



Fire Safety Policy

KARE POLICY DOCUMENT				
<i>Policy Owner: Health and Safety Officer</i>				
<i>Rev. No.</i>	<i>Approved by OMT</i>	<i>Approved by KARE Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev 1	October 2014	November 2014	December 2014	Dec 2014 – Feb 2016
Rev 1.1	January 2016	March 2016	March 2016	March 2016 – Sept 2017
Rev 1.2	October 2017	N/a as no change to policy (Appendix 2 re Training added)	October 2017	October 2017 -

Section 1: Policy

1.1 Background to this Policy

KARE considers the safety of the people who use its services, staff and visitors to be of paramount importance and will seek to protect all persons on all its premises from risks associated with fire by endeavouring to comply with all its legal obligations and all other relevant fire safety legislation.

This policy is underpinned by:

- Fire Services Act: 1981 (Amended 2003) and the regulations made under it, such as the Fire Safety in places of Assembly (Ease of Escape) Regulations 1985
- Safety, Health and Welfare at Work Act: 2005
- Safety, Health and Welfare at Work Act (General Application Regulations): 2007
- Building Control Act 1990 and the Building Control Regulations 1997 - 2014
- Building Regulations – Technical Guidance Document B (Fire Safety)
- Building Regulations – Technical Guidance Document M (Access and Use; Access for people with disabilities)
- I.S. 3218: 2013 (Fire detection and Alarm Systems for Buildings - System Design, Installation, Servicing and Maintenance)
- I.S. 3217: 2013 (Emergency Lighting)
- I.S. 291: 2002 (The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers)

1.2 Aim of this Policy

The aim of this policy is to provide a framework for the management of fire safety in KARE.

1.3 Scope of this Policy

This Fire Safety Policy is applicable to all KARE staff including Community employment (CE) and Local Training Initiative (LTI participants), people who use the service, visitors and contractors working on behalf of KARE.

1.4 Policy Statements

1.4.1 General Statements

- 1.4.1.1 KARE will meet the legislative and regulatory requirements with regard to fire safety within premises for which it is responsible, working at all times to ensure outbreaks of fire do not occur.
- 1.4.1.2 KARE will work to ensure protective measures are in place so that in the unlikely event of a fire occurring there will be a means of escape **is** available for everyone in the building and the fire will be detected rapidly, contained effectively, and extinguished quickly.
- 1.4.1.3 KARE recognises that the procedures around fire safety such as the sound of the alarm and fire drills can be disturbing for some individuals who use the service, staff

will work with these individual's to help them become accustomed to these procedures.

1.4.2 Roles and Responsibilities

1.4.2.1 KARE's Chief Executive Officer (CEO) will take overall responsibility for the management of fire safety throughout the organisation.

1.4.2.2 The CEO will appoint a Health and Safety Officer to work along with the Health and Safety Committee to oversee the management of fire safety throughout the organisation.

1.4.2.3 The Health and Safety Officer will work with the Health and Safety Committee to:

- ensure KARE's Fire Safety Policy is in compliance with all relevant legislation.
- oversee the implementation of KARE's Fire Safety Policy
- consult with a Fire Safety Consultant as necessary to get expert advice on the application and interpretation of fire legislation, regulation and fire safety guidance.
- monitor the carrying out of Fire Drills
- ensure each KARE location has a Fire Risk Assessment in place
- ensure each KARE Location has an Emergency Response Plan for Fire
- monitor the implementation of Fire Safety Training for staff

1.4.2.4 The Facilities Manager will:

- ensure KARE buildings are in compliance with Building and Fire Safety Regulations.
- manage the inspection and maintenance of Fire safety systems and equipment in accordance with regulation
- ensure building contractors are made aware of and observe KARE's fire safety procedures
- support Line Managers to address fire safety hazards as relevant
- ensure any contractors undertaking Hot Work are competent to do so, are familiar with fire safety procedures and that a risk assessment is carried out prior to work commencing

1.4.2.5 Line Managers will be responsible for the day to day implementation of this Fire Safety Policy within their area, this includes ensuring:

- fire safety checks are carried out as required
- fire hazards are identified and action taken as appropriate to address these hazards
- fire drills are carried out at least 3 times a year and a report is submitted on each fire drill
- the effectiveness of fire drill is reviewed and improvements are put in place as necessary
- staff working in their area have up to date fire safety training as required
- new staff receive training with regard to fire safety particularly with regard to the location of firefighting equipment, call points, exit routes, assembly points and evacuation procedures.
- visitors to their area and contractors are made aware of fire safety procedures as relevant

- 1.4.2.6 Staff will be responsible for adhering to this Fire Safety Policy, this includes:
- promoting fire safety and prevention at all times
 - being vigilant with regard to fire safety and prevention including:
 - good housekeeping
 - keeping fire doors and exits free of obstruction
 - ensuring electrical equipment is in good repair
 - removing fire hazards e.g. faulty electrical equipment, flammable materials
 - being familiar with the Fire Risk Assessment in their area and implementing the associated controls as appropriate
 - knowing what to do in the event of fire to ensure their own safety, the safety of people who use the service, their colleagues and visitors.
 - participating in Fire Drills
 - attending Fire Safety Training as required
 - reporting fire hazards and instances where fire precautions are not being observed
 - requesting visitors to sign in and out of building as appropriate
 - informing visitors of the fire safety procedures as appropriate

1.4.3 Buildings, Fire Prevention and Fire Detection Systems

- 1.4.3.1 All KARE buildings will be fitted with appropriate fire safety equipment including fire alarms, fire extinguishers and emergency lightening
- 1.4.3.2 KARE buildings, with the exception of community houses, will have all escape routes clearly identified by fire exits signs
- 1.4.3.3 Newly built premises will be inspected by a Fire Safety Consultant within 3 months of completion, in line with Planning Regulations.
- 1.4.3.4 All Fire Safety Equipment will be serviced in accordance with legislation and the Facilities Department will keep records of such servicing.
- 1.4.3.5 Electrical equipment will be serviced and maintained in accordance with manufacturer's instructions and legislative requirements
- 1.4.3.6 Each KARE Location will have a Fire Risk Assessment which is reviewed at least once a year.

1.4.4 Emergency Response and Fire Drills

- 1.4.4.1 Each KARE location will have an Emergency Response Plan for Fire which outlines the procedures to be used in the event of discovering a fire or hearing the alarm. The Emergency Response Plan will include a Fire Floor Plan which shows the location of fire extinguishers, call points, exit routes and assembly points
- 1.4.4.2 Each individual living in a KARE Community house/supported by KARE in their living arrangements or staying in a KARE Short Breaks house will have a Personal Emergency Evacuation Plan which outlines how they will leave their home in the event of a fire.

Each individual using a Local Service Building who requires support to evacuate the building will have a Personal Emergency Evacuation Plan which outlines how they will leave the building in the event of a fire.

- 1.4.4.3 Each KARE location will carry out a Fire drill at least 3 times a year to:
- provide an opportunity to put the Emergency Response Plan for Fire into practice
 - facilitate individuals who use the service to become accustomed to the sound of the alarm and exiting the building when the fire alarm is activated
 - ensure people are familiar with the fire evacuation procedures
 - ensure that everyone knows what the fire alarm sounds like
 - provide an opportunity for individuals to become familiar
- 1.4.4.4 The Line Manager/designate will carry out each Fire Drill by:
- i. sounding the alarm. Note the fire drill should be made realistic by requiring the participants to use their second or alternative way out by temporarily blocking an escape exit for the duration of the fire drill.
 - ii. monitoring how long the evacuation takes.
 - iii. taking a head count at the designated assembly points to account for everyone's participation and evacuation.
 - iv. identifying anyone not present and accounting for their whereabouts.
 - v. informing participants when the drill is over and that they can return to the building.
- 1.4.4.5 A night time Fire Drill i.e. when people are in bed, will be carried out in Community and Short Break houses at least once every 12 months or more frequently if required. The night drill should be carried out taking into consideration the individuals living in the house e.g. not moving people for whom it would be traumatic/upsetting but instead staff 'walking through' the evacuation process.
- 1.4.4.6 Under no circumstances should any person re-enter the building after leaving it due to a fire alarm alert, until they are given the all clear to do so.
- 1.4.4.7 The Line Manager/designate will complete a report on each Fire Drill held and submit it to the Health and Safety Officer (see Appendix 1)
- 1.4.4.8 The Line Manager/designate will ensure that any problems encountered during a Fire Drill are followed up with corrective action as appropriate.

1.4.5 Information and Training

- 1.4.5.1 All staff will receive Fire Safety Training which will include:
- Chemistry of fire.
 - Spread of fire.
 - Class of fire.
 - Fire prevention (*recognising fire hazards*).
 - Firefighting equipment.
 - Evacuation procedures.
 - Actions to take on discovering a fire.
 - Actions to take on hearing the fire alarm.

- Assisting the fire brigade.
- Practical use of fire extinguishers.
- Location specific training re location of firefighting equipment, call points, exit routes, assembly points and evacuation procedures.

- 1.4.5.2 The duration and frequency of Fire Safety Training will be decided based on the fire risks and controls in their area of work and the responsibilities of staff in a fire emergency. Staff, including new employees will receive Fire Safety Training as outlined in Appendix 2.
- 1.4.5.3 Staff working in residential and house based short breaks services will receive training with regard to fire safety within the location including location of firefighting equipment, call points, exit routes, assembly points and evacuation procedures prior to commencing work in the house.
- 1.4.5.4 KARE's Training Dept. will keep a log of Fire Safety training provided to staff including:
- Date and Time of Training
 - Content of Training
 - Name and Signature of person delivering the Training
 - Name and Signatures of all those receiving the Training
- 1.4.5.5 The Line Manager/designate will ensure that people using a KARE premises including people who use the service, visitors and contractors are made aware of the fire safety and evacuation procedures.

Appendix 1

FIRE DRILL RECORD

Day and Date of Fire Drill	
Time of Fire Drill	
Names / Numbers of all KARE Staff on Duty	
Names / Numbers of all Service Users, Visitors and Contractors in the premises	
Location of Fire for Drill Purposes	
Total Length of Time to Completely Evacuate the premises	
Problems / Obstacles encountered during the Fire Drill	
Corrective Action Suggested / Required	
Date and Details of Corrective Action taken	
Name, Signature and Date of KARE Staff member completing this Form	

Appendix 2

Training

All employees must complete training in Fire Safety every 2 years. The date of completion will be recorded on their Training Record and a copy of the Training Attendance sheet with their signature will be held by the Training Department.

New employees who do not have current Fire Safety Training

A new employee who does not have current Fire Safety training cannot commence work in a KARE service which provides direct supports to service users e.g. house or Local Service, until they complete the appropriate training. In such a situation, the Training Department will:

- organise for the employee to complete KARE's Interim Fire Safety Induction as approved by the Health and Safety Officer. The date of completion will be recorded on a Training Attendance sheet and logged on the employees TMS record.
- schedule the employee to attend KARE's Fire Safety Training at the nearest possible date following their commencement with KARE.

New employees with current Fire Safety Training

A new employee who has current Fire Safety Training, will receive induction on the location's Fire Safety Procedures from their Line Manager prior to commencing work in a KARE unit. The Line Manager will record this on the Induction Checklist.