

<b>POLICY TITLE:</b>	<b>Fire Safety</b>
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<b>Ratified by:</b>	Lyn Madgwick, Health and Safety Manager
<b>Responsible signatory:</b>	David Watts, Director of Risk and Safety
<b>Outcome:</b>	<p>This policy:</p> <ul style="list-style-type: none"> <li>• Aims to ensure arrangements are implemented to enable fire safety risks at Priory Group premises to be assessed and to identify adequate physical and procedural controls including staff training which must be put in place.</li> <li>• Aims to ensure that a review of fire safety standards will be undertaken prior to or upon acquisition, in order to establish necessary remedial actions for premises which are to be acquired</li> <li>• Ensures that all premises which are work places will be provided with a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 or Fire (Scotland) Act 2005 &amp; Fire Safety (Scotland) Regulations 2006.</li> </ul>
<b>Cross Reference:</b>	H&S09 <a href="#">Control of Contractors</a> H&S17 <a href="#">Hazardous Substances</a> HR04.9 <a href="#">Induction</a>
<b>EQUALITY AND DIVERSITY STATEMENT</b>	
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, e-mail [RARHelpdesk@priorygroup.com](mailto:RARHelpdesk@priorygroup.com)

## FIRE SAFETY

### 1 POLICY STATEMENT

- 1.1 It is Priory Group policy to ensure that fire safety risks at all its premises are assessed and that adequate physical and procedural controls, including staff training, are in place. Where necessary remedial measures are identified and these will be prioritised to enable appropriate action to be undertaken. For premises which are to be acquired or possibly to be acquired, a review of fire safety standards will be undertaken prior to or upon acquisition in order to establish any necessary measures to be taken.
- 1.2 Priory Group operates a range of premises most of which are residential. Fire safety in such premises is a key concern due to the vulnerable nature of some of the service users, the challenge of evacuation of medium secure units or of service users with disabilities and the fact that many of the premises were constructed at a time when building regulations requirements for means of escape were not in force. Many of the buildings involved, being educational establishments, care homes or hospitals, were not subject to fire certification under previous legislation and some buildings are listed, which therefore places restrictions on alterations that can be made.
- 1.3 A key aspect of ensuring the safety of colleagues, service users and visitors in the event of fire are the physical precautions to restrict the spread of fire, combined with the alarm and detection systems, which ensure that a fire is rapidly detected.
- 1.4 Site/service managers have a legal responsibility to implement and maintain the fire safety measures identified by the fire risk assessment.

### 2 ROLES AND RESPONSIBILITIES

- 2.1 The **Group Medical Director, delegated to the Director of Risk and Safety**, is responsible for ensuring there is a programme of fire safety risk assessments which review fire risks, fire procedures and physical fire precautions at all Priory Group premises and the periodic review of such assessments. For premises which are to be acquired or possibly to be acquired, a review of fire safety standards will be undertaken prior to or following acquisition (where access cannot be achieved) in order to establish any necessary improvements.
- 2.1.1 The programme of Fire Risk Assessments is currently undertaken by an appointed specialist, competent external provider (hereafter referred to as the external fire risk assessor) appointed by the Priory Group.
- 2.2 **Site/Service Managers ('Responsible Managers')** are responsible for ensuring that actions arising from these assessments are effectively implemented and maintained in accordance with this policy. The responsibility for correcting deficiencies lies with the Responsible Manager on site using either the onsite maintenance staff, contacting the approved property helpdesk to report minor faults/repairs required or by contacting their Estates Manager for advice and assistance when required. Additionally, Responsible Managers should ensure that local fire risks associated with the care of particular service users and any particular requirements for evacuation, are included in local risk assessments and care plans. They are also responsible for ensuring that the Risk, Audit and Regulation Helpdesk (RAR Helpdesk) is alerted to any local change of circumstances that would require a review of the overall fire risk assessment or a fresh fire risk assessment. Responsible Managers should also add any outstanding risks to the site risk register where necessary. Relevant persons including colleagues must be made aware of the fire risk assessment.
- 2.3 **Responsible Managers** are responsible for correcting deficiencies in management of fire risks (local maintenance checks, training, PEEPs, etc.) at the location for which they are

responsible.

- 2.4 **The Estates Team** is responsible for arranging a fire risk assessment when a site is acquired, newly constructed and following any refurbishment that results in changes to the layout, or use of the building. They are responsible for ensuring that sites have the appropriate planned preventative and reactive maintenance for fire safety equipment available at the appropriate intervals via Priory Group's retained maintenance management company.
- 2.5 **The Central Health & Safety (H&S) Team** are responsible for advising sites, or obtaining advice from the external fire risk assessor, on matters of fire safety and where fire safety issues are identified during routine H&S audits and inspections, reporting the findings to the relevant persons. Additionally the team is responsible for organising the rolling programme of formal fire risk assessments at all Priory Group sites. These cases will be identified by the Central H&S Team and/or divisional management and/or the Estates Department. See **Appendix 1**.
- 2.6 **The People Team and the People Development Team** are responsible for providing Priory Academy Modules 'Fire Safety' and 'Emergency Procedures Awareness' modules for all colleagues and for ensuring that 'Fire Marshal' training is available and that providers are sufficiently competent to carry out this training at site level. Additionally the team must provide suitable and sufficient support to Site Learning Administrators in obtaining the appropriate Fire Safety training.
- 2.7 **The H&S Coordinators** (where appointed) are responsible for advising colleagues (within their scope of knowledge) or obtaining advice from the relevant Health & Safety Advisor as appropriate.
- 2.8 **The Fire Marshals** are responsible for taking a lead role during a fire drill or evacuation to ensure the safety of other colleagues, visitors and service users. Details of Fire Marshal requirements and training are covered in the Fire Safety Training section in this policy.
- 2.9 **Others** – Where there are joint responsibilities between the **Landlord and Tenants** the responsibility for correcting any deficiencies in physical precautions (repair, replace fire doors, automatic closers, etc) is dependent on the lease. Where the landlord holds this responsibility then arrangements must be made through the landlord. Where the leaseholder holds the responsibility then arrangements must be made through Priory Group's approved property helpdesk in the first instance. All have a legal responsibility to liaise to ensure there are adequate fire safety measures.
- 2.10 **All colleagues** are responsible for undertaking training at the appropriate intervals and reporting any deficiencies or concerns regarding fire safety they identify to their Line Manager. All colleagues have a legal responsibility to consider their own and others fire safety. Colleagues that are shown to compromise fire safety in Priory Group premises may be subject to disciplinary action.

### 3 FIRE RISK ASSESSMENT

- 3.1 Priory Group has in place a rolling programme of Fire Risk Assessments at all sites with the aim of undertaking renewed assessments every three years. In certain cases there may be more frequent and 'as and when required' assessments for example:
- (a) There are concerns about a site's fire safety arrangements
  - (b) A fire or 'near miss' occurs
  - (c) Any alteration, extension or demolition of any part of the structure of the building in which case the RAR Helpdesk should be contacted at the planning stage to arrange an initial review of the fire risk assessment.
  - (d) Any change in the use of any part of the building
  - (e) In the event of changes in the service user group.

- 3.1.1 These cases will be identified by the Central H&S Team and/or divisional management and/or the Estates Department.
- 3.1.2 Where refurbishments are planned, or changes to the site are to be undertaken in the near future, the Fire Risk Assessment may be deliberately delayed until the planned works have been completed. This ensures a sensible and reasonable approach to the management of the Fire Risk Assessment process. There may also be a need for additional input and advice sought from the external fire risk assessor prior to, during and following refurbishments to ensure all buildings are suitable and safe for colleagues and service users. The need for this will be identified by Estates Managers with assistance where necessary from the Central Health and Safety Team.
- 3.1.3 A Fire Risk Assessment may also be arranged as part of the due diligence process where another provider is being considered for acquisition. The assessment will be arranged by the Director of Risk and Safety.
- 3.1.4 Fire Risk Assessments are completed in line with the Regulatory Reform (Fire Safety) Order 2005 and where appropriate the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006 or Fire & Rescue Services (Northern Ireland) Order 2006 and Fire Safety Regulations (Northern Ireland) 2010 and are primarily in relation to the life safety of all relevant persons on the premises.
- 3.1.4.1 The Fire Risk Assessment documentation will also include consideration of the following key areas as appropriate to the particular facility:
- (a) Fire procedure in place
  - (b) The identification of fire risks (high, medium and low) on the premises
  - (c) The suitability of fire fighting equipment and fire detection in place for the premises
  - (d) The structure and layout of the premises in terms of evacuation and safety of persons affected, and the provision of fire separation, fire doors, fire exits, fire signage, alarms, fire extinguishers, fire detection systems and emergency lighting
  - (e) The adequacy of escape routes and travel distances, including door releases and openings
  - (f) Particular considerations relating to the evacuation of vulnerable service users
  - (g) The provision and location of fire exit signage and emergency lighting
  - (h) Documentation of 'significant findings' along with specific requirements and guidance to provide additional fire protection/precautions, where necessary, in line with relevant fire safety legislation and Priory Group policy
  - (i) The provision of a fire risk assessment report, to be kept on the premises.
- 3.1.5 The fire risk assessment report is produced and is shared with the relevant divisional management team in order to ensure that adequate fire precautions are implemented with an appropriate priority. A central list of necessary fire safety improvements requiring capital expenditure and an associated implementation plan is maintained. A central database of fire risk assessments is maintained by the Central H&S Team. There is a shared responsibility for implementing any required improvements (as listed on the fire risk assessment) within a reasonable timescale. This responsibility for implementing the improvements is shared between the divisional management team and where necessary the estates team.
- 3.2 **Local review of fire risk assessments** - the fire risk assessment must be reviewed annually and the details of this review documented on **H&S Form: 58**. **It is the responsibility of the Responsible Manager** to ensure the annual review is completed, with advice and assistance from the Central H&S Team as required. **H&S Form: 58A** should be completed quarterly in particular relation to fire doors.
- 3.2.1 All actions identified by the fire risk assessments must be completed within the identified timescales and be signed and dated on completion by the Responsible Manager.

- 3.3 **Working in private accommodation:** Where colleagues conduct their work for short periods in the domestic dwelling of the service user, there is a requirement for the colleague to carry out a dynamic risk assessment and consider the following:
- (a) Means of escape – can you or others leave the premises within 18 metres in a single direction of escape and exit to fresh air without using a key?
  - (b) Is the exit route clear and not cluttered with combustibles?
  - (c) Is there a smoke alarm on each floor hallway?
  - (d) If the occupier of the premises is unable to leave without assistance this should be reported and documented by the Responsible Manager.

- 3.3.1 Consideration should be given to contacting the relevant Health & Safety Advisor, the external fire risk assessor and local Fire Authority personnel where necessary.

#### 4 **SUPPORTING YOU SERVICES AND FIRE RISK ASSESSMENT**

- 4.1 Supported Living properties that have a landlord arrangement independent of Priory Group will not fall under the Priory Group's formal arrangements for the provision, annual review and three yearly cycle of fire risk assessments. Fire risk assessments should be completed, reviewed and updated by the responsible landlord in the majority of cases, but further guidance and discussion may be necessary with the Central H&S Team and Supported Living Senior Team for individual cases.

- 4.2 Works identified within fire risk assessments in Supported Living properties are the responsibility of the landlord where premises deficiencies exist, although Priory Group and Supporting You Services may decide that a property is not suitable for Supported Living individuals if fire safety issues are not addressed.

#### 5 **STANDARDS OF FIRE PRECAUTIONS REQUIRED IN PRIORY GROUP PREMISES**

- 5.1 Fire precautions in Priory Group premises are reviewed as part of a central fire risk assessment programme. The fire risk assessment report, produced from such an assessment, identifies any additional precautions required locally. The following standards are, however, generally applicable throughout Priory Group. Please see Section 18 for details on the provision of fire retardant fabrics.

- 5.2 **Hospitals** - For Priory Group hospitals which accommodate either medium/high secure psychiatric patients or non-ambulant service users, the standard of fire precautions adopted will be that of the NHS Estates Fire Code (HTM 05), which specifies both standards of physical separation and fire detection. In particular, the precautions adopted must allow for progressive horizontal evacuation of service users to a separate fire compartment on the floor of fire origin and the alarm must be an L1 addressable alarm system. Guide 10 (Fire Risk Assessment in Healthcare Premises) will also be referred to for Hospitals.

- 5.3 **Care Homes** - For all Registered Care/Children's Homes in England, Scotland and Wales the standard of precautions adopted will be those of approved Document B of the Building Regulations and Guide 4 (Fire Risk Assessment in Residential Care Homes). For Northern Ireland refer to HTM84 (Fire Safety in Residential Care).

- 5.4 **Educational Establishments** - For educational establishments with pupils who are ambulant and can be readily evacuated, the standard of precautions adopted will be in accordance with Approved Document B of the Building Regulations and Guide 5 (Fire Risk Assessment – Educational Premises) published by the Department of Communities and Local Government. Where educational establishments accommodate mainly physically disabled pupils or due to a combination of behavioural issues and staffing levels, immediate total evacuation is not possible, the standard adopted will be as for a Care Home noted above. It is important to note that Guide 4 (Fire Risk assessment in Residential Care Homes) is more suited to accommodation provided within our schools. For children's

accommodation with a small number of beds it may involve referral to HTM 88 – Fire Safety in housing providing NHS supported living in the community).

- 5.5 **Supported Living** - For small Supported Living sites, precautions normally adopted will be in accordance with HTM 88 – Fire Safety in housing providing NHS supported living in the community. For larger Supported Living sites the precautions adopted may need to be as per Care Homes (See 4.3), dependent upon advice from Priory Group's external fire risk assessor.

## 6 CHANGES IN CIRCUMSTANCES

- 6.1 Where there is a substantial change in circumstances affecting the fire safety of the premises, such as the undertaking of significant contract work, then fire safety must be addressed in the particular risk assessment for the work and advice sought from the [RARHelpdesk@priorygroup.com](mailto:RARHelpdesk@priorygroup.com). Where necessary a review of the overall fire safety risk assessment will be undertaken. Such a review will also be undertaken as part of the central programme if there are substantial alterations to a building or facility or a significant change of use. Circumstances include:
- (a) Significant physical and structural changes to the building (walls or doors removed or added)
  - (b) Changes in use of the building or room
  - (c) Changes in client base
  - (d) Changes in numbers of colleagues and/or shift patterns.

- 6.2 See **Appendix 1** for Flowchart for additional Fire Risk assessment Provision.

## 7 FIRE SAFETY TRAINING

- 7.1 Fire safety training standards are a mandatory requirement, in the same way as all other fire precaution requirements.
- 7.2 The overall standard of fire safety training within Priory Group is based on a three part approach as follows:
- 7.3 **First Day Induction Fire Safety Briefing** - This must be delivered locally on the first day of employment by a trained member of staff and is applicable to all colleagues.
- 7.3.1 Induction Objectives - The objectives of the induction programme are to provide essential information on fire prevention measures and action in the event of fire at the particular premises.
- 7.3.2 Content - Details that should be incorporated into the fire safety induction are:
- (a) Signing in/out procedure if applicable
  - (b) Action in the event of fire
  - (c) The sound of the alarm, how to raise the alarm and the location of alarm call points
  - (d) Any specific arrangements for two stage alarms and the action to be taken at each stage
  - (e) The location of escape routes and assembly points and the importance of reporting to the assembly point
  - (f) The operation of exit devices
  - (g) Smoking restrictions
  - (h) The importance of good housekeeping and avoiding the accumulation of rubbish
  - (i) The importance of fire doors being kept shut where applicable
  - (j) Use of fire extinguishers (not to be used unless trained or necessary in the event of making an emergency escape)
  - (k) The identity of employees who are nominated to carry out roles in connection with fire safety (e.g. fire marshals)
  - (l) How the Fire Service is called (is there an internal phone system in place)

- (m) The presence and location of any hazardous substances on the site and essential safety rules if relevant.
- 7.3.3 Timing, Duration and Delivery of Fire Induction - All fire safety inductions should be carried out on the first day and recorded accordingly. It is expected that this training is delivered by a designated member of staff, such as a Fire Marshal, and would entail walking around the premises to locate the various areas and equipment referred to.
- 7.3.4 Additional relevant information - it should be noted that H&S09 Control of Contractors and HR04.9 Induction include further details of general health and safety induction requirements. Most groups for whom this fire induction is necessary will also require further training as detailed below.
- 7.3.5 Relevant fire information also needs to be provided for service users when present within, or residing at any of Priory Group's premises. This may be provided in written form or through briefings, as appropriate. The depth of the information provided to service users would be determined by their capabilities and specific care or education considerations.
- 7.3.6 For residential premises with ambulant service users, this should also include periodic practice evacuation drills.
- 7.3.7 For residential premises with non-ambulant service users, those who lack capacity and those who require assistance a Personal Emergency Evacuation Plan (PEEP) (**H&S Form: 70**) will be required for each service user who requires assistance during emergency evacuations. The PEEPs Summary Form (**H&S Form: 78**) must be kept in the site's Fire Evidence File.
- 7.3.8 **Fire Safety Induction/Contractor Briefing** - In addition to the formal process of training set out later in this section, the induction process should incorporate essential emergency procedures for all employees, temporary/bank staff, contractors, and consultants. This should be provided on the first day of work at the location.
- 7.4 **Priory Academy Modules – 'Fire Safety' and 'Emergency Procedure Awareness'** - These two modules must be completed by all permanent members of staff, regular bank staff and consultants, within one month from their start date. The Fire Safety module must then be refreshed annually by all colleagues at Priory Group sites in England, Scotland and Wales. Note that there is a requirement for all colleagues working in Northern Ireland to undertake fire safety training on a six monthly basis.
- 7.4.1 The purpose of the training is to encourage a safety culture whereby all colleagues are aware of fire prevention measures. The assessment of understanding within the package should include completion of the offline activity paper used as part of induction as this addresses site specific issues. Priory Group E-learning packages are designed to:
- (a) Raise employees' awareness of emergency situations and fire safety issues which could arise whilst at work
  - (b) Explain the individual's responsibilities for action in an emergency situation
  - (c) Provide information about how employees access local emergency procedures
  - (d) Provide general fire safety training and knowledge in support of the induction briefing.
- 7.5 **Training for those with specific responsibilities** - Training should be provided for those with specific fire safety responsibilities including the following:
- 7.5.1 Operation, interrogation and resetting of fire alarm panels: This training should normally be provided by the servicing or installation company and sufficient personnel should be trained to enable cover to be provided at all times. For simple systems, cascade training may be appropriate. In particular, the training should include how to locate from the panel the source of the fire, how to detect normal and fault conditions and how to respond.

- 7.5.2 Receptionists responsible for calling the Fire Service: Such training can be locally provided and should include when and how the Fire Service should be called, the information to be provided and the importance of having the address repeated back. A standard sign can be displayed at reception giving appropriate details.
- 7.5.3 Colleagues using specialised evacuation equipment: Colleagues should be familiar and practised with any evacuation equipment used at the site, such as albac mats and ski sheets. This can be completed locally during manual handling training sessions and practice fire drills.
- 7.5.3.1 Some equipment may need external training such as evacuation chairs used for moving people down flights of stairs (refer to manufacturers guidelines). Records of any external training should be kept.
- 7.5.3.2 Regular familiarisation and use of all evacuation equipment is necessary for all colleagues expected to be involved with the evacuation of service users. This can be documented locally.
- 7.5.4 **Fire Marshal Training** - This is a more detailed level of training usually provided by an external, competent, specialist and is intended for colleagues who are appointed as Fire Marshals. It is also intended for colleagues in circumstances where a higher level of training is needed, for example, where the number of colleagues is small in relation to the number of persons on the premises requiring assistance during an emergency, or where there are large numbers of persons requiring assistance to evacuate. Fire Marshal training must be provided using a centrally agreed external, competent, provider unless otherwise agreed by the divisional management team in conjunction with the Director of Risk and Safety.
- 7.5.4.1 Suitable and sufficient numbers of colleagues should be trained to Fire Marshal standard, enabling the premises to ensure there are Fire Marshals on all shifts, including nights, weekends and to cover holidays and sickness. For smaller, non-residential premises or office premises there should be sufficient marshals to ensure there is, for the majority of the time, at least one per floor (more than one if the floor area exceeds 500m<sup>2</sup>) with additional colleagues to provide holiday/sickness cover.
- 7.5.4.2 Fire Marshal Training course content - Training for Fire Marshals incorporates all aspects of the training above and also includes, as relevant to the premises, the following:
- (a) Details of the fire safety strategy for the premises and an overview of legal requirements and Priory Group policies
  - (b) Awareness of human behaviour in the event of fire
  - (c) Procedures for inspecting the premises and checking particular areas to ensure everyone has left, including how to search safely and recognise areas that are unsafe to enter
  - (d) The role of colleagues in evacuating non-employees from the premises, including, as appropriate, progressive horizontal evacuation and vertical evacuation of service users or assisting/directing service users and visitors. This will be specific to the location and must include how the evacuation should be carried out, including practice in any required lifting techniques or use of relevant equipment
  - (e) The responsibilities and role of fire marshals and others with specific duties in the event of an emergency
  - (f) Appropriate information about the fire detection systems and fire fighting equipment provided in the premises, along with information on risks associated with practices and processes on the premises
  - (g) The importance of isolating machines and/or power supplies in the event of fire
  - (h) When and how to use fire extinguishers, where appliances are located, which appliance to use and how it should be operated and used. This training must include practical demonstration as a minimum, and, so far as is practicable, practice in the use of extinguishers on a demonstration fire.



- 7.5.4.3 Frequency of Fire Marshal Training - Training should take place as near as possible to the appointment to the role of Fire Marshal and it is recommended that refresher training is provided at least every three years. Training must take place within paid working hours and refresher training may be required more frequently if, for example, there are significant changes to the premises or activities or if incidents or drills demonstrate that it is required.
- 7.5.5 **Training Records** - Records of training must be kept on the site Foundations for Growth web pages and include:
- (a) The date of the instruction
  - (b) Names of people receiving training
  - (c) Nature of the training including content.
- 7.5.5.1 Training records should be accessible and a copy kept in the Fire Evidence File.

## **8 LOCAL FIRE PROCEDURES**

- 8.1 In Priory Group premises that are residential, the local procedures may include 'progressive horizontal evacuation' plans where premises are designed to operate in this way and where it is appropriate. The evacuation of colleagues, service users and visitors into the next protected area away from the fire, which provides a safe zone with a minimum of two fire doors between the fire and those waiting and where onward escape can be made. Local emergency plans must also consider progressing to vertical evacuation to a place of safety (outdoors), in the event that a fire or smoke is spreading through the building.
- 8.1.1 Additionally, a number of services will operate a 'simultaneous evacuation', meaning that everyone (colleagues and service users) will leave the building on hearing the alarm to an external place of safety, identified previously by the service as their dedicated 'assembly point'.
- 8.2
- (a) Local Fire Procedures should not include planning for the fire service to evacuate service users. Their role is primarily to fight the fire and rescue anybody trapped in the fire area
  - (b) Disaster and recovery plans should consider what other facilities are available to accommodate service users in the event of a major incident and how communication is maintained with the facilities
  - (c) Consideration should be given to how service user notes and information are transferred (and in some cases how controlled drug procedures would apply to service users in alternative facilities)
  - (d) Colleagues should simulate service user evacuations both horizontal and vertical during training. Where this is not appropriate a recorded desktop exercise must be carried out (see Fire Evacuation Drill section below)
  - (e) Arrangements should be in place to contact colleagues out of hours should they be needed in an emergency.
- 8.3 In addition Local Fire Procedures should include as a minimum:
- (a) The service user group
  - (b) Disabled persons (reference to PEEP's)
  - (c) Type of building
  - (d) Calling the Fire Service
  - (e) Individual responsibilities
  - (f) Specific responsibilities
  - (g) Alarm activation
  - (h) Evacuation routes (including preferred routes)
  - (i) Assembly points
  - (j) Fighting the fire (where it is safe to do so)
  - (k) Fire detection
  - (l) Liaising with the Fire Service.

## 9 PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

- 9.1 **H&S Form: 70 (PEEP)** must be completed for **all** colleagues and service users who will require any form of assistance to evacuate the building during an emergency. The assistance may be verbal reassurance, through to physical lifting and moving the person. The PEEP's should be kept within the service users records and all colleagues made aware of the information noted. Regular reviews of all PEEP's should be undertaken in accordance with locally agreed procedures, and any changes also noted on the **PEEPs Summary form H&S Form: 78 (See 8.2)**.
- 9.1.1 The form must be completed by a competent person with sufficient knowledge of the person being assessed and include the most appropriate method to evacuate the person, the number of colleagues this will require, and any specific equipment required (e.g. ski sheet, wheelchair). It should also consider their location within the building, and any medical conditions that may affect their evacuation, such as the presence of oxygen, or medication that may make them difficult to rouse or communicate with. Where able, the service user should be involved with the preparation of the PEEP document including a signature from them or their advocate.
- 9.1.2 Using hoists to evacuate service users will delay the evacuation process and therefore would not be used in a life-threatening situation.
- 9.2 Leaving Service Users in Rooms – there are very few services within the organisation that are able to operate a 'stay put' policy, due to the installation of a sprinkler system or other additional enhanced fire safety measures, and even then, plans must be in place to move service users from the immediate fire area. Therefore, ALL services must plan how individuals will be assisted to exit the building in the event of a fire situation. This may include physical intervention to ensure the safety of those involved and where this is necessary, it is especially important to involve the service user and/or their advocate in the preparation of the PEEP.
- 9.3 **Secure Settings** – In secure settings, it may be necessary to have additional procedures in place in the event of an evacuation of the building being required. This could include remaining in a part of the building unaffected by fire, or in a safe, but secure area. This will be fully documented within the site fire safety procedures and agreed by the site manager. Suitable risk assessments must be in place and staff trained appropriately.
- 9.3.1 PEEP's must be completed for any service user requiring 'enhanced management' during a fire incident at a secure setting.
- 9.4 A PEEP's Summary Form **H&S Form: 78** must be completed, containing a summary of all the PEEP's. This information should clearly summarise the individual needs of the service users, in a short, easy to read format providing the relevant information only. This should be kept in the Fire Evidence File and easily accessible in the event of an emergency evacuation. The information in the PEEP's must be communicated to all relevant colleagues.
- 9.5 **Grab Bag** – The Fire Risk Assessment may recommend that a 'Grab Bag' is available for use in complex and/or large premises. The purpose of the bag is to provide essential information that could assist colleagues and/or the fire service during a fire. The bag should be held near to a commonly used exit such as the front door so it can be taken by colleagues during an evacuation. The bag may contain a number of items such as:
- (a) Laminated floor plans
  - (b) Abbreviated PEEP's
  - (c) Location of known hazards (oxygen, flammable gasses, cleaning chemicals)
  - (d) Torch
  - (e) Key contact details
  - (f) Survival blankets.

- 9.4.1 The site/service manager must ensure the Grab Bag is maintained and colleagues are aware of its contents.

## 10 FIRE EVACUATION DRILLS

- 10.1 As appropriate to the premises involved, fire evacuation drills must be held at least every three months. For premises where all occupants can be easily evacuated without danger, a total evacuation must take place. Where this is not possible staff training on the simulated evacuation of the premises and service users should take place. Fire evacuation drills in premises with more than one exit must be undertaken on the basis that one of the alternative escape routes is blocked.
- 10.2 Fire evacuation drills should be completed at different times of the day and evening to ensure both day and night colleagues undertake at least two drills per year, resulting in four drills as a minimum per year. All Fire Drills and Evacuations must be recorded on **H&S Form: 58B** Fire Evacuation Record which will include details of who was present, an overview of the effectiveness of the drill and any actions to address shortcomings noted. Any actions noted as necessary should be signed off by the Responsible Person and completed within a reasonable timescale.
- 10.3 Where an evacuation drill takes place and is deemed unsuccessful then further evacuation drills must take place, within a reasonable time, to ensure that a smooth evacuation can be undertaken in the event of an emergency.
- 10.4 Desk top exercises; when site completes a desk top exercise this does not count as one of the four required fire drills per year but should be documented on **H&S Form: 58B**.
- 10.5 Sites will need to maintain local documentation to ensure colleagues have attended the required number of fire drills in line with individual regulatory requirements, and are responsible for increasing the number of fire drills if requested to by an individual regulator.
- 10.6 Where it is inappropriate for service users to take part in an evacuation due to their condition (such as in Care Homes) colleagues should be used to create a realistic simulation of a fire situation.

## 11 FIRE ALARM SYSTEMS

- 11.1 Most Priory Group units are fitted with a fire alarm and detection system to BS5839-1 or in smaller premises with alarms to BS5839-6. The type of system is dependent on the findings of the fire risk assessment which takes into account the size of the premises, what it is used for, the people using the building and the relevant Government guidance. All fire alarm systems should meet the standards set out in BS5839-1 or BS5839-6, however there may be variations approved by the fire safety advisors. The audibility of fire alarm systems should be carefully considered to ensure it is appropriate to the type of premises. Where horizontal evacuation takes place or where the sound of an alarm may agitate service users, it would be acceptable to have levels reduced to 45db in colleagues controlled areas and 75db in colleagues sleeping rooms. Fire Alarm systems are serviced at least twice annually by contractors sourced by our approved property helpdesk. Records from these external checks must be kept in the Fire Evidence File.

## 12 FIRE DOORS

- 12.1 Where there is a ligature risk, automatic closers may only be removed where a risk assessment completed by a suitably competent person shows there is no reasonable alternative and removal has been agreed with the external fire risk assessor and Director of Risk and Safety.

## 13 EMERGENCY LIGHTING

- 13.1 All Priory Group premises must be provided with emergency lighting in accordance with BS 5266-1. The emergency lighting must be tested monthly and subject to a discharge test on an annual cycle. The annual discharge test is carried out by contractors arranged through Priory Group's approved property helpdesk.

#### 14 DOOR HOLDERS

- 14.1 Door holders will only be provided on fire doors if they are linked to, or designed to release on operation of the fire alarm system and, in relation to corridor doors, smoke detection is provided both in the corridor itself and adjacent rooms. In addition, where door holders are provided in premises with sleeping accommodation, **the doors must be closed at night**. Premises fitted with sprinklers in England may be used as a compensatory feature to allow certain fire doors not to be self closing.

- 14.2 Where self-closing fire doors are provided on individual service user rooms, they **must be kept closed at night** unless the premises is provided with sprinkler protection (in England) and the situation has been risk assessed by the fire safety advisors. It is unacceptable for any form of wedging or sound deadening arrangement to be used which prevents the door from closing fully.

#### 15 SPECIALISED EVACUATION EQUIPMENT

- 15.1 Sites where colleagues or residents have mobility issues must have suitable equipment available to aid with their evacuation.

- 15.2 In Care Homes in particular it is advised that ski sheets are provided on the beds of service users that require assistance with mobility. Ski sheets are designed to be fitted under the mattress (specialised ski sheets can be obtained for under air mattresses) and when needed the service user can then be strapped to the mattress and carried or dragged by two or more colleagues to a place of safety. The mattress adds protection to the person being carried. Ski sheets can aid with a full evacuation and do not need to be removed to use on the next resident. Each service user should have their own ski sheet fitted to the bed where the requirement for ski sheet has been identified in their PEEP. Ski sheets can be laundered for infection control purposes.

- 15.3 Other equipment is available and advice should be sought when deciding which equipment is most suited to your establishment.

- 15.4 Colleagues should be familiar and practised with any evacuation equipment used at the site. Some equipment may need external training such as evacuation chairs used for moving people down flights of stairs.

#### 16 THE FIRE EVIDENCE FILE

- 16.1 A Fire Evidence File must be maintained by every site with all the appropriate contents (see Priory Group intranet Policies & Forms/ Evidence Files section for the Fire Evidence File Contents List **EV FIRE: 01** and Fire Evidence File Forms – Forms Completion Guidance **EV FIRE: 01A**) in a suitable place so that it can be easily collected in an evacuation. The Fire Evidence File will contain all the necessary information required by the Fire and Rescue Services. **This folder must be kept up to date at all times.**

#### 17 LOCAL MAINTENANCE FIRE CHECKS BY LOCAL MAINTENANCE STAFF OR A SUITABLE DELEGATED PERSON

- 17.1 The most senior person on duty is responsible for delegating these tasks to a suitable member of staff.

- 17.2 **Daily Checks – a general walk round to check the following:**
- (a) The fire alarm panel is showing no faults
  - (b) All corridors are clear and free from items that would hinder an evacuation
  - (c) All designated fire doors are closed and can close if required to do so
  - (d) Bin areas are secure or bins are kept locked with no build up of debris
  - (e) Combustible materials are correctly stored
  - (f) Fire extinguishers are correctly located and have not been tampered with
  - (g) Call points and fire extinguishers are in view and have not been covered unless agreed they can be hidden for safety reasons such as to prevent tampering.
  - (h) Fire signage is in full view throughout the building
  - (i) All final exits are clear (both inside and outside) and ready for use
  - (j) Sufficient access is available for the emergency services should they be required
  - (k) Any new colleagues have been inducted into the local fire procedures.
- 17.3 **Weekly Checks – as per daily checks and the completion of the appropriate form:**
- (a) **Fire Alarm System Check (H&S Form: 58E)** – the fire alarm must be sounded from a different call point every week (a list of call points which is numbered must be completed using **H&S Form: 58D**). The call points must be operated in number order ensuring that all call points are checked at least once every cycle (a cycle is from call point 1 in number order to the last call point listed). On sounding the alarm the tester will walk back from the call point position to the fire alarm panel, checking that the alarm is sounding in the areas walked. Once checked, the fire alarm can be deactivated. The alarm check should where possible, be carried out at the same time and day every week.
  - (b) **Fire Door Release Check (H&S Form: 58E)** – this is to be done at the same time as the alarm check. On 'walking' the building all fire doors and final exits with automatic releases or Dorguards must be checked for operation. Any door failing to release (secure doors) must be recorded and reported to Priory's approved property helpdesk to be repaired (a list of door releases must be made using **H&S Form: 58C**).
  - (c) **Fire Extinguisher Visual Check (H&S Form: 58G)** - The fire extinguishers must be checked for tampering (tamper tag intact) and they are located in the correct place on either a wall bracket or suitable floor stand. Those extinguishers with gauges should be checked to see that the needle is in the green. Any extinguishers that are identified as faulty must be recorded and reported to Priory's approved property helpdesk for repair. (A list of fire extinguishers must be completed using **H&S Form: 58F**).
- 17.4 **Monthly Check**
- 17.4.1 **Monthly Emergency Lighting Check (H&S Form: 58J)** – Each month the emergency lighting must be checked for operation. This involves checking the LED on the light (a red or green illuminated light within the fitting) to see that it is lit. In addition isolate the test switch (this needs a 2 pronged key to operate) or where these are not fitted the appropriate breaker can be switched to the off position. The LED will extinguish and the emergency lighting will remain lit/switched on if operating correctly. This must be recorded on **H&S Form: 58J** each month. Any faults must be reported to Priory's approved property helpdesk (a list of emergency lighting and its location must be completed using **H&S Form: 58H**).
- 17.5 **Quarterly Check**
- 17.5.1 **Quarterly Fire Door Check (H&S Form: 58A)** - All fire doors are to be checked each quarter for defects (as listed on the form) and any not meeting standards must be reported to Priory's approved property helpdesk and be repaired.
- 17.6 **'As Required' Check**
- 17.6.1 Text
- (a) **Portable Appliance Testing (PAT) Visual Check (H&S Form: 58K)** – All electrical

equipment brought onto Priory Group premises must be Portable Appliance Tested (PAT) before use. The test is a visual check and the form gives practical guidance on what to look for. Any items that do not pass the visual check must not be used on the premises. The owner must be notified (preferably in writing) of any equipment that has failed the test in order to arrange for its removal from the premises. All items must be tested within a reasonable time of arrival in the building (24 hours excepting weekend arrivals). It is the responsibility of colleagues dealing with the service user, or colleagues themselves who have brought electrical equipment to site, to make sure that items are brought to the attention of the relevant person for testing prior to use.

- (b) **Formal Portable Appliance Testing (PAT)/ Electrical Safety Testing** is carried out annually by a competent contractor, ensuring all electrical items tested carry a sticker denoting the date of the test, the date of the next test due, and the identification of the PAT tester. Records of formal PAT testing should be kept in the Fire Evidence File along with the Visual Checks.

## 18 FABRICS AND FIRE SAFETY

- 18.1 Priory Group will endeavour to furnish sites with fabric materials such as curtains and bedding which are designated as fire-retardant i.e. those which have been topically treated with chemicals and which accord with British Standards such as BS5852 and BS5867. Priory Group understands however that the flame retardancy of the fabric will dissipate over time, particularly with repeated cleaning. These materials will be re-tested for fire-retardancy on an annual basis and re-treated by a qualified professional as needed where it is deemed to be necessary.
- 18.2 Priory Group also acknowledges that service users can exercise choice in their lives and in many cases have a right to furnish their rooms in fabric materials of their own choosing. These fabrics may not necessarily be fire-retardant in accordance with British Standards. Therefore Priory Group accepts that not all fabric materials will be fire retardant in a site and it is therefore expected, in line with the overarching theme of this policy, that colleagues will primarily control and prevent the risk of fire in accordance with the instructions within this policy and the training received.

## 19 USE OF PLUG IN AIR FRESHENERS

- 19.1 Plug in air fresheners are not to be used in Priory premises due to their inherent fire risk. Air fresheners that are battery operated should be purchased as an alternative.

## 20 REFERENCES

- 20.1 **England, Scotland and Wales:**  
The Regulatory Reform (Fire Safety) Order 2005  
Fire (Scotland) Act 2005  
Fire Safety (Scotland) Regulations 2006  
Department of Communities and Local Government fire safety guides:  
Guide 1 - Offices and Shops  
Guide 4 - Residential Care Premises  
Guide 5 - Educational Premises  
Guide 10 - Healthcare Premises  
HTM 05 – Fire Safety in the NHS  
HTM 88 – Fire Safety in housing providing NHS supported living in the community
- 20.2 **Northern Ireland:**  
Fire & Rescue Services (Northern Ireland) Order 2006  
Fire Safety Regulations (Northern Ireland) 2010  
HTM 84 – Fire Safety in Residential Care

**Appendix 1** Flowchart for Fire Risk Assessment Provision

**Associated Forms:**

<b>H&amp;S Form: 58</b>	<a href="#">Annual Fire Risk Assessment Review Tool</a>
<b>H&amp;S Form: 58A</b>	<a href="#">Quarterly Fire Door Checklist</a>
<b>H&amp;S Form: 58B</b>	<a href="#">Fire Evacuation Record</a>
<b>H&amp;S Form: 58C</b>	<a href="#">Location of Automatic Door Releases</a>
<b>H&amp;S Form: 58D</b>	<a href="#">Location of Call Points</a>
<b>H&amp;S Form: 58E</b>	<a href="#">Fire Alarm System – Individual Record of Tests - Weekly</a>
<b>H&amp;S Form: 58F</b>	<a href="#">Location of Fire Extinguishers</a>
<b>H&amp;S Form: 58G</b>	<a href="#">Fire Extinguishers – Record of Inspection – All Extinguishers Checked During Week</a>
<b>H&amp;S Form: 58H</b>	<a href="#">Location of Emergency Lighting</a>
<b>H&amp;S Form: 58J</b>	<a href="#">Emergency Lighting System - Monthly Functional Test</a>
<b>H&amp;S Form: 58K</b>	<a href="#">Portable Appliance Testing (PAT) Visual Check</a>
<b>H&amp;S Form: 58L</b>	<a href="#">Register of Fire Marshals</a>
<b>H&amp;S Form: 70</b>	<a href="#">Personal Emergency Evacuation Plan (PEEP)</a>
<b>H&amp;S Form: 78</b>	<a href="#">Personal Emergency Evaluation Plan Summary Form</a>
<b>H&amp;S Form: 90</b>	<a href="#">General Risk Assessment for Staff Who Care for Service Users in Their Home</a>
<b>EV FIRE: 01</b>	<a href="#">Fire Evidence File Contents List</a>
<b>EV FIRE: 01A</b>	<a href="#">Fire Evidence File – Forms Completion Guidance</a>

Appendix 1

**Flowchart for Additional Fire Risk Assessment Provision**

