

FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several overlapping, rounded, organic shapes in various colors: orange, red, pink, brown, green, olive, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others.

Fire Safety Policy

www.family-care.co.uk

Fire Safety Policy

Implemented/Reviewed: July 2026

Date of Next Review: December 2026



Policy

Family Care Group will take all reasonable steps to prevent or minimise the probability of fire. However, it cannot be assumed that fire will never break out. Arrangements are therefore in place to deal with this eventuality, and these will be regularly checked to ensure that they are adequate.

Fire safety training and fire evacuation drills, inspections of the means of escape, and maintenance of fire warning systems and firefighting equipment will take place at specified intervals and will be recorded.

Fire Safety Risk Assessments will be undertaken by a competent person and reviewed regularly (at least quarterly or where there is reason to suspect it is no longer valid or there has been a significant change). Significant findings will be recorded and acted upon.

A **Responsible Person** (as defined under fire safety legislation) will be appointed for each service and will typically be the Registered Manager or nominated competent person. This individual is responsible for ensuring compliance with fire safety legislation and this policy.

All employees will be given suitable training in basic fire prevention measures. Employees must report any concerns regarding fire hazards without delay to the Manager or Responsible Person.

All employees are to be familiar with:

- the actions to be taken on discovery of fire and/or on hearing the alarm;
- the location of fire alarm call points and their operation;
- the location and safe use of firefighting equipment;
- all escape routes;
- the purpose and importance of fire doors;
- evacuation procedures and the location of the assembly point.

Procedure

Fire Risk Assessment

One of the most important aspects of fire safety is the regular assessment of risks within the home or workplace. The Fire Risk Assessment will:

- be completed by a competent person;
- identify fire hazards and persons at risk;
- evaluate and reduce risks;
- record significant findings;
- be reviewed regularly and following any significant change or incident.

This is in accordance with the **Regulatory Reform (Fire Safety) Order 2005**, as amended by the **Fire Safety Act 2021**.

Reducing the Risk of Fire – Sensible Precautions

Reducing Sources of Ignition

You can reduce hazards by:

- Removing unnecessary sources of heat or replacing them with safer alternatives;
- Ensuring all heat-producing equipment is properly maintained and used in line with manufacturer instructions;
- Ensuring electrical systems are correctly rated and not overloaded;



- Preventing faulty equipment from creating heat sources;
- Keeping ducts and flues clean;
- Enforcing a safe smoking policy (only in designated areas);
- Prohibiting matches, lighters, and naked flames in high-risk areas;
- Ensuring equipment is left in a safe condition when not in use;
- Ensuring smoking materials are properly extinguished;
- Taking precautions to reduce the risk of arson.

Minimising the Potential Fuel for a Fire

- Remove or minimise flammable materials where possible;
- Replace with less flammable alternatives;
- Store and handle flammable materials safely;
- Maintain separation distances between materials;
- Repair or replace damaged upholstered furniture;
- Prevent build-up of combustible waste;
- Secure storage areas against vandalism or arson;
- Maintain good housekeeping standards.

If You Discover a Fire

- Raise the alarm immediately and activate the nearest call point;
- Preserve life as the priority;
- Do not attempt to fight a fire unless trained and safe to do so;
- Close doors where safe to isolate the fire and reduce spread (fire doors provide protection for approximately 30 minutes);
- Report the location of the fire to others if safe to do so;
- Escort visitors or contractors if responsible for them and safe to do so.

Emergency Evacuation

When evacuation is required:

- Evacuate immediately using the nearest safe exit;
- Use only designated fire escape routes;
- Do not run;
- Do not collect personal belongings;
- Do not use lifts;
- Proceed to the designated Assembly Point;
- Do not re-enter until authorised by the Fire and Rescue Service.

Evacuation procedures will be practiced regularly through fire drills and must be clearly documented.

Note: Evacuation times should be as prompt as possible; however, specific timeframes may vary depending on the needs of residents and the layout of the building.

Warning if There is a Fire

The Fire Alarm will sound if:

- a call point is activated;
- a smoke or heat detector is triggered.

The alarm must always be treated as a real emergency. It must not be assumed to be false. The alarm will be audible throughout the building, and staff must be familiar with its sound through regular testing and training.



Important:

- The alarm must not be muted until the exact cause has been confirmed and all risk eliminated;
- If muted, staff must remain on high alert until emergency services arrive.

Calling the Fire Brigade

If the Fire Alarm sounds, a designated member of staff (normally the senior member of staff on duty) will immediately call the Fire and Rescue Service by dialling 999.

The following information must be provided:

- Full address and postcode;
- Nature of the emergency.

There must be no delay in contacting emergency services.

If You Hear the Alarm

- Follow evacuation procedures immediately;
- A phased evacuation may be implemented where appropriate;
- Contractors and visitors must be escorted out or directed to evacuate;

Where safe to do so, a controlled 'shutdown' may be undertaken, including:

- Reassuring residents/young people;
- Closing windows and doors;
- Switching off electrical equipment.

A phased evacuation may take place where appropriate. Staff must follow evacuation procedures and Personal Emergency Evacuation Plans (PEEPs).

Personal Emergency Evacuation Plans (PEEPs)

PEEPs must be developed for any resident, staff member or visitor who may require assistance to evacuate.

PEEPs will:

- be completed on admission/employment where required;
- be regularly reviewed;
- be accessible to staff in an emergency.

Assembly Point

The designated Assembly Point must be clearly identified and known to all staff.

At the Assembly Point:

- A register of staff, residents, and visitors must be taken;
- No one should leave without permission from the Fire and Rescue Service;
- A Fire Marshall or designated person will account for all persons.

Fire Fighting Equipment

- Staff must be familiar with locations and basic operation;
- Use is optional and only for very small fires;
- Staff must not attempt firefighting unless trained and it is safe.

Staff must assess:

- what is burning;
- whether they know the correct extinguisher;
- whether they have been trained;
- whether it is safe to act.

If unsure, evacuate immediately.



Liaising with the Fire Brigade

The senior member of staff will liaise with the Fire and Rescue Service and provide relevant information including building layout and occupancy details.

Only the Fire and Rescue Service can authorise re-entry.

Fire Safety Testing and Maintenance

The following testing regime will be in place and recorded in a Fire Log Book:

- Weekly fire alarm tests
- Monthly emergency lighting checks
- Regular checks of fire doors and escape routes
- Annual servicing of fire safety systems by competent contractors

Fire Safety Records

A Fire Log Book will be maintained and include:

- Fire alarm tests
- Fire drills
- Staff training
- Maintenance and servicing records
- Fire risk assessments and reviews

Staff Training

All staff must receive fire safety training:

- On induction;
- At regular intervals (at least annually);
- Through fire evacuation drills (at least 6-monthly or as required by service need).

Contractors and Visitors

All contractors and visitors must:

- Sign in and out of the premises;
- Be made aware of fire evacuation procedures;
- Be escorted where necessary.

Incident Reporting

All fire incidents, alarm activations, and near misses must be reported and recorded.

Where applicable, incidents must be reported under:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

References to Legislation and Quality Standards

This policy complies with:

- Regulatory Reform (Fire Safety) Order 2005
- **Fire Safety Act 2021**
- **Fire Safety (England) Regulations 2022**
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children's Homes (England) Regulations 2015