



ANDERIDA ADOLESCENT CARE

FIRE & EVACUATION POLICY

It is the policy of Anderida to protect all persons including employees, contractors and members of the public from potential injury and damage to their health, which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company gives a high level of commitment to health and safety and will comply with all statutory requirements as outlines in Anderida's Health & Safety policy.

Fire Risk Assessments – Staff and Residents

All homes will have a comprehensive fire risk assessment outlining possible risks and actions to minimise those risks. This will be reviewed annually by the health and safety representative and checked by the manager. All staff are to be made aware of this document, alongside fire and evacuation procedures. Staff are required to be familiarised with procedures during their first working day and sign documentation stating they understand the procedures. Fire awareness training will be completed as part of their mandatory training.

Residents are to be familiarised with the fire procedures on their first day of placement and sign a copy of the guidance.

Training

All Anderida staff are required to complete the following training. Anderida aim for employees to undertake these courses with the first six months of their employment:

- Fire Safety Awareness

Health and Safety representatives will also complete training in:

- Risk Assessment
- Health Safety

All training records will be accessible to the home on the training database.

Visitors the home

Staff must be aware of all parties in the home at all times. This should be logged in the visitor's book. Visitors must be familiarised with evacuation procedures.

Fire Log

The fire log is a bound book that is filled in each night in order to record all staff/young people who are sleeping in the home that night.

Fire Checks

Fire checks will be undertaken regularly, these include:

- Recording any near miss fire alarms going off
- Weekly testing of the fire alarms
- Weekly checking that the fire blankets are in working order
- Weekly checks that fire fighting equipment is in working order and has not been tampered with
- Weekly checks that testing of all equipment is within its required time frame
- Monthly checks on all fire doors
- Weekly checks that emergency lights are in working order
- Six monthly emergency light drain
- 5 yearly emergency lighting battery replacement
- Quarterly fire drills
- Annual fire risk assessment review
- Annual gas safety check
- Annual servicing of firefighting equipment
- 5 yearly Electrical insulation testing
- 3 yearly PAT testing

Fire Drills

Fire drills take place approximately quarterly. Staff will shout “fire, fire” to initiate a fire drill. All drills must be treated seriously by both staff and young people. When the fire alarm sounds, staff and young people must STOP whatever they are doing and leave their rooms by the safest route and gather in the designated area. Everyone leaving rooms should shut doors behind them to reduce the spread of fire. Do not leave the designated area until the all clear has been given. If anyone is missing this must be reported to the shift leader.

Helpful Fire Tips

- A) Fires usually start in a small way but escalate in seconds.
- B) Try to keep calm and under control.
- C) Smoke rises so keep low to the ground.
- D) Keep to the walls and feel your way ahead.
- E) Close doors behind you.
- F) Practice such an escape by closing your eyes and try to feel your way about

Misuse of Fire Fighting Equipment

Deliberate misuse of the fire fighting equipment is treated very seriously and young people who are found to have abused the equipment are required to report to the home manager. Staff should make it clear to the young people that the equipment exists to ensure the safety of all people in the home and misuse endangers lives. The fire brigade can be contacted to request support in educating young people as to the risks of fire and the consequences of tampering with equipment.

General Advice

All staff and young people should be familiar with the fire drill. All staff and young people should be familiar with the fire exits, building layout and locations of fire extinguishers. Any damage to or misuse of fire extinguishers must be reported immediately to the home's manager alongside any issues affecting safe exit.

All staff should be familiar with the number and whereabouts of young people in their care and of their colleagues and visitors. Potential for fire exists everywhere; we all have a responsibility to prevent fires so don't take unnecessary risks.

During the day all fire check doors must be closed and must not be wedged open. Mentors must check the building thoroughly last thing at night for potential fire risks. All doors in the home should be shut at night, and windows on the ground floor should also be shut at night. All corridors must be left unobstructed by furniture, bedding, clothing etc.

BUILDING CRISIS MANAGEMENT

In the event of a major crisis affecting the structure / fabric of the building, at any of the Anderida homes, the following procedure will be implemented:

- 1) Contact the relevant emergency services.
- 2) Contact the duty on-call manager who will in turn contact the directors, relevant professionals and significant others of the young people.
- 3) Where necessary look at accommodation options for the residents (the Big Sleep is currently assessed by East Sussex LA as a 'safe' hotel), these may include an available hotel, an alternative resource or staying with parents / significant others. In all cases the local authority must be consulted.
- 4) If there are no suitable resource's available, we will contact the local authority to identify a suitable emergency placement.

The safety and wellbeing of the young people in our care is of paramount importance and we shall always ensure that their needs continue to be met, even in the most extenuating circumstances.

Evacuation

Evacuate rooms by using the nearest fire exit or by the nearest safe means. There must not be any pushing or shoving, particularly on the stairs. If possible, staff should take the fire log/visitors book to the assembly point. The senior member of staff present should do a head count and ensure that all staff and young people are accounted for.

Fire drill details should be recorded on the correct format.

FIRE & EVACUATION PROCEDURE

IF YOU DISCOVER OR SUSPECT A FIRE:

- **Raise the Alarm**
 - Shout “fire, fire”

- **Call the Fire Brigade**
 - Dial 999
 - State the name and location of home

- **Locate and Contain Fire**
 - If possible and safe to do so, close all doors and windows to prevent smoke and heat from spreading.

- **Evacuate the Building**
 - Residents and staff should exit the building to a safe, designated area to await the arrival of the fire brigade.

- **Designated Staff Member**

A designated staff member will account for all residents, staff and visitors using fire log and visitors’ book if possible. Please note that the fire alarm must not be reset, and no one must re-enter the building until authorised by the fire brigade.