



**WHISTLEBLOWING
POLICY AND PROCEDURE**

Date Policy Implemented December 2009 –by Paul Graham, Director of Services
Reviewed in line with Mental Capacity Act 2005
Policy Reviewed January 2022 by Dawn Brookes Registered Care Manager

Fire Safety Policy

Policy Statement

The issue of Fire Safety is taken extremely seriously and we will strive to ensure the Company and its employees comply with the Regulatory reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of our premises and the premises we deliver services into from fire and its effects. These include residents, visitors, staff and contractors but exclude fire fighters in pursuance of firefighting.

Staff should be aware it is a criminal offence not to consider theirs and others fire safety whilst at work and breaches will be dealt with in a robust manner by management.

Responsibilities

The Responsible Person

The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the “Responsible Person”. The Responsible Person has been designated as Dawn Brookes, Director of Care and she has delegated the following roles for the Head Office location:

	Task	Name	Position
1	Ensuring all exits are available and useable during time people are in the premises (recommended daily)	Rebecca Gritton	HR Manager
2	Firefighting equipment is in place and undamaged (recommended weekly)	Rebecca Gritton	HR Manager
3	Staff have received induction training	Rebecca Gritton	HR Manager

4	The weekly check of the fire alarm	Rebecca Gritton	HR Manager
5	The monthly test of the fire alarm	Rebecca Gritton	HR Manager
6	The monthly test of the emergency lighting	Rebecca Gritton	HR Manager
7	Completion of the Fire Risk Assessment	Rebecca Gritton	HR Manager
8	Ensuring the fire alarm, emergency lighting and firefighting equipment (and other fire safety measures if found) is serviced annually by a competent person	Rebecca Gritton	HR Manager
9	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Rebecca Gritton	HR Manager
10	Ensuring that monthly visual checks of electrical items are completed and recorded	Rebecca Gritton	HR Manager
11	Ensuring fixed electrics are inspected at least once every five years	Rebecca Gritton	HR Manager
12	Completion of refresher training	Rebecca Gritton	HR Manager
13	Completion of a quarterly fire evacuation drill	Rebecca Gritton	HR Manager

All staff

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All staff has a responsibility for their own and others fire safety. They should report any possible dangerous issues to Rebecca Gritton, HR Manager for action.

Staff are forbidden from carrying out actions that could compromise their or others fire safety and where staff are found to carry out such actions they may be subject to disciplinary proceedings.

Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety. The evacuation procedure is for all persons to evacuate immediately.

The type, number and level of fire safety measures will be decided by Fire Risk Assessment carried out by a competent person. Whilst management accepts there is a legal duty to ensure there is some persons trained in the use of firefighting equipment they do not encourage the fighting of fires by staff and actively discourages the fighting of fires by any guests unless they have received training.

Staff will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area.

The company fire strategy concentrates on life safety and not property protection.

Fire Risk Assessment (FRA)

Management will employ the services of a competent person to assist them with their duties under Article 18 of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment will be completed for each work area by the Relevant company. The FRA will be reviewed annually or when there is a major change in circumstance to the premises.

A hard copy of the FRA will be held on site in a safe place.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection.

The company utilised to complete the annual fire safety risk assessment is Diamond Fire Services. They issue an annual fire safety certificate, and this is displayed in the company head offices foyer.

The Responsible Person is responsible for ensuring any actions required by Diamond Fire as part of the issuing of the certificate receive appropriate attention.

Testing and Maintenance

Fire Alarm and Detection

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person.

The alarm will be inspected weekly by staff to ensure it is showing a healthy supply (green light on panel).

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling programme. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

Emergency Lighting

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested monthly by HR staff by using a suitable test key or by isolating (using the local light circuit breaker) the lights.

The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1: 2005.

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

Portable Electrical Equipment

The portable electrical equipment within the building work areas will be subject to monthly visual checks to ensure it is fit for purpose and in a safe condition. Records of tests will be held to be able to show due diligence.

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Portable Fire Fighting Equipment

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers in accordance with the manufacture's instructions and the BS 5306 Pt 3.

Means of Escape

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

Staff Training

All staff will be given induction training when employed; this will take place on their first day of employment and will encompass:

- Action to take on discovering a fire or hearing the alarm
- Use of firefighting equipment
- Location of exits
- Assembly points

Where necessary, nominated key staff will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.

Staff will sign the Instruction and Training record to show they have completed the training.

Continuation training should be completed annually. All staff are to sign the Instruction and Training record to show they have completed the training.

Evacuation Drills

It is anticipated this will take place without visitors. The drill should take place at least annually. All staff should sign the Instruction and Training record to show they have completed the drill.

Policy on Fire Fighting

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Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however, they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

Contractors on Site

Any contractors invited to site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed. This must include a section on fire safety.

Any contractor invited on site to complete “hot work” (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire. All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment.

All such firefighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement.

Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors.

Service User Homes and Personal Emergency Evacuation Plans (PEEP's)

All service users living in supported living location will be encouraged have a PEEP completed and in place.

The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness. The PEEP should not disadvantage the service user but ultimately the purpose of the PEEP is to ensure their safety.

When completing a PEEP the relevant staff member should speak to the person involved to discuss:

- What fire safety issues present problems?
- How serious are the problems?
- How can they be overcome?
- A generic PEEP can be found on company internet site.

Where it is recognised a service user has a disability that may affect their escape from the building the staff member should consider discussing with them how they can be assisted however as these are private dwellings there is no legal requirement to formally provide outside assistance.

Staff will also encourage service users to consider putting place fire safety equipment (e.g. fire blanket in kitchen, etc.) and to practice their PEEP fire evacuation at least annually.

Where there is a significant fire risk to staff that cannot be mitigated (e.g. hoarding, unsafe storage of flammable substances, etc.) then the Registered Manager may have to withdraw staff for the service users home until the risks have been addressed. If there are not addressed, then Aspects Care may choose to withdraw services from the service user.