Fire Safety Policy and Procedures

Supported living

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Responsible officer	Fire Safety Policy and Procedures
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1. Introduction

Purpose

This policy, and the procedures which support it, set out Retail Trust's plan for the management of fire safety in its buildings.

The document consists of two parts:

- Fire Risk assessment
- Fire Procedures

2. Retail Trust will:

2.1 Fire Risk Assessment

A fire risk assessment is carried out for every building, covering all workplace and communal areas, but not self- contained domestic dwellings.

The fire risk assessment is available on site, and is reviewed annually.

The fire risk assessments are carried out by a suitably qualified person as instructed to do so by the estate manager for each site.

2.2 Fire officer

A fire officer is appointed at each estate. The duties of the fire officer include the implementation of the fire risk assessment recommendations, also the checking, testing and recording of inspection of all fire precautions. Following the initial fire risk assessment, the Fire Officer along with the Estate Manager will review all assessments annually and produce an action plan.

2.3 Fire alarm systems

Full fire alarm systems with fire detection and call points are installed in every non-domestic building and cover workplaces and communal areas. Fire detection covers all escape routes and high fire risk compartments as a minimum.

Fire alarm systems are serviced and inspected every six months, with a full system test annually. This is done by the fire alarm contractor, and the records are kept with the fire log book.

Call points and sounders are tested weekly and the test recorded in the fire log book. The testing covers every call point in rotation, and includes regular audibility tests.

2.4 Domestic Premises

The domestic dwellings are provided with a hard wired or battery smoke detector. Hard wired detectors are a requirement in Scotland, and will be standard in all Retail Trust properties whenever detectors are replaced.

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The smoke detector is tested monthly, and the battery changed on an annual basis and records maintained. Where residents may not hear or respond appropriately to the smoke detector, additional means of fire warning are provided according to need.

2.5 Emergency Lighting

Emergency lighting is provided on all routes of escape. The lighting is adequate to permit safe escape throughout the fire escape route. All emergency lighting is tested monthly and recorded in the fire log book.

At 12-month intervals, a full system test including full discharge of all lights to their rated capacity is carried out, providing this can be done without undue risk to building occupants. A risk assessment will be carried out in advance of this test.

2.6 Fire Extinguishers

Fire extinguishers appropriate to the risk are provided on all fire escape routes, and in high fire risk compartments. Fire blankets are also provided in all kitchens. Fire extinguishers are provided to help people to make their escape in the event of fire, and are not to be used unless in the course of escape.

Fire extinguishers are checked and serviced annually by an approved contractor. The record of this service is kept with the fire log book.

Fire extinguishers are checked monthly by an appointed person and this check is recorded in the fire log book.

2.7 Fire doors

Automatic fire doors are serviced and tested as part of the fire alarm servicing. They must also be checked weekly as part of the fire alarm test, and the results recorded. Door guards where fitted must also be checked as part of the fire alarm test, and findings recorded within the fire log book. During the fire alarm test, a visual inspection of all fire doors is also required, to ensure that the smoke seal is intact and the door is closing properly.

2.8 Fire Escape Routes and Fire Exits

During the weekly fire alarm test, all escape routes must be walked to ensure they are clear and usable. Fire exits must be opened to ensure they are readily available. Escape routes and fire exits must be kept clear at all times.

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3. Fire Procedures

3.1 Every building must have a written fire procedure, based on the “Fire Procedures” document in the policy, but adapted to fully suit the building and situation. The fire procedure must be briefed and copied to every member of staff on their first day at work, and annually thereafter. It must also be made known to contractors working in the building, and to organisers of events taking place in the building.

The fire procedure should be tested every six months with a fire drill, and the results recorded in the fire log book.

3.2 Fire Training - All staff are provided with a copy of the fire procedure every year.

3.3 Fire marshals are appointed, and fire marshals and all staff receive fire training annually, which includes information on building sweep searches and entry to possible fire areas, also the use of fire extinguishers.

3.4 Residnets and Fire

As part of the risk assessment carried out for each resident, the risk of the person causing a fire is assessed, also the assistance that person might need in a fire evacuation. Measures are recorded to ensure that these issues are addressed.

Residents living independently are given information about the fire risk in their home, and encouraged to decide how they can best ensure their own safety, including a plan for escape.

3.5 Fire safety procedures
This Procedure forms part of Retail Trust’s Health and Safety Policy

All staff must be familiar with Retail Trust’s Fire Procedures and any local arrangements in place.

During the Induction Programme, all new staff and volunteers will be informed of
Retail Trust’s Fire Procedures and the action to be taken in the event of a fire or the fire alarms being activated. Staff, residents, volunteers and visitors should follow Retail Trust’s Fire Notice instructions, and be given appropriate training where required.

In the event of a fire or the fire alarm being activated, designated Fire Marshalls will take responsibility for co-ordinating arrangements. They will ascertain the location of the fire (where possible), summon the Fire Brigade and if necessary and safe, coordinate the evacuation of residents, visitors and staff to a place of safety.

3.6 Fire Safety Procedures

1. If a fire is discovered, the nearest ‘Break Glass’ at a manual call point (or other methods as applicable) should be activated and the fire brigade called immediately.

2. If the fire alarm rings, the following action should take place:

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- Staff, visitors and volunteers should proceed to the designated Assembly Point, details of which are given in Retail Trust's Fire Notices.

- Staff, visitors, volunteers and residents should follow the instructions given by the Fire Marshall.

- If a stay put policy is in place residents should remain in their flat until contacted by a member of staff or a member of the emergency services. During this time, they should not try to contact staff by telephone.

- Visitors should evacuate the building to allow staff to carry out the fire evacuation procedures of their relative(s) safely.

- No-one should re-enter the premises until instructed to do so.

- No-one should stop to collect personal belongings.

The Fire Procedures Manual or Incident Book should be completed after any fire. (See Accidents and Accident Reporting)

4. Queries

4.1 Any queries about Fire Procedures or Prevention should be raised with your Manager in the first instance who may refer you to the Facilities and Compliance Manager for the Trust

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