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1.0 INTRODUCTION

Every year in Britain, thousands of people are injured or killed by fire. Fire is considered to be a potential and serious hazard to all staff, the people we support and others, the consequences of which can result in widespread damage to buildings, injuries to people, disruption of normal working arrangements and curtailment of services. Fire and Rescue Services are placing ever increasing emphasis on preventing fire incidents. Fire safety education, research and awareness-raising all play vital roles in helping to make sure fires incidents never start.

Managing the risk from fire demands fire safety precautions based on a combination of appropriate vigilance and protective measures depending upon building use and occupancy, the inherent fire risks and the legal obligations.

Scope

This fire safety policy applies to all premises, which are to any extent under the control of Outcomes First Group as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, the people we support, visitors and contractors whether permanently or temporarily engaged.

Purpose

Outcomes First Group recognises its responsibilities and duties under the Regulatory Reform Fire Safety Order 2005 (RRFSO) both as an employer and education and care service provider. The primary objectives of the policy are to:

- Minimise the risk of incidence of fire
- Minimise the impact of fire on the life, safety, delivery of service, the environment & property.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

2.0 POLICY STATEMENT

Outcomes First Group considers fire safety to be of paramount importance and wish to assure all stake holders that it has appropriate policies and procedures in place to safeguard them from the effects of fire.

The aim is therefore to ensure that, as far as possible that fires / unwanted fire signals do not occur, that if and when a fire occurs, it is rapidly detected, effectively contained and quickly extinguished by sound planning and rapid and effective response.

In order to achieve these aims, the Company shall:

- Comply with prevailing legislation;
- Implement fire safety measures through investment in the estates and personnel;
- Comply with monitoring and reporting mechanisms appropriate to the management of fire safety; and
- Develop partnership initiatives with other agencies and bodies in the provision of fire safety.

To provide a safe environment for the people we support and staff, visitors & contractors. Arrangements have been put in place to ensure suitable and sufficient fire safety measures are in place and are routinely monitored, namely to ensure that:

- All properties, especially those providing residential care for children & adult services, have all systems in place to provide full and compliant fire safety standards.
- Staff are familiar with what action to take in the event of a fire.
- Periodic audits of the effectiveness of management structures and risk controls for fire safety are conducted.
- To eliminate or reduce harmful substances that could increase risks in the event of a fire outbreak.
- Local systems of monitoring and recording fire safety are routinely undertaken & recorded in the site fire log book.
- Local systems for the ongoing maintenance of standards set by Outcomes First Group are maintained.

This Policy has considered and utilised the information provided in the following regulatory guidance:

- Fire Safety Risk Assessment (educational premises)
- Fire Safety Risk Assessment (residential care premises)
- Fire Safety Risk Assessment (sleeping accommodation)
- Fire Safety Risk Assessment (offices and shops)

These guidance documents are free to download at the following site:

[Fire safety in the workplace: Fire risk assessments - GOV.UK](#)

3.0 OUTLINE FIRE SATETY STRATEGY (Flowchart – See Appendix A)

As part of their local arrangements, each site shall have a local **Fire Safety Strategy** – see flowchart in Appendix A.

Appendix A (which identifies the planned and coordinated arrangements designed to reduce the risk of fire and ensure the safety of occupants if there is a fire), is based on the following:

- The principle concern within any premises is that of risk to life, therefore the first objective is to **preserve life safety** by ensuring that all building users are protected from the effects of fire; and that in the event of fire, they are able to evacuate safely and quickly to a place of safety.
- If the organisation can preserve life safety, then a minimum level of **property protection** will also be achieved, as action can be taken to either facilitate first-aid firefighting and/or summon the fire service to deal with a fire.
- If the first two objectives are met, then two additional objectives will also be achieved, in that the organisation will be able to maintain **full or partial service delivery** to the community which it serves; and there will be little or no **environmental impact** resulting from a fire incident.

In order for the strategy to be effective, there is the need for generic principles to be applied:

- The fundamental approach to fire safety is to prevent the outbreak of fire through comprehensive fire safety management; good housekeeping and effective management of unavoidable risks within the built environment.
- That there will be continual investment in both the estate and personnel to maintain an appropriate level of fire safety.
- That in the event of fire safety / risk management failing, that only one seat of fire will occur at any one time.
- That each premise shall have sufficient fire precautions and systems provided on a risk-based approach as identified by the current/latest risk assessment and in accordance with the relevant standards, namely:
 - The provision of suitable and sufficient training for all staff;
 - A suitable means for detecting fire and giving warning;
 - Each premise is divided into small compartments and sub-compartments in order to restrict the spread of smoke and flame;
 - A sufficient number of escape routes of suitable width which can be used unaided by a majority of the building users;
 - A sufficient number of final exits which can be opened without the need of a key with widths suitable for a majority of building users to use unaided;
 - The provision of suitable and sufficient first-aid fire-fighting equipment appropriate to the risk.

4.0 ORGANISATION AND MANAGEMENT RESPONSIBILITIES

Whilst it is neither possible nor desirable to fully define responsibilities, the following give the main responsibilities for the fire safety roles:

Board of Directors

- To ensure an effective health and safety management structure;

- To ensure that key posts are filled by competent individuals and the requirements of these posts are being met;
- To ensure that the Senior Management Team gives matters of health and safety equal importance as other key business functions;
- To ensure that the Senior Management Team provides as far as is reasonably practicable the resources deemed necessary, to fulfil the requirements determined by statute;
- Review safety performance of the Company with the Senior Management Team.

Group Chief Executive Officer

- To ensure that the Company complies with prevailing legislation and guidance;
- That suitable and sufficient budgets and investment in fire safety improvements are agreed by the Board and are accounted for in any Business Plans.

Managing Directors of Specific Services

- Managing Directors will cooperate with the requests of either the Chief Executive and / or the Board of Directors on matters of fire safety;
- The business plans take account of the programmes of investment in fire safety improvements agreed by the Chief Executive and Board;
- The Senior Management team has made suitable arrangements to have a forum to discuss Fire Safety on a regular basis;
- The Senior Management Team should be confident that staff dealing with fire safety are sufficiently empowered, have access to adequate resource, are in be in a position to maintain fire safety systems and have the ability to influence and direct staff;
- Each premises owned or occupied by the Company has suitable and sufficient personnel in place to manage fire safety.

Regional Directors / Heads of Division / Service

Regional Directors / Heads of Division / Service are responsible for the ensuring the provision of arrangements in relation to fire safety and ensuring that the company's policy is implemented for their respective services, for providing support and advice to their respective managers and monitoring implementation of this policy within their respective areas.

Regional Managers

Regional Managers are responsible for the implementation of this policy within their respective services

Head of Health and Safety

- Devising the Company's fire safety system and associated policies and procedures;
- Advising all levels of management regarding the implementation of the system and associated policies and procedures;
- Ensuring the updating and amendment of the Fire Safety Policy, associated codes and those amendments are brought to the attention of all levels of management;
-
- Appoint and manage the company's external contractor, who will act as the company competent person in relation to fire safety;
- Maintain a schedule of fire risk assessments and ensure assessments are conducted by the external contractor, in line with the schedule;
- Liaising with Training Department / Registered Managers to ensure that adequate and appropriate training is available to all staff;

- Reporting to the Senior Management Team on Fire safety matters and advising as necessary;
- Acting as a focal point for the co-ordination and resolution of health and safety matters.

Facilities Managers / Registered Managers / Caretakers

- Ensuring the service and maintenance of the fire detection systems, fire alarm and firefighting equipment in accordance with British Standards and ensuring all records are up-to-date such as:

- Fire alarms,
- Emergency lighting,
- Automatic sprinkler systems

And including:

- Other mechanical or electrical equipment;
- Passive fire protection within premises
- All new premises or those undergoing structural alteration meet the requirements of fire safety, by liaising with Local Authority Fire Safety Officers & Building Control;
- Furniture & fabrics supplied are of suitable fire rating & conform to British Standards identified in this policy;
- Maintaining a link with the appropriate inspectors of the enforcing authority.

Registered Managers / Head Teachers and Principals / Heads of Service

Registered Managers and Head Teachers will manage the day-to-day fire precautions within their premises including:

- Ensuring that a fire risk assessment is carried out by a competent person on a 3 yearly basis;
- Conduct a 'Level 1 fire risk assessment' at least
- Carrying out any further action identified in the Fire Risk Assessment and remedial action plan within an appropriate time scale;
- Communicating the findings of the Fire Risk Assessment to all staff;
- Completing the Fire Evacuation Plan and communicating the findings of the Plan to relevant persons
- Completing Personal Emergency Evacuation Plans (PEEPs) for staff and people in care / education where required and communicating the findings to relevant persons;
- Reviewing all fire safety related documents;
- Service and maintenance of the fire detection systems, fire alarm and firefighting equipment and ensuring all records are up-to-date;
- Furniture and fabrics purchased are of suitable fire rating and conform to British Standards identified in this policy;
- Appointing Fire Wardens where relevant;
- Ensuring Senior Persons on Duty and Fire Wardens are competent in carrying out their duties;
- Ensuring all staff undertake fire safety training and regular fire drills;
- Ensure that appropriate levels of management are always available to ensure that decisions can be made regardless of the time of day;
- Ensure the ongoing development of localised fire safety management systems, including local procedures and fire strategies;
- Monitoring the ongoing inspection and maintenance of fire safety systems.

Senior Person on duty (where relevant)

In the event of a fire situation, the senior member of staff on duty will control the evacuation of all persons and liaise with the emergency services.

- Nominating members of staff who will carry out a sweep (thorough check) of all areas including checking toilets, ensuring all doors and windows are closed as the building is evacuated;
- Nominating a member of staff to contact the emergency services;
- Liaising with the emergency services upon their arrival to confirm sweeps have been carried out and report any unaccounted for personnel so that they can be searched for promptly;
- Coordinating the roll call and communicating this to the emergency services;
- Ensuring that provision are in place to prevent persons from entering the building until it's safe to do so.

Nominated Person, Fire Marshal

- Follow laid down codes of evacuation;
- Liaise with all staff and users of premises with reference to signals, evacuation procedures and routes;
- Ensure fire alarm system is tested at weekly intervals;
- Ensure emergency lighting is tested at monthly intervals;
- Inspect portable firefighting equipment at least monthly – where firefighting equipment is subject to frequent misuse / damage, checks will be carried out weekly.
- Assist registered / facilities managers in carrying out fire drills at intervals detailed in this policy;
- Organise inspection of premises at end of day;
- Inspect fire exits weekly;
- Maintain records of above;
- Have an awareness of the fire safety risks particular to their premises and their purpose;
- Have input into the local fire safety management system including local procedures and strategy, and representation at local meetings etc.

Employees

- Follow fire safety procedures;
- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts or omissions;
- Cooperate with their Manager / Fire Warden;
- Inform their Manager or any other staff of any work situation which could present a serious and immediate danger to safety and of any matter which would represent a shortcoming in the staff protection arrangements for safety;
- Undertake fire safety training as required by the organisation.

5.0 MAINTAINING ADEQUATE LEVELS OF FIRE SAFETY

As identified in the strategy above, Outcomes First Group shall undertake an ongoing programme of risk assessment and fire safety checks / inspections on the following basis:

- Premises will be formally fire risk assessed three yearly and the risk assessment reviewed on an annual basis or when material alterations, refurbishments or changes of use are undertaken;
- Fire safety checks / inspections shall be carried out in accordance with this policy;
- Linked to the fire risk assessments, Outcomes First Group has a programme for installing and satisfactorily maintaining an adequate level of physical fire precautions designed to prevent the occurrence, ensure the detection, and minimise the spread of fires. Further specialist advice in the preparation of this programme will be obtained from the relevant Competent Person as required.

Site Fire Zone for each premise are to be kept on site (in the Fire Log Book) and by the Facilities Departments (where relevant) showing the following:

- Fire resisting construction including details of periods of fire resistance;
- Location of first-aid firefighting equipment;
- Location of fire alarm call points, sounders and panels;
- Automatic fire detection layouts;
- Secure locks that release on activation of the fire alarm;
- Location of fire action notices;
- Location of exit signs;
- Emergency lighting points;
- Automatic Suppression systems (where installed).

The maintenance of all fire appliances, alarms, fire doors, emergency lighting and mechanical ventilation etc., is the responsibility of Registered Manager / Head Teachers or Facilities Managers (where relevant) and is implemented by designated Competent Persons.

6.0 FIRE RISK ASSESSMENT

It is a Company requirement that a premises specific fire risk assessment is carried out and made available at all times. This fire risk assessment must:

- Be carried out by a competent person.
- Reflect the premises use and occupation;
- Record the significant findings, including the measures required to control the risks from smoke and fire including those which are already in place, those planned and any requirements / recommendations for further improvement;
- Be a working document, kept under constant review and regularly updated as a minimum at annual intervals.

The company employs an external Fire Risk Assessor to complete all Fire Risk Assessments every 3 years which the central H&S team co-ordinate.

Each year the service leader (or delegate) must complete the annual Level 1 Fire Risk Assessment Review to check compliance and any new hazards against the main FRA. These must be logged on the Info Exchange system.

7.0 RECORDS / FIRE LOG BOOK

Each Company location will hold a “**Fire Log Book**” which will contain procedures and documentation to identify the following:

- Premises details;
- Fire system and equipment inventory;
- Fire classifications & fire extinguishers;
- Fire alarm testing record; (located on Info Exchange)
- Emergency lighting testing record; (located on Info Exchange)
- Firefighting equipment testing record; (located on Info Exchange)
- Automatic sprinkler testing record (where applicable);
- Fire drills/evacuation record;
- Internal portable appliance check record;

- Dorgard check records; (located on Info Exchange)
- Fire door check records; (located on Info Exchange)
- Staff fire training records;
- Copy of current fire risk assessment;
- Copy of current fire safety policy;
- Copy of current annual fire extinguisher inspection; (located on Info Exchange)
- Copy of current landlords gas safety checks; (located on Info Exchange)
- Copy of current annual Portable Appliance Tests; (located on Info Exchange)
- Copy of current electrical installation condition report; (located on Info Exchange)
- Evacuation procedures (including service user PEEPS and landlords procedures where applicable);
- Fire drawings / site plans.

Fire Action Notices should be provided throughout premises (where relevant), and should be located:

- By each manual call point;
- By final exits into staircases or from buildings;
- In areas where large numbers of people congregate (such as meeting rooms etc.);
- On staff or Health & Safety notice boards.

8.0 INFORMATION AND TRAINING

The organisation has a responsibility under fire safety legislation to ensure that staff are adequately trained in fire safety issues. Training is provided as part of Induction in both generic fire safety issues and specific site related fire safety issues including fire procedure awareness information appropriate to the specific needs of their location / work place, and action to take on hearing the alarm, escape routes and location of assembly point(s).

Refresher training is provided at least once a year in both generic fire safety issues and site specific fire safety issues. It must be ensured that records are kept of all fire training provided.

Fire marshals receive suitable training commensurate with the role of Fire Marshal.

All people we support should receive induction training in fire precautions and the local fire procedure as is meaningful to them. Awareness of fire safety is an issue that needs to be built into the operation of all services and individuals programmes as part of their independence preparation.

9.0 EMERGENCY PLANS

Fire Evacuation Plan

A Fire Evacuation Plan detailing the action to be taken in the event of a fire will be prepared by the Registered Manager / Head Teacher. The purpose of the Fire Evacuation Plan is to ensure that the people in the premises know what to do if there is a fire and that they can be safely evacuated. The Fire Evacuation Plan will be reviewed annually or more frequently if there is a significant change to the premises or use of premises or the people we support.

In shared-occupancy premises the Fire Evacuation Plan will need to be detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, who have control over the building. In most cases this means that a single Fire Evacuation Plan covering the whole building will be necessary. Normally, the building owner or managing agent will be expected to produce the Fire Evacuation Plan and agree the content with other responsible persons.

Fire Action Notices to be on display informing all persons on site including visitors, clear instructions of what to do in the event of the fire alarms sounding or discovering a fire.

In the case of people we support having specific communication difficulties, the use of Makaton symbols or similar communication tools should be considered in a separate notice, placed alongside the main notice.

Local Fire Procedure – Emergency Plan

The Fire Action Notice must be backed up with a clear written evacuation procedure to be followed by all staff. Building fire procedures will be particular to the nature and requirements of the individual sites and, where necessary, areas within those sites.

The written procedures to identify the following:

- What to do on discovering a fire
- How to raise the alarm
- Safe evacuation of the premises, and doing all reasonably possible to ensure the building is empty. The methods of achieving this may include;
 - Roll Call
 - Building Sweep
- Identifying individuals with specific roles in the event of the alarms sounding including;
 - Care staff responsible for service users – what must they do?
 - Nominated Fire Marshal – Sweep areas or conduct roll calls, conduct quick assessment to summon the fire brigade, or if it was a false alarm.
 - Collecting registers of persons on site and the fire log book containing useful site information such as floor plans and service cut off points.
- Summoning the Fire & Rescue Service
- Meeting the Fire & Rescue Service and directing them to the area of the fire
- Ongoing responsibility for liaison with the Fire & Rescue Services
- Informing management
- Clarity as to how these responsibilities are exercised across the 24 hour period, including taking into consideration ratios of staff to the people we support
- Alternative emergency accommodation provisions
- Designated key holder(s) for premises not occupied at all times, plus a mechanism for cover during holidays and other absences

Local procedures should be reviewed periodically to ensure that any changes to premises or management arrangements are reflected.

Crisis / Emergency Pack (Grab Bag)

Each establishment should prepare a crisis / emergency pack (in line with the premises Business Continuity Plan) to be readily available at a secure location near an exit point or suitable secure location outside the building. The pack should contain the following:

- Floor plans with utilities marked on
- Business Continuity Plan
- Personnel and Service User Protocols (list of information to help the police if the person goes missing i.e. medication required, mobile numbers, places previously located and a recent photograph) for each person supported
- Roll call list
- First aid kit – kept separately and Foil Blankets

- Mobile phone or card/coins for public phone
- Staff details / next of kin – hard copy
- Torch wind up
- Wind up radio
- High visibility jackets or tabard
- Refreshments - e.g. energy bars and bottled water
- Details of spare car keys
- Copy of current asbestos register
- Water

10.0 FIRE DRILLS

The principal objective of the Emergency Plan will be to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with safeguarding of life and property, and the minimum disruption to the care environment. In order to successfully achieve this, it is vital that staff regularly participate in fire drills, to remind them of their duties, and to evaluate the effectiveness of the Emergency Plan.

Fire drill procedures will vary according to each service's circumstances and the people we support, but in general an element of surprise should be maintained wherever possible depending on the people we support and their associated risks

Drills will not be allowed to prejudice the health & safety of our service users, staff or visitors or breach the integrity of our caring environment.

It may not be beneficial to have 'surprise' drills as the health and safety risks introduced may outweigh the benefits.

Drills can be conducted silently without the alarms sounding to test the staff's knowledge and minimise anxiety to the people we support (Where there is a real risk of injury to persons due to the anxiety and behaviour of the people we support).

Fire drills will be organised & recorded by the appropriate person for that site including;

- Registered Manager
- Head Teacher
- Facilities Managers
- Office Managers

Requirements – frequency of drills

Residential Homes

At least four fire drills, one of which to be held at night to take place in a 12 month period, approximately each quarter. Additional drills to be held when new person we support moves in and by any issues raised during any drill held.

All fire drills must be recorded and include the time taken to carry out the evacuation. The drills must include evacuation of staff and the people we support from the building. Some fire drills should take place when staffing levels are at their minimum.

You should aim to evacuate all occupants from a protected area (sub compartment) to a place of reasonable or total safety within 2½ minutes of the alarm being raised. Staff training and pre-planning should assist to minimise the time to react to the alarm so as to maximise the time available to assist the people we support to evacuate.

Guidance on Night Time Evacuation

It's important to determine during the drill whether the people we support and others can readily waken to the sound of the fire alarm. If they fail to awaken, then we need to ensure that someone is assigned to wake them up as part of the drill and in a real emergency situation.

Night time fire drills should be carried out at a time when the normal daily / evening routine have finished and the people we support are in their rooms having settled down for the night, or early in the morning just prior to rising from bed.

Schools

In schools, fire drills should be held during normal working hours at least once a term, however it is advisable to hold a fire drill each half term, preferably early in any term when new staff or pupils have joined the school, outside normal working hours for those who may occupy the building outside normal working hours, such as cleaners, and also during extended hours if applicable.

All fire drills must be recorded and include the time taken to carry out the evacuation.

The drills must include evacuation of staff and the pupils and any visitors from the building.

You should aim to evacuate all occupants from a protected area (sub compartment) to a place of reasonable or total safety within 2½ minutes of the alarm being raised. Staff training and pre-planning should assist to minimise the time to react to the alarm so as to maximise the time available to assist the people we support to evacuate.

Office Buildings

Fire drills in office building should be held at least annually

All fire drills must be recorded and include the time taken to carry out the evacuation.

You should aim to evacuate all occupants from a protected area (sub compartment) to a place of reasonable or total safety within 2½ minutes of the alarm being raised. Staff training and pre-planning should assist to minimise the time to react to the alarm so as to maximise the time available to assist any occupants who need support to evacuate in accordance with their individual PEEP's.

Reviewing Fire Drills

There are three components that should be reviewed following on from a fire drill:

- Length of time to evacuate . If time is within the acceptable range there is nothing further to do. If not, staff need to analyse where the delays occurred and if these delays can be prevented in future drills.
- Performance of specific individuals. Comments on the fire drill report should note if any particular person had difficulty getting out. If so, staff need to determine if this issue was likely a one-time occurrence or could be reoccurring. Also, staff need to determine what is needed to correct or improve individual's performance.
- Concerns regarding the environment or fire alarm system. Any concerns noted should be reviewed to determine what correction is needed and what needs to be done to prevent a reoccurrence. For example: fire alarm was not heard in one of the rooms, or a fire exit route was blocked with items being stored.

All fire drill records must be uploaded onto Info Exchange within the Health and Safety Module.

11.0 PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

It is the responsibility of the Registered Manager or Head Teacher to ensure each person in their care is fully assessed for any additional requirements or support in evacuating the building (including staff).

It is the responsibility of the Registered Manager / Head Teacher to ensure an individual Personal Emergency Evacuation Plan (PEEP) is developed for the people we support who have known disabilities that will impact on their ability to evacuate the particular premises safely – this will include both physical and behavioural, as within the autism services there can be issues due to complex behaviour, refusal to co-operate or high anxieties imposed by the event.

Arrangements can be made to identify a place of relative safety/refuge, where persons with a disability or other people who may need additional support can wait before they are assisted to a place of total safety.

All staff including agency workers, bank staff and supply teachers will be made aware of individuals care / support plans or PEEPs at their induction and refresher training. PEEPs will be kept as a hard copy at the premises for staff information and training. The documents can also be kept electronically.

PEEPs will be reviewed no less than annually or if there are any significant changes to the premises; use of premises; the people we support or issues revealed in the running of fire drills.

12.0 CONSULTATION

Staff are consulted on fire safety issues which may affect them. This is achieved via staff meetings and briefings, telephone conferencing and health and safety meetings.

13.0 CONTRACTORS / VISITORS

Appropriate arrangements will be made to ensure that contractors and other visitors are logged in and out of the premises.

Contractors will be advised accordingly of procedures / site rules etc. applicable to them by their host upon induction.

Contractors are selected in accordance with laid down criteria, and are required to demonstrate their competence as required by statute prior to acceptance as an approved contractor.

The Facilities Managers / Procurement is responsible for the assessment and selection of all contractors used within the organisation's premises.

All contractors carrying out any 'hot work' must inform the Registered Managers / Head Teachers / Facilities Managers or other responsible person of their intention to do so and must complete a hot work permit.

In regard to other visitors, the person hosting the visitor will ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

14.0 LONE WORKERS

A lone working risk assessment will be carried out. Staff are to be made aware of emergency procedures, including first aid provision, if working away from their normal work base or without another member of staff in close proximity.

15.0 EXPECTANT MOTHERS

Maternity risk assessment will be carried out and if necessary Personal Emergency Evacuation Plan will be undertaken.

16.0 MAINTENANCE, CHECKS AND TESTS

The premises emergency routes, fire exits, firefighting equipment, fire alarm, emergency lighting, smoke/heat detectors, fire doors and other safety measures will be kept in efficient working order and covered by a system of testing and maintenance.

A Fire Log Book will be kept up-to-date with the records of all tests. Any defects must be actioned as quickly as possible.

The following routine checks and tests that will be carried out by the nominated person:

Daily Checks on walk rounds

- Ensure that any security devices on fire exits are unlocked/removed and do not impede escape;
- Ensure that doors on escape routes swing freely and close fully and are not wedged open;
- Check exits and escape routes to ensure they are clear from obstruction, combustible materials and are in a good state of repair;
- Check the fire alarm panel to ensure it is active and fully operational;
- Visually check all Emergency lighting units are in good state of repair;
- Check any safety signs are legible;
- Establish a routine for closing all fire doors at night;
- Ensure fire extinguishers are visible and in correct location with no damage.

Weekly Checks

- Sound alarms to ensure all sections of the building hear the alarm sound.
- Rotate on a weekly basis the call point used to operate the alarm test.
- Ensure all automatic doors release and close upon alarm sounding.
- Ensure any locked doors release upon alarm sounding;
- Record results on Info Exchange;
- Check all fire doors are in good order as well as frames; any vision panels are in good condition and secured in their frame; any smoke seals / intumescent strips are in situ and good condition (see fire door check in fire log book) – **this weekly check to be undertaken where doors are subjected to very regular misuse / damage**, otherwise monthly checks are adequate.
- Check portable firefighting equipment as detailed below (in monthly checks) – where firefighting equipment is subject to frequent misuse/damage;
- All fire signs are visible and in good condition.

Monthly Checks

- Test all emergency lighting systems work correctly;

- Check all fire doors are in good order as well as frames; any vision panels are in good condition and secured in their frame; any smoke seals / intumescent strips are in situ and good condition (see fire door check in fire log book);
- Carry out brief visual check of fire extinguishers to ensure that there are no obvious faults / damage:
 - Appliances are located in the designated place and accessible for use;
 - Are unobstructed, visible and the operating instructions face forward;
 - Has operating instructions which are clean and legible;
 - Has no obvious signs of damage;
 - Has a pressure gauge reading in the operable range
 - Has safety pin in place and seals/tags that are not broken or missing;
 - The horn on CO2 extinguisher stays in place when lifted;
 - The equipment displays a label indicating by date that it has been maintained within the last 12 months;
- Check final fire exit doors and exit routes (internal and external) to ensure in good working order;
- Check all fire signage is in place and clearly visible.

Six Monthly tests and checks

- A competent person should test and maintain the fire alarm system

Annual test and checks

- All firefighting equipment, and emergency lighting tested and maintained by a competent person;
- All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out.
- Electrical Tests
- Portable electrical appliances testing by competent person
- A competent person should test and maintain the emergency lighting and fire detection and warning system (for offices)

NOTE: in relation to electrical testing, the electrical installation condition testing (EICR) is required every 3/5 years.

17.0 REPORTING OF FIRE INCIDENTS AND UNWANTED FIRE SIGNALS

It is important that all fire incidents and false alarms are formally reported, as the organisation has an obligation under fire safety legislation to manage all automatic fire alarm / detection systems; and to ensure that the numbers of unwanted fire signals (UwFS) are kept to minimum; and where systems frequently give UwFS's to instigate investigations and remedial actions to reverse the trend.

18.0 FIRE RATING OF FURNITURE AND SOFT FURNISHINGS

It is essential that the contents of premises comprising furniture, textiles, fixtures and fittings, including mechanical and electrical equipment, receive careful consideration and selection in order that they comply with the policy and procedures.

The standard of fire rating of furniture and any soft furnishings for each site will be determined through the risk assessment process, but as a minimum shall meet the full requirements of the Furniture and Furnishings (Fire) Safety Regulations 1988 as amended – see below;

All upholstered furniture, and other soft furnishings must comply with either of the following two standards:

- As a minimum, the full requirements of the Furniture and Furnishings (Fire) Safety Regulations 1988; or
- Upholstered furniture that complies with BS 7176: 2007 low hazard and Mattresses, Divans and bed bases to BS 7177: 2008 low hazard

The fire risk assessment may require higher levels of ignition resistance for certain areas such as accommodation for the people we support who are disabled or where there are behavioural issues which are likely to increase the risk of a fire. In such sites it is strongly advocated that furniture and soft furnishings are provided which comply with the following British Standards:

- Upholstered furniture to BS 7176: 2007 medium hazard
- Mattresses, Divans and bed bases to BS 7177: 2008 medium hazard / BS 6807 (Flame retardant test source 5 or Crib 5 test).
- Curtains or blinds conforming to BS 5867-2:2008 – Type B Medium

Damaged furniture and textiles must be removed and repaired or replaced with the standards detailed above. Donated or replacement furniture and textiles will also comply with these regulations.

19.0 PROJECT DESIGN AND BUILDING WORKS

Outcomes First Group acknowledges that there is increased risk of fire during construction work. Therefore, it is essential that all parties consider their obligations under the Construction (Design and Management) Regulations 2015 and other relevant health and safety legislation.

Project Design

Any project design and building works must incorporate adequate provision of fire safety measures and this must be included in the Construction Phase Plan. Contractor selection should ensure that the designer is competent, and has an understanding of the various legislative requirements placed upon them.

The design shall incorporate the requirements of the following:

- Approved Document B (Fire Safety) of the Building Regulations – current edition
- The Construction (Design and Management) Regulations 2015
- Other design guidance such as BS 9999:2017

During building works

The organisation requires that as a minimum, all Contractors consider the guidance given in *HSG 168 – Fire Safety in Construction*; and in the case of major schemes, the Company expects that the contractor will consider the requirements of the Construction Industry Confederation / Fire Protection Association *Fire Prevention on Construction Sites - Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation – Ninth Edition*.

Therefore, the Principal Contractor shall ensure that:

- Procedures are in place to guarantee that all necessary precautions against fire are taken and produce a fire safety plan for the areas under their direct control;

- The Regional Property Manager / Head of Development is provided with a copy of the Contractor's Fire Safety proposals for comment prior to commencing work on site;
- The 'permit to work' and 'hot work permits' for the premises are used for removal/covering of fire detectors, and use of flame producing equipment for cutting, welding and grinding, etc.
- Existing means of escape or other fire safety measures are not compromised without prior agreement with Outcomes First Group;
- Regular contact is maintained with the Regional Property Managers / Head of Development so that Company can check compliance with the fire safety policy, local fire procedures and the Construction Phase Plan and or other health and safety plan.

20.0 MONITORING AND REVIEW

This policy will be reviewed at least every three years or as guidance and legislation is updated.

The Fire Evacuation Plan is reviewed by the Manager on annual basis or if there are any significant changes to the premises or use of premises or the people we support.

External Fire Risk Assessments will be completed every 3 years.

Fire Risk Assessment Reviews will take place annually or if there is a reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergoes significant changes.

21.0 APPENDIX A – FLOWCHART – OUTLINE FIRE SAFETY STRATEGY

