smoke is seen coming from a closed room or cupboard staff should NOT open the door but raise the alarm and call the Fire Brigade.
- Small fires can be fought with the appropriate extinguisher but only if it is safe to do so and after the alarm has been raised. Fire fighting is always secondary to life safety.

## In the Event of the Fire alarm Sounding

- The senior member of staff should check the panel for the location of the device triggering the alarm
- This should be investigated if it is safe to do so

## Calling the Fire Brigade

- The Fire Service should be called if a fire is discovered or suspected
- If smoke is seen from a closed room or cupboard staff should not open the door but raise the alarm and call the Fire Service
- NEVER stop to collect valuables or possessions
- NEVER use lifts
- NEVER open a door where smoke can be seen underneath unless it is the ONLY means of escape
- NEVER re enter the building until told it is safe to do so by the Senior member of staff or Fire officer

## Evacuation – Sheltered Housing

- Staff should remain as calm as possible
- Staff should help implement Evacuation procedure as outlined in the Emergency Fire Action Plan.
- Staff should go to the designated fire assembly point
- Staff should close all doors behind them
- Ensure the Fire Officer has a full and correct list of all the tenants and flats

## Responsibility

The senior member of staff on duty is responsible for ensuring that

- The Fire Brigade has been called and been told the accommodation houses approx 100 elderly people
- Assessment of the situation, and who is at risk
- Delegating staff to help tenants in affected areas
- The Fire Brigade is met on arrival
- The staff roll, emergency tenant details and contact details have been removed from the building if safe to do so.
- Any person un accounted for is reported immediately to the Fire Officer
- Roll call is carried out

## **FIRE SAFETY INSPECTIONS**

### Daily

- All fire doors are either closed, or if open, held with appropriate devices (maglocks or Dorgards)
- All exits, stairways and corridors are free from clutter
- All unused electrical equipment is switched off and unplugged
- No areas/storerooms contain large amounts of rubbish, hazardous materials or flammable materials

Weekly

- All fire alarm systems are fully functional
- All fire fighting equipment is in good repair and in place
- All electrical equipment is free from obvious defects
- Security is fully functional

Equipment Checks

- The fire alarm system is checked and serviced quarterly, this includes the magnetic door holders in Sheltered Housing, emergency lighting and the smoke alarms in communal areas.
- Smoke Alarms in flats are serviced annually
- Fire fighting equipment is serviced 6 monthly

**TRAINING & INSTRUCTION**

Staff

All new staff have specific training on fire safety as part of the Health & Safety induction process. All staff should be aware of the procedures in case of a fire alarm sounding and be aware of how to respond in an emergency.

Staff should know

- Who is responsible for the fire procedure
- Who is responsible calling the Fire Brigade
- The location of fire extinguishers and how to use them
- The location of break glass alarm points
- The emergent evacuation procedure
- How to use the Tunstall system to alert others

Tenants

All new tenants should have the fire procedures explained to them on arrival at Homesdale.

Tenants should know

- What to do if they see or suspect a fire in their room/flat or communal areas
- How to use to Tunstall system to alert a member of staff
- The emergency evacuation procedure

Please see Emergency Fire Action Plan

Signed .....

Print .....

Date .....

Review date .....

