

FIRE POLICY

CONTENTS

1.	Introduction.....	1
2.	Fire Risk Assessment.....	3
3.	Fire Safety Premises Action Plan.....	3
4.	Fire Safety Information for BMC Staff	4
5.	Fire Safety Arrangements	4
6.	Responsibilities in Relation to Fire Safety Matters	4
7.	Fire Safety Training	6
8.	Testing and Maintenance of Fire Safety Systems	9
9.	Fire Alarm System Periodic Inspection and Testing	10
10.	Emergency Lighting Checks and Maintenance	12
11.	Fire Notices	12
12.	Sprinklers	13
13.	Fire Extinguishers.....	13
14.	Fire Safety Provisions.....	14
15.	Provision and Use of Firefighting Equipment	15
16.	Fire Induction to Premises	15
17.	Fire Drills	16
18.	Fire Emergency Plan	17
19.	Additional Fire Risks.....	19
20.	Fire Record Keeping.....	20
20.	Summary of staff fire checks / actions.....	21
	Glossary of Fire Terms in Document.....	23
	Appendix 1 – Supervisory Fire Safety Check List – Quarterly Audit	24
	Appendix 2 – Portable Electrical Appliance Asset Record	25

1. INTRODUCTION

1.1. Regulations and Standards

1.1.1. The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the RRO) is primary fire safety legislation relating to all premises in England and Wales and to this end the standard of fire safety arrangements required to conform to this legislation will be the **minimum standard** provided at all Bryn Melyn Care Limited (BMC) premises.

1.1.2. BMC will work with its staff and fire advisor to achieve a standard of fire safety at its premises which goes beyond the statutory requirements in order to provide increased assurance of the safety of the young persons in its care, its staff and to provide resilience to their premises from fire and facilitate the minimum possible risk to its insurers.

1.1.3. Related guidance:

Guidance in relation to fire safety matters at BMC premises is provided by Ardenlea Fire Consulting Limited: Contact details:

Chris Bailey: 07588444939

Email: cb@ardenleafire.co.uk or via the contact icon on the desktop fire portal

1.1.4 Contracted Fire Servicing and Maintenance:

Snowdonia Fire Protection Limited (registered company number 04674757)

1.2. Responsible Person

1.2.1. The RRO places responsibility for provision of suitable fire safety arrangements with the Responsible Person: This is the individual or corporate body who has ultimate control over the premises provided by the organisation. Regarding BMC the responsible person is considered to be the Operations Director.

1.2.2. The responsible person has a duty to provide and maintain suitable fire safety arrangements and to take reasonable steps to reduce the risk from fire (prevention) and ensure occupants can escape safely if a fire does occur (protection).

1.2.3. The responsible person requires premises managers to:

- Ensure that a fire risk assessment for identification of dangers and risks to relevant persons is completed in accordance with the requirements of Article 9 of the RRO -this being a maximum interval of 12 months.
- Consider who may be especially at risk from fire.
- Reduce the risk from fire to as low as reasonably practicable and provide general fire precautions.
- Eliminate or reduce the risk from dangerous substances used or stored in the premises.

- Record the measures which have been and will be taken to provide suitable fire safety arrangements.
- Ensure that staff on their premises have received appropriate fire safety training and have a sound understanding of their responsibilities under fire safety legislation, procedures and policy.
- Record the arrangements for planning, organisation, control, monitoring and review of preventive and protective measures.

1.3. **Competent Persons**

- 1.3.1. The responsible persons must engage one or more competent persons to assist in undertaking suitable preventive and protective fire safety measures.
- 1.3.2. Within BMC, the competent person roles are: The Operations Director, Heads of Care, Registered Managers, Learning and Development Manager, Head Teachers, Senior Managers at the school, Facilities Manager and any person who undertakes the role of a Fire Marshal or most senior member of staff on duty at any BMC premises.
- 1.3.3. Ardenlea Fire Consulting Limited provide fire safety guidance to BMC and undertake the fire risk assessment reviews of all BMC premises. They are considered to be competent persons along with Snowdonia Fire Limited, who provide service and maintenance of the active fire safety systems at BMC premises.
- 1.3.4. In regard to identification of competent persons, due regard has been given to The Fire Safety (Employee's Capabilities) (England) Regulations 2010 and suitable training will be organised for all competent persons by BMC.

1.4. **Relevant Persons**

- 1.4.1. These are persons who are lawfully on the premises, and the spirit of fire safety legislation is to provide suitable fire safety arrangements for these persons: In regard to BMC these are staff, young persons, visitors and contractors, although the list is not exhaustive.

1.5. **BMC Premises**

- 1.5.1. It is recognised that the BMC premises portfolio consists of residential provision for young persons, school premises, Learning and Development Centre and office premises.
- 1.5.2. The fire risk assessment recognises all relevant fire safety aspects associated with these premises, and their respective uses.
- 1.5.3. Supervisory Managers include any roles within the BMC structure that are not directly designated as Premises Managers or Registered Managers: This includes the Operations Director and Heads of Care.
- 1.5.4. The term Premises Manager is used in the context of the person designated by BMC as responsible for the overall management and use of specific premises. This

includes Head Teacher, Learning and Development Manager, Facilities Manager and the designated Office Manager at Head Office. Registered Managers also have these responsibilities.

- 1.5.5. Whenever the fire alarm operates it will be the responsibility of the most senior member of staff on the premises, for implementation and management of the fire emergency plan. It is recognised that the most senior member of staff on the premises is likely to change during various times throughout the day. All staff on site should be aware of the adults and young people who are on site at any one time (as recorded in the BMC Daily Log Book) and must ascertain between themselves, which member(s) of staff would hold this responsibility. This will usually be the staff member who is the most senior by role and in the case of care practitioners holding the same post, would be determined by length of service, unless an alternative agreement is communicated between staff members working together.

2. FIRE RISK ASSESSMENT

- 2.1. A fire risk assessment document has been produced for all BMC premises and is maintained current. Control and rectification of the matters contained within the significant findings of this document are the subject of an ongoing Fire Safety Premises Action Plan for the premises. This Plan is deemed to be part of the fire risk assessment and will also be maintained, current and relevant.
- 2.2. Ardenlea Fire Consulting Limited will undertake a review of the fire risk assessment on an annual basis, unless there is cause to review it as a consequence of changes covered within section 9 (3a, 3b) of the RRO in the meantime. The Registered Manager/Premises Manager will be responsible for initiation of any interim fire risk assessment reviews.
- 2.3. Ardenlea Fire Consulting Limited will provide an electronic link to all Premises Managers/ Registered Managers and Senior BMC Managers so that they can access relevant fire risk assessment documents and Fire Safety Premises Action Plans.

3. FIRE SAFETY PREMISES ACTION PLAN

- 3.1. It is the responsibility of the Registered Manager/Premises Manager to implement the Fire Safety Premises Action Plan; The Facilities Manager may assist in this regard, along with Ardenlea Fire Consulting Limited, who will provide specialist fire safety guidance when required.
- 3.2. Changes to the Fire Safety Premises Action Plan can be made by any BMC staff member on the Word version of the Fire Safety Premises Action Plan provided on the fire risk assessment portal, these changes will be uploaded by Ardenlea Fire Consulting Limited, (or as requested through email correspondence from any manager) and used to revise the PDF version of the annual fire risk assessment document. The Premises Manager should counter-sign any amendments made on

the Fire Safety Premises Action Plan either electronically on the fire portal or by printing a copy off - physically signing it and then scanning a copy and sending it to Ardenlea Fire Consulting to be uploaded.

4. FIRE SAFETY INFORMATION FOR BMC STAFF

- 4.1. All Premises Managers/Registered Managers must make their staff aware of the contents of the fire risk assessment with specific attention given to aspects relevant to staff roles and relating to staff responsibilities at the premises.
- 4.2. This should be done at team briefings and direct reference to the fire risk assessment document itself is likely to be the most effective manner of achieving this. Staff unable to attend this activity via a team meeting will need to have an alternative opportunity arranged with the premises manager and a record, signature, certificate of the session should be made and filed in the premises fire folder.

5. FIRE SAFETY ARRANGEMENTS

- 5.1. Fire safety management provisions will be considered in two distinct aspects, the first of these being to prevent a fire from occurring, the second relates to maintenance of the protective fire safety systems provided within the premises to ensure all persons are able to make their exit safely if a fire occurs or is suspected.
- 5.2. Providing suitable fire safety arrangements is the role of the Responsible Person (see 1.2), although every staff member including the responsible person, has a responsibility to uphold/implement the arrangements relating to their role in order to ensure fire safety provisions are suitably managed and maintained. The training of staff is essential to enable them to fully understand their responsibilities and the way in which their duties should be fulfilled to meet the requirements of this policy and safe practice in relation to fire safety at all BMC premises. The fire safety management provisions established within this document will assist to monitor, maintain, review, and revise effective application of the principles of prevention along with suitable servicing and maintenance of all fire safety systems and protective measures in the premises.
- 5.3. In addition to this, relevant information will be provided to all employees, and bespoke training will be given to persons who have a specific responsibility (competent persons) for fire related matters at the site.
- 5.4. The specific details of the preventative and protective fire safety measures are contained within the fire risk assessment document for each BMC premises.

6. RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS

- 6.1. The following responsibilities are hereby detailed in order to provide suitable fire safety arrangements at all BMC premises and these are cited within the job description of the roles identified below:

6.2. These roles are also considered to be competent persons (**the Operations Director is also the responsible person**) in regard to the provision of fire safety arrangements in accordance with the RRO at BMC premises.

6.2.1. **Operations Director:**

1.

2.

3.

4.

5.

6.

6.1.

6.2.

6.2.1.

6.2.1.1. To maintain suitable fire safety arrangements at all BMC premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

6.2.2. **Supervisory Managers:**

6.2.2.1. Supervisory Managers (see 1.5.3 for definition); must ensure a quarterly audit is undertaken relating to fire safety arrangements at the BMC premises under their supervisory control and report any maintenance requirements to the Facilities Administrator. They must also support Premises Managers as necessary, in order to ensure suitable fire safety arrangements are being maintained.

6.2.2.2. It is the responsibility of Premises Managers to undertake a quarterly audit of their premises and make this available to their supervisory managers for scrutiny and endorsement. Supervisory Managers should retain a tracker/overview of reports received/outstanding.

6.2.2.3. A suitable form for this purpose is shown in appendix 1.

6.2.2.4. Supervisory Managers have a responsibility to ensure all Registered Managers/ Premises Managers undertake their roles in relation to fire safety aspects in an efficient and effective manner.

6.2.3. **Premises Managers:**

6.2.3.1. Premises Managers must maintain BMC premises and the activities carried on within them in accordance with the requirements of the RRO as far as can reasonably be expected having regard to their management responsibilities, budgetary controls, and reporting lines of their role.

6.2.3.2. Premises Managers must implement the fire safety Action Plan, and for residential properties, they must undertake relevant daily, weekly and monthly fire checks and function tests of active fire systems: Including a monthly drill/rehearsal of the fire emergency plan, arranging fire safety training as applicable for their staff; and

undertaking fire inductions for staff and young persons on a timely basis along with a timely review of the fire risk assessment.

6.2.3.3. Premises Managers have a supervisory responsibility in relation to fire safety matters to ensure all staff undertake their roles in relation to fire safety in an efficient and effective manner. Premises Managers should undertake two-yearly completion of a Fire Manager- training course in order to maintain knowledge, understanding and competence to fulfil all necessary duties and responsibilities cited and explained within this policy.

6.2.4. **Fire Marshal:**

6.2.4.1. Fire Marshals are named individuals within non-residential establishments who are responsible for the implementation and management of the Fire Emergency Plan (under the supervision of the Premises Manager) whenever the fire alarm operates at their BMC work-base. This includes assessment and possible use of firefighting equipment if a small fire can be extinguished safely without the risk of increasing its intensity, and without placing themselves or anyone else at risk as a consequence of this action.

6.2.4.2. Fire Marshals must assist to maintain the active and passive fire safety systems at premises in accordance with the guideline maintenance schedule through routine fire checks and testing of active fire safety systems as detailed in this policy document, and by making suitable records in the Fire and Safety Maintenance Log Book.

6.2.4.3. Fire Marshals are responsible for supporting all managers of BMC premises to ensure the activities carried on within them are in accordance with the requirements of the RRO as far as can reasonably be expected, having regard to any management responsibilities, budgetary controls and reporting lines of their role.

6.2.5. **All BMC Staff:**

6.2.5.1. All BMC staff have a responsibility to undertake their job role in a manner that supports the fire safety arrangements at the premises in accordance with the fire safety information training they have been given (such as face to face, online and induction training). They must understand this includes understanding their statutory obligations, fire policy, including maintaining safe and effective fire safety prevention and protection arrangements. Also, for proactive checking, recording and reporting as required under this policy and its related fire safety arrangements.

7. **FIRE SAFETY TRAINING**

7.1. The following level of fire safety training will be given to BMC staff:

- Fire Manager training - for Premises Managers and Competent Persons. (Delivered on a 2-yearly basis by Ardenlea Fire - Chris Bailey).
- Fire Marshal training - for identified non-residential staff. (A suitable number of Fire Marshals should be trained such that the fire emergency plan for the premises can be supported and supervised at all times.)

- Fire Safety Awareness Information Briefing – for all employees when they commence employment with the BMC organisation. This is delivered centrally by BMC L&D. -(within 2 weeks of commencing employment)
- Fire Safety Awareness Information Briefing -Annual Refresher – **As stated directly above** - for all staff working in residential homes and fire marshals.
- Care and other BMC premises - Specific training/induction – Premises Managers must ensure that staff with responsibility for undertaking specific tests, such as emergency lighting testing, have been briefed to carry out those tasks competently. Furthermore, all staff must also be given a “walk through of the premises “- fire safety induction by a manager at the premises where they are required to work. In the case of care homes this briefing will be recorded on a fire induction form and filed in the fire folder for the premises. At non care premises details of this briefing should be recorded in the Snowdonia Fire Logbook.
- All other staff in non-care premises should be given an annual refresher briefing on fire safety awareness by the Premises Manager-based on a “walk through of the premises “ using the BMC Fire Safety Awareness PowerPoint Presentation as guidance. Details of this briefing should be recorded in the Snowdonia fire Logbook.

Records of training delivered centrally by BMC will be retained centrally by the L&D team.

7.2. **Fire Training Syllabus**

7.2.1. Fire Manager: (Delivered by Chris Bailey - Ardenlea Fire)

- Management and monitoring of fire safety arrangements in accordance with the BMC fire policy.
- Fire safety legislation - basic concepts.
- Responsible/Competent/Relevant Person principles.
- Basic roles and responsibilities relating to fire safety legislation.
- Fire Emergency Plans: managing fire evacuation and fire marshal ‘sweeping’ techniques.
- Preventative measures.
- Arson/wilful fire setting identification and controls.
- Business fire safety resilience planning.
- Human behaviour in fire/evacuation situations.
- Principles affecting means of escape design.
- Basic compartmentalisation.
- Assistance to the fire service.
- Emergency lighting principles (maintained/non-maintained types).
- Fire alarm systems and provision of automatic detection.
- Fire signage: Types and recommended locations.

- Firefighting equipment: Types of extinguishers/specific usage and mode of operation.
- The fire triangle and elements of combustion and fire spread.
- Case study/discussion around a typical BMC premises Fire Emergency Plan.
- Testing of active fire safety stems and passive fire safety aspects.
- Fire safety competence assessment.
- Explanation of the Fire Risk Assessment process and relevant documentation.
- Implementation of Fire Safety Premises Action Plans.
- Use of Young Person Initial Vulnerability to Fire assessment document.

7.2.2. Fire Marshal:

- Basic principles of prevention and protection from fire.
- Practical investigation of a compartment fire.
- Familiarisation of types and practical use of firefighting equipment.
- Explanation, execution and management of the Fire Emergency Plan.
- Familiarisation training in relation to the fire alarm panels at the premises.
- Fire safety competence assessment.
- Testing active fire safety systems and passive fire safety provisions and fire checks.
- Implementation of Premises Fire Safety Action Plans.
- Explanation of the Fire Risk Assessment process and relevant documentation.

7.4.4 Fire Safety Awareness Information Induction / yearly Refresher.

- Fire Policy
- Principles of fire prevention.
- Principles of fire protection.
- Principles of fire safety legislation, including employer and employee responsibilities.
- Fire Triangle principles, including classification of fires, dangers of smoke, fire and smoke spread, means of escape and human behaviour.
- Principles of Fire Risk Assessment.
- Familiarisation of types of firefighting equipment.
- Familiarisation of the Fire Emergency Plan.
- Assessment of knowledge and understanding of training content.
- Practical use of a Fire Extinguisher.

- Use of Young Person Initial Vulnerability to Fire assessment document.

Premises - Specific Fire Training.

- Explanation about the location and types of firefighting equipment provided.
- Explanation and walk through rehearsal of the Fire Emergency Plan.
- Familiarisation of the location and type of protective measures provided: Fire doors, fire alarm, signage, and emergency lighting and how to test these aspects.

8. TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS

8.1. General (Homes)

8.1.1. The checking, testing and maintenance detailed below must be recorded in the BMC Daily Logbook/**Snowdonia Fire Logbook** - as applicable by the person undertaking the relevant test or check.

8.1.2. Daily visual fire checks (Record outcome in BMC Premises Logbook)

- To ensure the fire alarm system is working - check the indicators on fire panels (not all homes have fire panels).
- Ensure exit routes (staircases/routes through rooms) are clear and available for use with final exit doors unlocked.
- Ensure all relevant fire doors close, and that any hold open devices are working.
- Ensure indicator lamp on emergency lighting units are illuminated.
- Ensure firefighting equipment is wall mounted in staff areas, with a notice detailing use on classes of fires.
- Ensure electrical sockets are not overloaded and that extension cables are not in use.

8.1.3. Weekly checks (Record outcome in Snowdonia Fire Logbook)

- Function test fire alarm.
- Visual check of fire doors to ensure relevant fire/smoke seals are in place on three edges of the door or frame. Ensure any hold open devices fitted disengage and allow the doors to shut properly into their frame.
- Undertake a visual condition check of all portable electrical equipment and record details of any new items in the asset register.

8.1.4. Monthly checks (Record outcome in Snowdonia Fire Logbook)

- Function test of the emergency lighting.
- Undertake a fire drill (Include all duty staff and Young Persons)

8.1.5. Quarterly Checks

- Premises Managers (see definition 1.5.4) undertake a quarterly audit of the fire safety arrangements at the BMC premises.

8.2. **Other BMC Premises**

8.2.1. **Daily visual fire checks** (It is good practice for Fire Marshals to undertake this as part of their routine occupation of the premises. There is no requirement for these checks to be documented)

- To ensure the fire alarm system is working - check the indicators on any fire panels.
- Ensure exit routes (staircases/routes through rooms) are clear and available for use with final exit doors unlocked.
- Ensure all relevant fire doors close, and that any hold open devices are working.
- Ensure indicator lamp on emergency lighting units are illuminated.
- Ensure firefighting equipment is wall mounted in staff areas, with a notice detailing use on classes of fires.
- Ensure electrical sockets are not overloaded/extension cables are not in use.

8.2.2. **Weekly checks**

- Function test fire alarm.

8.2.3. **Monthly checks**

- Function test of the emergency lighting.

8.2.4. **Six Monthly**

- Undertake a fire drill.

9. **FIRE ALARM SYSTEM PERIODIC INSPECTION AND TESTING**

9.1. Please note that the checks and means of testing the fire alarm system vary considerably from property to property. However, the requirement to check and test the system, together with the frequency of conducting the inspection/test is the same across all premises.

9.2. **Daily checks (Homes only)**

9.2.1. Daily visual checks of the fire alarm system are to be undertaken by a member of the staff team on duty and must include:

- A check of the Fire Alarm Panel if installed, to ensure that no fault indicators are illuminated.
- Visual inspection of all smoke and heat detectors to ensure they are not damaged and that they are uncovered.
- Check the BMC Daily Logbook to determine if any actions reported the previous day have been acted upon.

- Sign and date the BMC Daily Logbook to confirm these checks have been carried out. All defects are to be entered into the Fire and Safety Maintenance Log and the Registered Manager (or Area Manager if the Registered Manager is unavailable) is to be informed immediately.

9.3. **Weekly checks (all BMC premises)**

9.3.1. Weekly checks of the fire alarm system are to be undertaken and should include:

- Operation of the Fire Alarm System via a manual call point if installed, sufficient in time to check that all sounders are operating correctly. Use a different call point each week (in rotation).
- For those systems comprising solely interlinked detectors with no fire panel, each detector must be activated individually by way of the test button to ensure each detector operates simultaneously.
- If applicable check that all hold open devices on fire doors operate, and the doors close properly when the fire alarm operates.
- Check that all flashing beacons operate (if fitted).
- Sign and date the weekly check in the Snowdonia Fire and Safety Maintenance Logbook to confirm that these tests have been carried out and on which call point. All defects are to be recorded here too and the Premises Manager to be informed on the same day. (Heads of Care if Registered Manager is unavailable).

9.4. **Six monthly checks (All BMC premises)**

9.4.1. Six monthly checks of the fire alarm system are to be undertaken by a qualified engineer.

9.4.2. A written report of any recommendations/findings is to be submitted to the Premises Manager within 7-10 working days of the inspection and a copy sent to their supervisor. The Emergency Lighting Periodic Inspection and Test Certificate are to be stored in/with the Fire and Safety Maintenance Logbook: The engineer must also enter details of tests in the Fire and Safety Maintenance Logbook.

9.5. **Fire alarm panel six monthly check and service (all BMC premises)**

9.5.1. The following six-monthly checks of the fire alarm system are to be undertaken by a qualified engineer:

- Carry out a 100% check of all manual call points, automatic detectors, sounders and door open/closed contacts.
- Check batteries at panel and record readings on certificate.
- Sign and date the fire log to confirm the above tests have been carried out.
- Label batteries with readings, label panel with test date.
- Amend any drawings and re-issue to Registered Manager/Premises Manager.

- A certificate of compliance to be issued by the engineer and this is to be safely filed in the Fire and Safety Maintenance Logbook. In the event of failure of the test, faults are to be rectified immediately and, in the event, this is not possible the Premises Manager is to be informed immediately and the details must be entered into the Fire and Safety Maintenance Logbook.

10. EMERGENCY LIGHTING CHECKS AND MAINTENANCE

10.1. Daily Checks (Homes only)

- 10.1.1. Daily visual checks of the emergency lighting are to be undertaken by a member(s) of the staff team on duty.
- 10.1.2. This is a straightforward check to confirm that the indicator lamps on all emergency light fittings are illuminated and that all fittings are clean and undamaged. The results of the inspection are to be entered into the daily check sections of the BMC Daily Logbook. All defects are to be entered into the Daily Log and the Registered Manager (or Area Manager if the Registered Manager is unavailable) is to be informed immediately.

10.2. Monthly Checks (all BMC premises)

- 10.2.1. Monthly checks of the emergency lighting are to be undertaken; this will usually be a member of the staff team on duty.

NOTE: This is more detailed and will require training by the premises manager before staff can undertake it unsupported.

- 10.2.2. Switch off the power supply to all emergency light fittings at the relevant key switch (if fitted) or circuit breaker (if no key switch) and check that the lights remain illuminated for a 15-minute period), operating on their internal batteries. Once satisfied that all lighting is functioning correctly over this period, restore the power and ensure that the indicator lamp is again illuminated on each fitting. This test exceeds the standard monthly "Flick test" detailed in BS 5266 Part 1.
- 10.2.3. The results of the tests are to be entered into the Snowdonia Fire and Safety Maintenance Log under monthly Emergency Lighting Test Record.

10.3. Six monthly checks (all BMC premises)

- 10.3.1. Six monthly checks and servicing of the emergency lighting must be undertaken by a qualified engineer.
- 10.3.2. The results of the tests are to be entered into the Fire and Safety Maintenance Logbook and the record signed and dated by the engineer completing the checks. An Emergency Lighting Periodic Inspection and Test Certificate are to be issued which are to be safely filed with the Emergency Lighting Test Record.

11. FIRE NOTICES

- 11.1. Each month as part of Regulation 32/44 visits (see **Monitoring Quality Policy**) it must be ensured that Fire Notices are present in the Home. It is the responsibility of the Premises Manager to ensure the necessary Fire Notices are displayed.
- 11.2. It is the responsibility of the Premises Manager to ensure monthly that Fire Notices are retained legible in the Schools/BMC office premises.
- 11.3. The Fire Notices in Homes relates to implementation of the Fire Emergency Plan, and this A5 Task Card is located in the staff-controlled rooms / bedroom areas adjacent to the fire extinguishers. There is also signage relating to the use and type of firefighting equipment and these should be located adjacent to fire extinguisher units.

12. SPRINKLERS

- 12.1. Domestic Sprinklers are installed within Shavington Grange and at Medway homes and these systems are serviced by Snowdonia Fire on at least an annual basis. The service details are entered into the fire logbook. A visual audit of the sprinkler locations should be included as part of the daily checks undertaken by staff at these premises.

13. FIRE EXTINGUISHERS

13.1. Daily visual checks (Homes only)

- 13.1.1. Daily visual checks of the fire extinguishers are to be undertaken. All faults are to be reported to the Registered Manager immediately and recorded in the Fire and Safety Maintenance Logbook. Visual checks are to be recorded in the BMC Daily Logbook.

13.2. Weekly checks (Homes and School/offices)

- 13.2.1. Weekly checks of the fire extinguishers are to be undertaken to check for tampering and charging pressure, and for signs of damage, deterioration, and ability to provide an effective seal. All faults are to be reported to the Premises Manager immediately and recorded in the BMC Daily Logbook (for homes) and the Snowdonia Fire and Safety Maintenance Logbook (all premises).

13.3. Annual checks (All BMC premises)

- 13.3.1. A qualified Snowdonia maintenance engineer will check the equipment on an annual basis.
- 13.3.2. Annual checks are to be recorded both on the appliance and in the appropriate Portable Fire Extinguisher Service record, in the Fire and Safety Maintenance Logbook. All faults are to be rectified immediately and in the event that this is not possible, the Premises Manager is to be informed immediately.

- 13.3.3. A copy of the test and a certificate of conformity should be obtained from the engineer and placed on file.

14. FIRE SAFETY PROVISIONS

- 14.1. The following fire safety related provisions must be subject to individual identification in the Snowdonia Fire Logbook - to give an asset management type system that will underpin testing, maintenance and repair-This must be done by premises fire managers:
- Fire alarm call points and automatic detection equipment.
 - Emergency lighting units.
 - Portable firefighting equipment.
 - Fire Doors - including reference to any hold open devices.
- 14.2. All portable electrical appliances used at BMC premises are subject to a Portable Appliance Test (PAT) regime. This is done on a yearly basis at all BMC schools and on a 2-yearly basis at all other BMC premises.
- 14.3. When the third party provider undertakes the PAT - the results will be underpinned by an asset register of appliances and any items that fail the test must be repaired or disposed of, and a record made on the asset list that this has been done.
- 14.4. All portable appliances used within homes must be included on a Premises Portable Electrical Appliance Asset Record (see appendix 2 below) - to be kept in the fire folder, and these items must be given a visual inspection on a weekly basis and a record made in the premises Fire and Safety Maintenance Logbook.
- 14.5. All fixed electrical equipment is subject to regular testing by a competent person in accordance with current IEE regulations, this includes any lightning/earth facilities. This testing will be undertaken on a five-yearly basis in all BMC premises (yearly where any wet areas are present). At the end of any testing programme a detailed Electrical Installation Condition Report will be provided detailing extent and results of the inspection and testing; it will list any recommendations for remedial actions that should be taken to ensure compliance with current standards (category C1, C2 or C3 faults). These reports should be kept for the lifetime of an installation, and all recommendations included in the report will be implemented within the recommended timescales.
- 14.6. All hot works at the premises will be subject to a permit to work system.
- 14.7. All boiler or heating related systems will be given an annual service by a competent gas safe or competent oil service contractor, as appropriate.
- 14.8. Only competent contractors will be engaged to undertake work on any fire related systems and any work that affects such systems will be documented in the Fire and Safety Maintenance Logbook so as to provide a clear audit trail by the external contractor.

- 14.9. In the event of any faults to fire systems being found, the senior member of staff on duty is to take all reasonable steps to rectify the problem and must inform the Premises Manager. Irrespective of the outcome, the senior member of staff is to contact the Facilities Manager or Head of Care (or Operations Director in their absence) or the On-Call Manager outside of office hours immediately, if there are any suspected or actual faults which may place the children and/or staff at risk. The Manager must then take whatever actions they deem necessary to put things right or reduce the risk.
- 14.10. All decisions/actions taken must be recorded in the BMC Daily Logbook and emailed to the Premises Manager.

15. PROVISION AND USE OF FIREFIGHTING EQUIPMENT

- 15.1. BMC staff are not expected to extinguish a fire as part of their duties. Instead they are instructed to close the door on a compartment/area that is on fire and undertake evacuation of occupants from the premises taking no risk to themselves, and not endangering others. However, by taking a risk assessed (approach as detailed below) it may be possible for a member of BMC staff to extinguish a small fire safely.
- 15.2. All BMC staff will receive appropriate fire safety training.
- 15.3. As a consequence of the fire safety management of BMC premises, staff will not be required to operate and use firefighting equipment to secure their egress from the building under any circumstances. Consequently, the provision of firefighting equipment is for use by suitably trained relevant persons if they feel their action will not put themselves or others at risk from the fire, and the effect of applying the firefighting media is appropriate to the type of fire, is likely to extinguish it, and in all cases, will not cause the fire to worsen.
- 15.4. Suitable signage is provided adjacent to all the portable firefighting equipment to reflect the appropriate class of fire for which the extinguisher can be used.
- 15.5. Firefighting equipment will be located on each floor level and access to these units will be limited to BMC staff as it will be located in staff only access areas (offices/bedrooms /staff bathrooms etc). Fire extinguishers will be provided in at least one permanently used staff bedroom at each floor level across the premises. If there are no staff bedrooms at ground floor level, then portable firefighting equipment will be located in staff only accessible areas such as staff WCs. In homes where no tampering with firefighting equipment is recognised portable firefighting equipment may be provided in some other locations.
- 15.6. All firefighting equipment must be wall mounted and accessible: Carbon dioxide and foam units will be provided in each fire point location. These cover usages on all classes of fires likely to be encountered in the premises: other specified units will be provided if identified as part of the fire risk assessment.

16. FIRE INDUCTION TO PREMISES

16.1. **BMC Staff**

- 16.1.1. A Fire Safety Awareness Briefing for new BMC employees, should be attended on the first day of their employment. If this date falls outside of the next company induction programme or the member of staff is unable to attend the session on that date for another reason, then the line manager of the new staff member must ensure that they run a version of this course with their new employee on their first day at work. (using the Fire Awareness PowerPoint printout held in the Fire Folder.)
- 16.1.2. On the first visit to their allocated work-base, new or temporary staff (including agency staff) must be briefed on the Fire Emergency plan, given familiarisation of the layout of the premises, walked through the key escape routes and shown the assembly point. In respect of Homes, all new staff are to have been fully briefed and have taken part in a fire drill and evacuation, including completion of the 'Staff Home Induction' form.

16.2. **Young People**

- 16.2.1. Each young person is to have the Fire Emergency Plan explained to them, walked through the key escape routes and be shown the assembly point. Additionally, the young person is to be advised of the risks involved when fire occurs, and the dangers associated with false alarms and tampering with fire equipment. A fire drill with the young person must be undertaken within 24 hours of admission to the Home and young people need to sign to state that they understand the procedures for evacuation. With respect to the Homes, all young people must experience at least one fire and evacuation drill during daylight hours and one during darkness.

16.3. **Visitors to the premises**

- 16.3.1. Visitors to the premises must sign the visitor's book which is to be kept in a consistent location that is known to all staff, so that in the event of fire this can be removed from the building and used for the roll call.

16.4. **Other Alarms**

- 16.4.1. If the home has a burglar alarm or other security systems that employ a sounder/bell etc., it is important that new staff and residents are familiar with this sound, to help them determine what is happening if they hear an alarm. (Each system must have a distinct sound).

17. **FIRE DRILLS**

- 17.1. The often-complex needs and behaviour of the young people in BMC requires additional consideration when managing safety procedures. Fire drills must be implemented with care in order to prevent any disturbance of day to day routines, and also to avoid possible desensitisation to the importance of the alarm.
- 17.2. Fire Drills are an integral part of the Homes/Schools/Offices Emergency Procedures. Fire drills at the Homes, (which include evacuation of all staff and

children from the building) must take place monthly (or more frequently as dictated by risk assessment). A percentage of the fire drills in the Homes must take place at night (after bedtime) - see below.

- 17.3. Fire Drills for offices/school must take place at least annually or as determined by the fire risk assessment if different.
- 17.4. Additional fire drills will be carried out as part of the induction process for new members of staff.
- 17.5. It is **essential** that staff and young people are able to distinguish the sound of the fire alarms from the Intruder Alarm/Doorbell test.
- 17.6. Normally, advance warning should be given of the **approximate timing** of the fire drill, as the main purpose of having the drill is to ensure that all persons participating are familiar with the correct procedure to be followed. Particular emphasis should be placed on staff training and reviewing the effectiveness of the established procedures.
- 17.7. Where the alarm system operates either as a result of a fire or a false alarm, the resulting evacuation of the building must be recorded in the appropriate section of the Fire and Safety Maintenance Logbook.
- 17.8. Fire Marshals /Carers should take the opportunity as part of the fire drill to familiarise themselves with the operation of the premises fire alarm system.

18. FIRE EMERGENCY PLAN

- 18.1. On hearing an alarm raised at the premises the fire emergency plan must be implemented immediately and all young persons and any visitors, must evacuate the premises as quickly and safely as possible. The senior carer present at the premises is responsible for management of the implementation of the fire emergency plan.
- 18.2. A bespoke Fire Action Plan has been documented and adopted for the premises; It includes the following aspects and is based on full and simultaneous evacuation of the premises, with supervision and assistance given by Bryn Melyn Care staff who have been trained. It places no reliance on intervention or assistance from the fire service.
 - Upon suspecting a fire, a staff member should activate a fire alarm call point (if one is provided) or shout "FIRE" and ensure all persons leave the affected room/area.
 - Upon hearing the fire alarm all premises occupants (other than fire marshals or BMC carers) should evacuate the premises and assemble at the fire assembly point, or front of the premises.
 - A BMC carer or fire marshal should undertake a sweep of the premises to ensure everyone has evacuated. It is imperative to refer to the fire alarm panel (if provided) to confirm the exact location of the fire alarm activation.

- If a fire is confirmed, the fire service must be summoned immediately by a 999 call (all staff have access to a working cell phone or land line). Give the relevant map reference as well as the premises address - see Fire Emergency Plan.
 - A staff member should meet the fire service and inform them of the details of any persons believed to be involved, and the location of the suspected fire.
 - A staff member should standby and liaise with the fire service officer until confirmation is given that it is safe to re-occupy the premises.
 - A staff member should make a record of events in the BMC Logbook in children's homes.
- 18.3. This plan is implemented as an emergency drill/rehearsal on a monthly basis, or when new staff members/young people first arrive at BMC Homes.
- 18.4. A copy of the fire emergency plan (Bullet pointed as a fire task card-see below) and an A4 plan of the premises must be laminated and located adjacent to the firefighting equipment in staff bedrooms/offices so they can be used as an aide memoir in case of a fire/emergency.
- 18.5. This task card must include the full address of the premises and map reference and be hung adjacent to the fire extinguishers in each staff bedroom and adjacent to the fire extinguishers at ground floor level if there is no staff bedroom at this level.
- 18.6. The task cards can be prepared by laminating a copy of the premises layout plan along with lamination of the template wording below. Please add relevant postcode and map grid reference to the document.

Fire Task card for Care Staff.

- **If you suspect a fire - activate a fire alarm call point (if one is provided) or shout "FIRE"- ensure all persons leave the affected room.**
- **If you hear the fire alarm operate ensure all young persons and visitors evacuate the premises immediately.**
- **Investigate the cause of the alarm (use fire panel if provided - feel/smell/ listen & open doors slowly).**
- **If you suspect a fire - summon the fire service immediately by calling 999 -give address, postcode /map reference (see below.)**
- **Consider using a fire extinguisher if it is safe to do so.**
- **Once you have swept the premises to ensure it is clear exit yourself.**
- **Meet the fire service and give them details of the event.**
- **Contact the on-call BMC manager.**

Premises Address.....

Premises Map Reference

- 18.7. A working torch must also be retained adjacent to each copy of the fire emergency plan.
- 18.8. It is recognised that BMC staff have access to a working mobile telephone on a 24/7 basis.
- 18.9. The senior member of staff will be responsible for maintaining all related entries in the appropriate record book.

19. ADDITIONAL FIRE RISKS

19.1. Smoking

- 19.1.1. See BMC Smoking Policy: A designated smoking area to be used by staff and young persons must be identified at all BMC premises and suitable provision for extinguishment of smoking materials must be provided: Container of water/sand (sand may not be considered suitable based on the generic occupant profile of BMC premises).

19.2. Candles

- 19.2.1. Other than those used decoratively on cakes, candles must not be allowed onto company property. Decorative candles are only to be used under direct staff supervision and with the approval of the Registered Manager. All homes and sites must have torches for use in the case of power failure.

19.3. Barbecues or campfires

- 19.3.1. Barbeques and campfires are never to be left unsupervised and never to be lit using petrol or other inflammable liquids.
- 19.3.2. Barbeques and campfires are only to take place under direct staff supervision and with the approval of the Registered Manager. No campfire or barbecue shall be left to burn out - it must be extinguished with water after use.

19.4. Staircase enclosures

- 19.4.1. All staircase enclosures should be retained free of any items such as coats/furniture or other stored items which could add to fuel fire, and also could obstruct the exit route.
- 19.4.2. Posters should not be located in staircase enclosures as these serve to increase the chances of fire spread across walls. Framed pictures/posters however are suitable.
- 19.4.3. All cupboards beneath staircases should be retained empty and where possible locked/sealed shut.

19.5. **Deep fat fryers**

19.6. Deep fat fryers are not to be used at BMC premises.

19.7. **Dangerous Substances**

19.8. Dangerous substances are only to be used and stored at BMC premises that have an onsite maintenance presence (including the maintenance workshop hub in Telford). Only minimal stock will be retained and when not in direct use they will be stored in a locked and suitably hazard signed, purpose designed metal cabinet.

20. FIRE RECORD KEEPING

The following records are required to be completed and retained at BMC premises:

20.1. **BMC Daily Logbook (Homes only):**

- Daily Visual Fire Checks.
- Weekly Fire and Health and Safety Checks.
- Monthly Fire Drill Record.
- Monthly Emergency Lighting check.

20.2. **A BMC Fire Safety Folder containing (all premises):**

- A copy of the BMC fire policy document.
- Snowdonia Fire Logbook.
- A copy of the current fire risk assessment document.
- A copy of the current Fire Safety -Premises Fire Action Plan (part of the fire risk assessment).
- A copy of the premises Fire Emergency Plan.
- A copy of the premises A4 layout plan.
- A copy of the current Assessment for Vulnerability to Fire of the young persons at the premises (except offices).
- A copy of staff fire training certificates.
- A copy of the completed Young Persons Home Induction Form (homes only).
- A copy of the completed Staff Home Induction Form (homes only).
- A copy of the BMC fire induction briefing document.
- A copy of a current Portable Electrical Appliance Asset Record.
- A copy of the Supervisory Fire Safety Checklist - Quarterly Audit (see Appendix 1).

20.3. **A Snowdonia (Fire and Security Limited) Fire and Safety Maintenance Logbook:**

- 20.3.1. Details of servicing/repair or testing by engineers to be entered into this book.
- 20.3.2. The independent audit of BMC premises will give specific focus to the retention and currency of the above fire records.
- 20.3.3. The Fire and Safety Maintenance Logbook may be amended from time to time. Premises Managers will need to ensure they keep relevant records as expected by legislation and BMC policy, within their BMC Daily Logbook (Homes only) and the Fire and Safety Maintenance Logbook.

20.4. **Young Persons Initial Assessment for Vulnerability to Fire:**

- 20.4.1. This assessment must be completed for all young persons before they reside at any BMC premises.
- 20.4.2. The assessment of the young persons and the consequent completion of this assessment must be explained as part of all formal fire training sessions.
- 20.4.3. The details for completion of the assessment and implementation of relevant control measures are cited in the document itself.
- 20.4.4. Relevant control measures must be initiated immediately once identified as part of the assessment.
- 20.4.5. Any Young Persons with fire setting history (reported from previous carer or based on "one" event whilst in BMC care) must reside in a room with an outward opening door and be must be provided with fire retardant bed linen, mattress, and curtains.
- 20.4.6. Any young person with a history of multiple fire setting whilst in BMC care must reside in a BMC premises that has a residential sprinkler facility installed within it, along with fire retardant bed linen, mattress, and curtains.

20. SUMMARY OF STAFF FIRE CHECKS / ACTIONS

- 20.1. Managers and staff in homes are responsible for:
 - 20.1.1. Undertaking fire induction for staff members and young persons as required.
 - 20.1.2. Undertaking and recording the daily checks relating to fire safety matters as detailed in the BMC logbook.
 - 20.1.3. Undertaking a monthly rehearsal of the fire emergency plan.
 - 20.1.4. Undertaking a monthly function test of the emergency lighting.
 - 20.1.5. The BMC North and South supervisory managers are responsible for ensuring the quarterly fire audit is undertaken and all matters identified have been followed up. The home manager may undertake this audit and the supervisory manager may choose to sign it off.

20.1.6. Snowdonia Fire are responsible for service maintenance and repair of the fire alarm systems, emergency lighting systems and firefighting equipment located within all BMC properties. They will provide a written certificate or work schedule following any visit they make to premises. These documents should be retained in the fire file at the relevant premises.

20.2. **Guidance for checking fire doors**

20.2.1. The doors leading onto staircase enclosures are of a fire resisting standard, with the exception of those from WC areas and bathrooms.

20.2.2. Fire doors within the premises are also located onto places of higher fire hazard such as kitchens and boiler rooms.

20.2.3. Fire doors are provided with self-closing devices to ensure they shut firmly against their doorstop whenever they are opened.

20.2.4. Fire doors which lead onto store areas are locked shut when not in direct use.

20.2.5. All fire doors within the premises have been accepted within the fire risk assessment as being of a suitable standard. However regular inspection of these doors is required in order to ensure they are retained as an effective barrier to fire spread. Any damage to the doors or the frames should be reported, and rectification sought as soon as possible, this includes holes or gaps of any type.

20.2.6. All fire doors provided with a self-closing device must have hot and cold smoke seals on either three edges of the door or on three edges of the frame.

20.2.7. The hot or intumescent smoke seal is a thin plastic-coated seal which is set into either the door or the frame.

20.2.8. The cold smoke seal element is provided by either a rubber strip or a brush type strip.

20.2.9. In most cases the hot and cold smoke seals are provided as a single combined insert, in either the edge of the door or the frame.

20.2.10. Inspection of the fire door should include particular attention to the effectiveness of the self-closing device, it should ensure that any gaps, holes or damage to the door is reported, and a hot and cold smoke seal must be present on three edges of either the door or the frame.

20.2.11. Fire doors leading on to store areas, which are locked shut, do not need a cold smoke seal, however many will have this provision. The cold smoke seals should not be removed.

GLOSSARY OF FIRE TERMS IN DOCUMENT

Fire risk assessment:

A fire risk assessment is a document that considers and refers to all fire related aspects relevant to any BBC premises.

It includes both a position statement on the fire safety provisions at any particular premises and also includes matters which need to be rectified or upgraded.

Fire Emergency plan:

A fire emergency plan describes in detail the actions that should be taken by the person in charge of the premises at any particular time, in order to ensure that all occupants of the premises can evacuate safely. It also details arrangements for calling the fire service if a fire is suspected, and for liaising with them once they arrive. It includes further management action to mitigate the effects of any fire incident.

Fire action plan:

The fire action plan for any premises details the works that are required to be undertaken in order to satisfy the requirements of fire legislation/to comply with the BMC fire policy document. In addition to this it details upgrade and improvement works that should be undertaken in the medium and longer term and whenever the opportunity may arise as a consequence of the refurbishment of all or part of the premises.

Fire drill:

A fire drill is a rehearsal of the implementation of the fire emergency plan for any premises, it should involve all members of any designated fire team or supervisory members of staff. It should also provide familiarisation for the occupants of the premises of what to do in case they discover a fire or are required to evacuate because the fire alarm has operated.

Revision History

Date last updated: July 2020

Date of next review: July 2021

Date of release: July 2020

APPENDIX 1 – SUPERVISORY FIRE SAFETY CHECK LIST – QUARTERLY AUDIT

This document is accessible on the BMC server.

BMC Premises..... Dated

Completed by Premises
 Manager.....

Are staircases and exit routes clear of rubbish and obstacles/stored items?	Yes	No
Are all final exit doors unlocked and free to use?	Yes	No
Is all firefighting equipment in place in staff areas and mounted on wall brackets?	Yes	No
Is there a fire emergency plan/fire action plan and torch in each staff bedroom and office area?	Yes	No
Are fire records complete as per fire policy document?	Yes	No
Do the Fire Doors close fully, firmly and are only held open with Magnetic or acoustic devices?	Yes	No
Is the fire alarm functioning and being tested?	Yes	No
Is the emergency lighting functioning and being tested?	Yes	No
Is the Fire Emergency Plan being implemented/updated?	Yes	No
Is the portable appliance asset record current?	Yes	No

What actions are required following these checks?	Date(s) Actions Completed
Premises Manager comments:	Premises Manager signature
	Date

