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| Name of Children’s Home |  | Date of Plan |  |
| Name of Registered Manager |  | Name of Fire Officer |  |
| Related Documents: | Foreseeable Crisis Plan  WSCC Health and Safety policy  Fire Risk Assessment  WSCC Practice Guidance – ‘Smoking & Alcohol – CYP’  Strategies for CYP who Smoke | | |
| Procedure to be followed in the event of a fire: | | | |
| 1. Activate the fire alarm 2. Call the Fire Service 3. Evacuate the building 4. Use fire-fighting equipment if it is safe to do so (ensuring no personal risks are taken) 5. Assemble at a pre-selected assembly point 6. Call the register 7. Await confirmation that building is safe to return to  * In the event of a fire, the staff must evacuate the building by the safest exit and assemble everybody in the car park at the front of the building. The shift leader must take the Emergency Fire Box and a charged mobile phone to the assembly point to make the necessary phone calls. * Everyone must leave the building in a calm and orderly fashion using the designated fire exits. * Do not search or return for belongings during evacuation. * Nobody must return to the building until the fire officer/Fire Service has checked the building and confirmed it is safe to return * In the event of a fire, the shift leader must call the Fire Service and give the full address and must not end the call until the operator has verified the post code of the home. * The shift leader must inform the on call manager immediately and refer to the Foreseeable Crisis Plan if necessary. * A member of staff is only permitted to enter the building to check the activate alarm if it is assessed as being safe to do so. This is to identify the zone which the alarm is activated in and safely assess the problem. If the investigating staff member is confident to tackle a small fire, they are to use the correct equipment. Alternatively, they should leave the area and get help. All situations must be risk assessed at the time.   **Night-time**   * If a fire occurs at night the Night Care Assistant must wake the member of staff on sleep-in duty and all the young people. They must collect the Fire Emergency Box (STATE WHERE THIS IS STORED) and contact the Fire Service. The Night Care Assistant is the person with lead responsibility and the member of staff sleeping-in person must follow their instructions. | | | |
| Actions after an event of Fire: | | | |
| * The shift leader must record the incident in the Fire Log Book as soon as possible after the incident. * The Fire Service must be informed of all incidents including any fire that has been extinguished by staff. * The Fire Service must advise if rooms are safe for habitation. * The young people must be medically checked. If they refuse, staff are to ensure they contact 111 for further advice. * Safety plans for young people must be updated with any new risk. * If there is no evidence of a fire and the alarm hasn’t been purposefully activated the Fire Service must be called to inspect and assess the reason for the alarm sounding * Fire officer will review all plans and ensure a safety inspection is completed; this will include a full summary of events and actions to reduce further events. * If a fire is caused by a young person’s actions, staff must inform the young person’s social worker and request a Strategy meeting to consider next steps. * Contact the Litigation and Insurance team (tel: 03302 222721) to inform them of any fire on the premises. * A full fire evacuation will be completed to ensure all staff are familiar with the procedures. * Following any incidents all risk assessments must be reassessed and reviewed. | | | |
| Fire Safety Equipment in the home: | | | |
| * (list type and location)   All fire equipment is subject to an annual inspection by the Fire Service. All equipment is checked and maintained by staff and any issues reported and acted upon. | | | |
| Emergency Exits | | | |
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| Inductions/Training | | | |
| * All staff have a full fire induction on their first day of work which is then recorded in the Fire Log Book. * All staff receive annual fire safety training and are fully aware and familiar with the home’s Fire Plan. * All staff will have an annual Refresher Induction which will include the fire plan and procedures. * It is the duty of the management team and the Fire Officer to ensure that fire training is arranged annually. * All policies are updated and any changes acted on and this information is recorded and accessible to all staff. * Young people are given a health and Safety induction when they first arrive at Teasel Close which includes fire procedures. There is also clear information in the young people’s guide. * Young people have their own Personal Emergency Evacuation Plans (PEEP) to ensure their individual needs are met in the event of a fire. * Young people will receive annual fire wise education during the resident’s meetings. | | | |
| Regular Checks | | | |
| * Daily checks on fire escapes are completed by staff, to ensure the fire exits are free from any obstruction. * Fire escapes, fire equipment and carbon monoxide monitors are checked weekly during the health and safety checks. * Fire alarms are tested weekly and recorded. This includes checks on the automatic door closers. * Automatic detectors and emergency lighting are checked on a monthly basis by the contractor SSE. * Fire evacuation drills are held 6 monthly. * Night care staff will be part of an evacuation every 3 months. | | | |
| Responsibilities | | | |
| * It is the responsibility of individual staff to read and be fully aware of all the policies and procedures of the home. * It is all staff’s responsibility to bring any potential fire risk to the attention of management. | | | |
| Shift Leader/Staff responsibilities | | | |
| * Allocate a staff member to locate all the young people in the event of a fire, organise an evacuation plan and record it on the shift planner. * Collect the Emergency Fire Box (describe location) and take this to the assembly point and call the Fire Service. * Hand the evacuation responsibility to night care when afternoon staff leave shift at (time) * Carry a fully charged phone for the duration of the shift. * Ensure that all staff are familiar with the lock code numbers on the side gates and ensure a safe escape passage from the garden area. * Ensure that all fire doors close automatically when the fire alarm is activated and no doors are propped open at any point. | | | |
| Fire Officer | | | |
| It is the responsibility of the Fire Officer to ensure that the contents of the Emergency Fire Box are checked and updated regularly. It must contain:   * a torch, * a first aid kit, * updated contact information on all the young people * a copy of the fire policy * a ground map of the home lay out.   Fire extinguishers and fire doors must be checked every weekend and recorded in the Environmental Check Folder. The certificate of tested fire extinguishers must be placed in the Fire Safety/ Risk Assessment folder, located in the main office.   * The emergency lighting is checked monthly by Southern Electric Services and recorded in the Fire Safety Log Book. * It is the responsibility of the Fire Safety Officer to ensure that the fire alarms are tested weekly and a full evacuation completed every 6 months. All tests to be recorded in the fire log. | | | |
| Exceptions | | | |
| If staff members witness a fire alarm glass cover being broken deliberately by a child or young person, they must silence the alarms and record this in the fire log book if they are positive that this is the cause of the alarm sounding. It is not necessary to call the Fire Service on these occasions. All incidents must be recorded in the fire safety log book.  Any further information can be found in the Health and Safety file. | | | |

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