Fire Safety

Procedure Reference:		HS05a	
Related Policy:		HS05 Fire Safety	
Effective date:	August 2024	**Review date:**	August 2027
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Owner:	Brian Gunn	**Job Title:**	H&S Manager

To be issued to: (check as needed)

☐ Board of Management	☐ OD
☒ All Staff	☐ Compliance
☐ ET/Leadership Team	☐ All Care & Support
☐ Head Office Managers	☐ C&S Managers (RM, OM, CSM)
☐ Head Office Staff	☐ C&S Staff
☐ Finance	☐ Contractors
☐ Housing	☒ Agency Staff
☐ Asset	☐ Unite the Union
☐ ICT	☐ Employee Voices Group
	☒ Other: Policy Review Group

Method of Delivery (check as needed)

☒ Learn Pro	☐ Policy Owner to Notify (e.g. Contractors)
☐ Board Portal	☒ Other: H&S Newsletter / General Drive
☐ Line Manager to Share (e.g. Agencies)	

Stakeholder Consultation Completed (check as needed)

☐ Board of Management	☐ OD
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Version Control

Date	Owner	Version	Reason for Change
June 2021	Brian Gunn	V.4	Cyclical review
June 2024	Brian Gunn	V.5	Cyclical review

Summary of Changes

Section	Change
2.0	Learning & Development Requirement section added.
3.1	Change title to Fire Risk Assessment of Relevant Premises / Sleeping Premises
3.1	Add to Communal Living Services to types of premises
3.1	Add Ark Fire Risk Assessments for Relevant / Sleeping Premises, Offices and Fire Logbook are available in Ark`s General Drive Health and Safety Folder.
3.1	Update information on who completes risk assessment and communication
3.2	New section on fire logbook information
4.2	Title changes to include vapes
4.2	Portable electrical appliances owned by residents supported people information updated on PAT testing
4.2	More detail added about controlling the use of portable heaters in Ark workplaces
4.2	Change title and references to Arson and change to wilful fire raising , more detail added.
4.3	Spread of Fire – add reporting of any fire hazards to a manager
5.0	Update on who can survey workplaces for firefighting equipment
5.0	Fire extinguishers - add rigid or vinyl signs attached above each extinguisher
5.0	Information about firefighting equipment we don't have on our premises
5.4	Add information on foam extinguishers
5.5	Add information on sprinkler/ mist systems servicing and responsible person
6.1	Update on roles of duty holders
6.2	Update on roles of Fire Warden
6.2	Update of roles of Emergency Controller
6.4	New section on Fire Emergency Folder / Bag
7.0	Fire emergency evacuation plans section updated on who writes evacuation plan.
9.2	Fire detection and alarm sections update with recent legislation on interlinked alarms in homes
9.3	Update information on call points

9.4	Emergency lighting information updated
9.5	Fire Doors section updated with information on nominal doors
9.7	New section on emergency door release systems
10.0	Change title to means of escape routes
11.0	Review information for extra duty of care and good life plan
11.2	Review of guide dogs paragraph
11.3	Evacuation lift design
11.4	Update title and update paragraph
11.5	Update stay put procedure section
Appendix 2	New appendix with a fire extinguisher colour code picture

Fire Safety Procedure

Contents

1.0 Introduction

Fires can be started by various means including faulty electrical appliances, smoking materials, unattended candles, careless discarding of ignition sources etc. A fire can therefore, be prevented in the majority of cases and the extent of spread and/or damage of the fire can be reduced by adopting control measures to prevent the build-up of combustible materials and eliminate or reduce the heat sources.

2.0 Learning & Development Requirements

2.1 Fire Safety E-learning

All Ark staff must complete and pass the following e-learning modules that are available on the Learnpro Community portal. These modules must be completed at induction and refreshed every three years:

- HS05 Policy – confirm you have read and understand this policy;
- HS05 Procedure – read procedure and complete an assessment;
- Fire Safety Module 1 – Introduction to Fire Safety;
- Fire Safety Module 2 – Fire Safety Procedure and;
- Fire Safety Module 3 – Fire Safety Equipment.

Completion of these modules will be monitored by Ark managers.
During annual review of a fire risk assessment / health and safety auditing by Ark`s H&S manager.

2.2 Fire Warden Training

Ark`s H&S manager will provide on-site fire warden training for identified Ark staff at relevant premises identified under the Fire Scotland Regulations 2006.

Ark managers must keep acceptable numbers of trained staff for day and night shift staff (waking night and sleepover) to cover absence / annual leave / staff shortages.
Ark fire warden training must be refreshed every 3 years.

Relevant Premises at Ark include the following:

- Registered Care Homes;
- Licenced premises - Houses of Multiple Occupancy;
- Communal living premises / relevant premises and;
- Ark Head Office.

3.0 Fire Risk Assessment

3.1 Fire Risk Assessment of Relevant / Sleeping Premises

Offices, Registered Care Homes, Homes of Multiple Occupation (HMO's), Communal Living and other relevant premises are required have specific fire risk assessments that include external boundaries that have be reviewed annually, after an incident, a change in layout or a person's ability to evacuate safely changes.

These assessments are completed at least annually by Ark`s H&S manager with assistance from managers and/or staff with local knowledge of staff / residents / fire safety procedures in the workplace.

A fire risk assessment will identify the significant risks associated with each location. The assessment will identify possible ignition sources, combustible materials, suitability of escape routes, suitability of fire protection systems, and people who require a greater duty of care e.g. who may not be able to hear fire alarm or have mobility problems etc.

The fire risk assessment will then identify the workplace precautions required and any other actions required to comply with Scottish Fire Regulations for the premises.

Fire safety actions or noted improvements should be completed in reasonable timescales noted in the fire risk assessment and communicated to all people with duty holder responsibilities and staff by Ark H&S manager and on site manager.

Ark Fire Risk Assessments for Relevant / Sleeping Premises, Offices and Fire Logbook are available in Ark`s General Drive Health and Safety Folder.

Completed and reviewed fire risk assessments should be filed within the Fire Log Book.

Fire risk assessment guidance is available in Appendix 1.

3.2 Fire Logbook

Ark has a Fire Logbook template which holds all local information and includes the following:
- A zone plan of location;
- Fire safety contact details;
- Recording sheets for weekly and monthly testing of fire safety systems;
- Evacuation plan;
- Fire risk assessment;
- Annual / six monthly compliance documents for fire safety;
- Fire drill / evacuation recording:
- Staff induction and training records and;
- Scottish Fire and Rescue Service information / letters .

The fire logbook should be regularly reviewed by the on-site Ark manager to monitor weekly / monthly staff testing and regulatory recording duties.

The fire logbook is reviewed annually alongside the fire risk assessment by Ark`s H&S manager.

All annual fire safety information is held electronically in each workplaces service regulatory information folder.
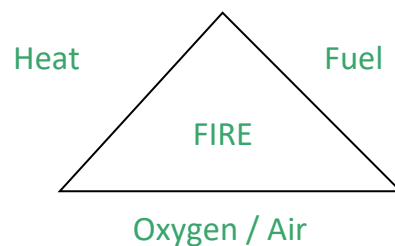
For the purpose of auditing by Ark and Scottish and Fire Rescue service it is advised to have a hard copy folder available to allow for auditing and monitoring of fire safety at the workplace.

4.0 Fire Prevention

4.1 How does a fire start

For a fire to occur the three elements of the fire triangle must be present in sufficient quantities.

The fire triangle:

As we cannot remove the oxygen/air (we need this to breathe) then we must remove or control the amount of the other two i.e. fuel and heat sources.

Fuel

Fuel is any combustible material including furniture, waste paper, plastics, rubber, foam, loose packaging, waste rubbish etc. In a workplace environment efficient storage, waste removal and monitoring processes will reduce the amount of fuels within the relevant premises. This will result in eliminating or reducing amounts of fuel for a fire to establish itself.

Heat

Heat from ignition sources includes portable convector heaters, electrical appliances, naked flames, cooking and smoking materials including vapes etc, If the heat sources are controlled and kept to a minimum then there will not be sufficient heat to cause a fire.

4.2 Ways a fire can start

Smoking materials including vapes

All Ark internal and external workplace boundaries are non-smoking for employees and visitors to Ark workplaces.

However, in Registered Care Homes and in Homes in Multiple Occupation (HMO's) smoking by supported people may be permitted, see Ark Smoke Free Policy HS17. This may result in a significant level of risk of fire from smoking. Your fire risk assessments should reflect this and also contain workplace precautions to eliminate or reduce the risk.

Naked Flames

Supported people may want to use candles for decorative purposes, birthdays, using lighters / matches for smoking cigarettes and cooking with barbecues outside.
This has to be risk assessed and suitable precautions put in place to prevent incidents or false alarms. Supported people with hoarding behaviours will have to have fire safety risk assessed and monitored as a priority if they use naked flames in the property.

Electrical Appliances

All Ark owned portable electrical appliances in Care Homes, HMO`s and Offices should be annually PAT tested by a competent contactor and records held in the onsite Fire Log Book for auditing purposes.

Ark residents that live in Care Homes or HMO`s that own personal electrical equipment should be PAT tested, this is currently the tenant's responsibility, please refer to Ark Electrical Safety Procedure AM01h for further information.

Ark Care & Support staff can support residents to complete annual PAT testing of the Residents personal electrical equipment.

Electrical appliances within a supported living workplace should be regularly visually inspected for any signs of damage or overheating / damage if Ark are commissioned to monitor H&S at the location, see HS19 Your Home, My Workplace Policy.

ALL electrical appliances which have been in close contact or involved in a fire incident should be inspected before use and discarded safely if affected by fire.

Ark staff should not bring in or use their own electrical equipment to Ark workplaces.

Portable Heaters

Portable heaters need to be provided and approved by an electrical contractor on behalf of Ark.

In the event of a heating breakdown or emergency, the buildings electrical capacity needs to be assessed and checked by a certified electrician to decide if extra electrical loading can be accommodated in the building.

Heaters, fixed or portable, should not be covered by anything or have anything placed too close to them (distance will depend on type of heater) such as clothing, paper etc. as the heat from the heaters can ignite flammable materials.

Temporary use of convector style portable heaters must be avoided and the use of oil filled radiators considered instead to reduce the risk of fire, these types of heaters are for short term emergency use only (power cut / heating fault) .

Any use of portable heaters must be risk assessed and management controls put in place to limit use and to switch off when not in use.

Air Beds and Emollients

Air beds are used to relieve pressure sores and supported people usually use paraffin based creams to help keep skin moisturised when using air beds. It is advised that all smoking materials and electrical equipment must be eliminated when supporting people that use air beds / emollients due to the high risk of a fire starting.

External Bins

The fire risk from external bins relates to wilful fire raising as they can be set alight and be a high risk to the building if too close. The external bins should preferably be positioned away from the building and in larger premises preferably secured. This will include recycling bins.

Wilful Fire Raising

Must be considered if there are local incidents or behaviours of concern by supported people. To reduce the risk of wilful fire-raising good security and access measures have to be in place, good internal and external housekeeping and increased management of any known behaviours of concern in the workplace.
Police and Fire Service may advise if there are any current local issues with fire raising in the area.

4.3 Spread of Fire

Preventing spread of fire can be achieved by good housekeeping measures and management controls:

- Keeping the amount of loose combustible materials to a minimum; e.g. paper, wood, plastics, foam;
- Regularly emptying waste paper bins and ashtrays;
- Not allowing bedding / bed clothes to be coated with paraffin based emollients;
- Closing internal doors at night and completing daily / weekly / monthly fire safety checks that are detailed in the fire logbook and;
- Reporting any fire safety hazards to your manager.

5.0 Fire Fighting Equipment

The level of provision of firefighting equipment is determined by a risk assessment and survey of the premises.

Ark H&S manager / firefighting equipment contractor / external auditor can make recommendation for firefighting equipment coverage at Ark workplaces

Where there are fire extinguishers these should be all red with a coloured panel indicating its type and rigid or vinyl signs attached above each extinguisher see Appendix 2.

Fire extinguishers and blankets should be wall mounted and signs should be placed to indicate the type and use of the extinguisher.

The number and type of fire extinguishers required for premises depends on size, use and level of risk. This will usually be advised by Ark H&S manager or by the contractors awarded the contract to supply and/or maintain the fire extinguishers – applicable to Ark workplaces and relevant premises.

New build or major refurbished properties, where applicable, should be fitted with appropriate firefighting equipment before handover.

Ark does not have any hose reels, wet chemical extinguishers or riser mains in our premises.

5.1 Water Extinguishers

These extinguishers are all red and contain water which is discharged through the nozzle by using gas pressure from a cartridge which is contained within the extinguisher:

- The extinguisher should be carried to as close as possible to the fire and should be kept upright when being discharged;

- Water extinguishers **MUST** only be used on fires involving free burning materials e.g. fabric, paper, wood and rubbish and;

- Water extinguishers **SHOULD NOT** be used on fires involving electricity e.g. computers, televisions, photocopiers etc. As water conducts electricity the operator could receive an electric shock.

5.2 Carbon Dioxide Extinguishers (Co2)

These extinguishers will have a black panel and contain pressurised carbon dioxide as a liquid which is discharged through the nozzle. As there is a change from liquid to gas there is a high pressure release when the extinguisher is activated and the nozzle can become very cold and should not be held at its tip.

Carbon Dioxide extinguishers **SHOULD ONLY** be used on fires where electric equipment is involved and with small fires involving flammable liquids such as petrol, diesel, paints and solidified flammable liquids but not on cooking oils and fats.

5.3 Dry Powder

These extinguishers will have a blue panel and contain a dry powder which comes out as a dust and they work by 'suffocating' the fire, stopping oxygen from reaching it.

In theory, they can be used on any type of fire, but they are more efficient on those involving burning liquids and gases.

5.4 Foam

Thes extinguishers will have a cream panel and contain foam, which when discharged on a fire forms a layer of on top of the burning item to prevent oxygen feeding the fire and to reduce the amount of vapour escaping.

These extinguishers can be used on wood and paper fires and also on flammable liquid fires such as petrol, diesel, paints, solvents and solidified liquids such as waxes but not on cooking oils and fats.

5.5 Sprinkler / Mist Systems

The Fire (Scotland) Act 2005 requires specified new and converted properties to have automatic life safety fire suppression systems, i.e. sprinklers and mist systems fitted to premises, which include high rise flats, Residential Care Buildings (as defined under the

Regulation of Care (Scotland) Act 2001, HMO`s and Sheltered Housing.

The Fire and Rescue Service have also advised that a sprinkler / mist system should be fitted to private residential premises where the occupier is considered to have a high risk of causing a fire, e.g. unable to understand the risk from candles and is likely to leave lit candles unattended, or lights fires intentionally etc.

Sprinkler / Mist systems have to maintained and serviced annually by a competent third party certified contractor and documents provided to assure compliance with British Standards.
The responsible person to ensure compliance would be Ark`s Asset and Compliance Manager.

5.6 Fire Blankets

Fire Blankets are commonly found in kitchens and are useful for putting out fires where clothing has caught fire, or chip pan fires etc.

Fire blankets are used to put out fires by placing them over the source of the fire and suffocating it from oxygen. You have to get quite close to do this and should ensure that the fire blanket is fully open and that you are standing behind it before approaching the fire.

6.0 Fire Emergency Roles

Although the roles have been given titles it is likely that one or more of these will be carried out by the same person.

In some Ark residential premises or offices there may be only one person on duty at certain times. Their fire and emergency role should be clearly defined with the emphasis on raising the alarm, contacting emergency services, investigating cause of alarm, and assisting in the evacuation, in that order.

6.1 Duty Holders

In Ark workplaces there are duty holders connected to fire safety management.

Ark Housing acting as landlord / owner is the main duty holder for ensuring that there are adequate mitigation measures to ensure that relevant premises and relevant persons are safe from the harmful effects of a fire.

Ark managers acting as the responsible person is the duty holder for overseeing that a relevant premises staff / residents fire safety procedures are in place and has support from other departments to manage fire safety at the premises.

Ark`s competent person to support fire safety duty holders is Ark`s H&S Manager who will provide fire risk assessments, fire safety advice and fire warden training.

6.2 Fire Warden

Ark staff that receive fire warden training in relevant premises will have the following routine duties:

- Checking fire routes in their area are clear;
- Assisting with alarm tests when required ;
- Reporting any faults to the manager;
- Taking part in planned drills to test evacuation of residents, staff and report any problems to a manager and;
- Inspection and recording of weekly / monthly fire safety checks in fire log book.

During an unplanned activation of an alarm:

- Calling 999 if it is an unwanted activation of the fire alarm;
- Checking the fire panel to see where the alarm has been raised;
- Investigate the cause of the alarm if safe to do so;
- Extinguish a small fire if trained, competent and safe to do so if a small fire is discovered;
- Assist people to leave the area or building;
- Checking the building to make sure it is clear;
- Take the fire emergency folder to the assembly point:
- Reporting to an Emergency Controller or Fire Service of the status of their area e.g. no fire seen, fire extinguished, fault in panel, phased evacuation, full evacuation, areas unchecked , people who have refused to leave etc.

Checking the building is clear, the system decided upon for checking the building is clear will depend on:

- Number of staff available ;
- Layout and/or size of the building;
- Supported person / resident involvement;
- Reliability of roll call / register (of people in building) and;
- Using a 'Sweeping System' and a 'Roll Call System'.

Sweeping system

A sweeping system during an emergency evacuation will show that the building is clear or areas where the Fire Wardens have not been able to check. This can be backed up by having a roll call at assembly points.

6.3 Emergency Controller

If there are two or more fire warden trained staff at time of an alarm activation the staff member who is first to check the fire panel will take the role of Emergency Controller. This is the person to whom all the fire warden/s will report any faults or areas of concern. The Emergency Controller is responsible for:

On hearing an alarm the Emergency Controller will:

- Make sure someone or they have called 999;
- Make their way to the fire alarm control panel (when safe to do so) and will note the area where the alarm has been activated from and start an investigation (fire or fault);
- Start evacuation procedure for the workplace (phased or full evacuation) ;
- Collect information from the Fire Wardens on evacuation progress / anyone refusing to leave / anyone not evacuated / fire status of the building (no fire / fault / small fire / fire extinguished / fire out of control);
- Pass information to the Fire and Rescue Services when they arrive (from assembly point outside the building);
- Co-ordinate moving vulnerable 'evacuees' to a safe place using information from the fire emergency folder / contingency ;
- Advise building occupants when or if they can re-enter the building and ;
- Help to arrange suitable accommodation if the building cannot be re-entered using information kept in fire emergency folder.

6.4 Contacting Emergency Services

A staff member, Fire Warden or the Emergency Controller will have the duty of contacting the emergency services by dialling 999 **IMMEDIATELY** on hearing the alarm even if there is a call monitoring system on site that alerts the emergency services.

You must give the Scottish Fire and Rescue Service the following information:

- The address;
- Tell them an alarm has been activated;
- Tell them if the location has vulnerable groups in the building;
- Tell them you are investigating cause of the alarm and update them if a fire has been noted, extinguished , out of control or no fire noted and;
- That you are starting an evacuation of the area to a safe area or an assembly point.

6.5 Fire Emergency Folder / Bag

Every premises that provides sleeping accommodation for supported people should have a easily recognisable, prepared and reviewed fire emergency folder / bag close to the fire panel.

The information in the folder must be updated when residents leave or move into the premises so that information is current and accurate if needed in an emergency.

This folder must be collected by a fire warden or the emergency controller during the evacuation as it should hold the following information:

- Written procedure on moving to a safe location if residents / staff cannot return to building;
- Important contact numbers such as taxis / hotels / out of hours social work / Ark manager on call;
- Contact phone numbers and emails of family members / next of kin / advocates and;
- A copy of a roll call with a pencil / pen inside the folder.

7.0 Fire Emergency Evacuation Plans

A written fire emergency evacuation plan is a document written by the Ark H&S manager with input from the onsite manager who has knowledge of the staff / residents in the workplace. This is required for required for each relevant premises and must
be kept in the fire log book. This plan will detail if a full evacuation or a phased evacuation is required and what staff responsibilities are in an emergency.

The plan will have details on staff / resident's ability to evacuate and what support they require to evacuate safely with or without staff assistance / details of the fire safety system / staff training information / compliance information.

There must also be shorter fire evacuation information / signage in escape routes and close to fire exits.

The Fire and Rescue Service recommend private homes where we provide support to have a basic fire evacuation emergency plan as well.

The fire emergency evacuation plan must be reviewed annually or if there is a change to a person or building layout that would directly affect the evacuation procedure.

8.0 Fire Drills

A Fire Drill is where an alarm is deliberately activated to practice the emergency evacuation plan.

There is a requirement to have at least two fire drills per year for Care Homes / HMO`s / Communal Living. The date / time / location / who took part / areas for further actions should all be noted in the onsite fire log book.

Offices and other low risk workplaces can practice a drill annually, however if staff have mobility problems or an extra duty of care that would affect an evacuation then drills should be held every 6 months.

8.1 Fire Drill Participation

Fire drills should include all employees and where there is a shift system or employees who work out with 'normal' working hours.

Everyone should try and participate in a fire drill including employees, visitors, supported people.

Where participating in a fire drill is unlikely to have any benefit, and may be detrimental to a supported person (e.g. cause stress, mobility difficulties, dementia, frailty etc.) then support workers should carry out the drill as if the person were participating. This will allow support workers to have some practice but not cause concern to the supported person.

It should be noted that where the only reason is the supported person 'not wanting to take part' then their participation should be encouraged, particularly in sleeping premises..

8.2 Supported People`s Private Homes

Fire drills are not legally required for private domestic homes but it is recommended to have a drill particularly where support is provided over 24 hours, 7 days a week, and/or includes sleepovers. This may or may not include the supported person and any other occupant depending on the situation.

9.0 Fire Detection and Equipment

9.1 Smoke, Heat or Combination Detectors

Every Ark location should have sufficient numbers of detectors to enable the early detection of smoke and/or heat (from a fire). This will enable the raising of an alarm at the earliest opportunity. This requirement includes supported people's homes.

If a supported persons home does not have the required amount of detectors required to allow early warning they should be supported by Ark staff to have these installed at the earliest opportunity by contacting the landlord, owner of property or seek advice from the Scottish Fire and Rescue Service Community Action Teams (CAT`s).

Where support work involves a sleepover, detectors should be installed. This should be highlighted at the initial assessment visit before support work commences.

9.2 Fire Detection and Alarm System

In Ark registered care homes, HMO's and larger offices there must be a fire detection / alarm system that gives early warning and is electrically interlinked with a battery backup and controlled by a fire panel.
Smaller offices need some form of smoke detection /early warning, this could be a long life battery operated smoke detector or a linked network system.

For Registered Care Homes and HMO's it is recommended that the fire alarm panel is connected to a monitoring station via a telecare system.

Fire alarms with a panel require to be regularly tested, maintained and serviced. A weekly test should be conducted to ensure the alarm operates and can be heard in all areas. Annual maintenance must be completed by a certified contractor, at which time the system will be serviced to comply with British Standards.
Details of the weekly tests should be kept in the Fire Log Book.

If a fault occurs and/or there is damage to any part of the fire alarm / safety system this should be reported immediately to allow a prompt repair to be carried out .

If a fire detection /alarm system is not working, a risk assessment will decide whether the building can still be occupied. In the majority of cases it is likely that the building will be occupied, therefore, a manual system should be adopted such as a dedicated `fire watch` especially during night time etc.

Every home in Scotland must have interlinked fire alarms. Interlinked means if one goes off, they all go off, so you will always hear an alarm wherever you are in a supported persons home. these should be tested regularly after agreement with the supported person and batteries changed when required by a competent person.

If there is a carbon-fuelled appliance – like a boiler, fire, heater or flue – in any room, you must also have a carbon monoxide detector in that room, but this does not need to be linked to the fire alarms.

If there are no interlinked fire alarms or carbon dioxide detection in homes we provide support in, this must be reported to your manager so they can raise the issue with the tenant / family / landlord.

9.3 Call Points

Red call points are for manually raising the alarm if a fire is discovered, they are operated by pushing the call point or pressing a button depending on the type of call point.
They are usually situated on the emergency exit route near the final exit from either a floor or the building, for example near the fire exit or stairwell. These call points should be tested regularly using a weekly rotation system and recorded in the fire log book .
There are black plastic keys used to test and reset the call point and alarm system , you can
 be trained on site on how to use these.

9.4 Emergency Lighting

Emergency lights should be provided on escape routes to illuminate the route during an evacuation if the electricity supply has failed.
Emergency lighting is required in Registered Care Homes, Homes in Multiple Occupation (HMO's) and workplace premises depending on the floor size and the level of risk.

Emergency lighting requires to be regularly maintained, inspected by a certified contractor at least annually in sleeping accommodation with a 3-hour discharge test completed and records held on site in fire log books.

HMO`s and Care Homes need to test emergency lighting on a monthly basis and record this in the fire log book. Staff should avoid using the fuseboard at the electrical intake cupboard.
 to test emergency lighting, a standalone switch should be installed next to the fuse board to allow safe monthly testing .

9.5 Fire Doors

Where any stair, corridor or escape route serves sleeping accommodation it should be constructed of fire resisting partitions and self-closing fire doors of at least short duration (30 minutes) fire resistance (FD30s). In determining the fire resistance, consideration must also be made of all the door components including the frame, glazing, side panels, ironmongery etc.

Some existing doors may be suitable provided they are of substantial construction and close fitting (the British Standard states 3mm at the top and sides). These are commonly known as **nominal doors**. Although there is no definitive definition of a nominal door, the doors must not be cracked, damaged, contain holes, lightweight doors or hollow doors.

Existing doors may have the potential to be upgraded to an acceptable fire resistance. However, existing domestic panel doors which are warped, split or have substantial gaps may not be suitable for upgrading. Any upgrade must achieve the minimum of short duration (30 minutes) fire resistance and fitted to manufacturer instructions.

The gap between the door leaf and the frame is normally fitted with intumescent strips and smoke seals in either the door or preferably the frame. The strips expand in the early stages of a fire in response to heat and enhance the protection and the smoke seals prevent the spread of smoke to other protected areas.

Cupboard doors housing electrical / gas fittings may also be required to offer the same fire resistance if located off the hallway, small cupboards with low risk can be locked shut when not in use.

A main entrance door which is accessed via a common stair should also meet this standard, including the appropriate self-closing device, smoke seals and intumescent letter plate. Generally, bathrooms do not require a fire door. However, if the bathroom contains a washing machine, tumble dryer, dishwasher etc. then a fire door may be required due to the increased fire risk.

Some fire doors may be connected to the fire alarm system, or another approved means e.g. Magnetic or Dorgard, will close automatically when the alarm is sounded.

Fire doors which are not connected to the fire alarm system should be kept **CLOSED AT ALL TIMES** i.e. not wedged open. When deliveries are being made the door can be held open whilst the delivery is in progress. However, the door **MUST** be closed as soon as the delivery has been made.

Depending on numbers of occupants and environment, fire doors in an escape route should open in the direction of travel for emergency evacuation.

Fire Doors should be checked weekly in Care Homes / HMO`s / Communal Living and results and any defects recorded in the fire log book, defects must be reported immediately to the Ark asset team or landlord. Monthly checks of fire doors can be completed in supported living services and offices.

9.6 Fire Exits – Relative and Ultimate Safety

Fire exit doors are the final emergency exit doors which lead you outside the building and it is recommended that they should open in the direction of travel depending on the number of occupants and environment.

Relative safety from fire exits can be achieved in an enclosed area during a phased evacuation if your assembly point is a good distance away from building and residents and staff are not at risk.

It is recommended that ultimate safety should try to be achieved by exiting on to a public area or street and not an enclosed space if it is too close to the building.
For greater security fire exit doors can be fitted with security systems for opening. These are

useful in premises where you need monitor access, e.g. for a vulnerable person leaving the building unaccompanied etc.

9.7 Emergency Door Release

An emergency door release box is normally a green box that is located beside a secure emergency or main exit and is designed to override the electrical locking / magnetic device that keeps the door closed if there is a loss of power in the location.

After pressing the button the door will open without need for a door fob / key.

These door release devices should be tested at least monthly and recorded in the fire log book.

9.8 Fire Safety Signs

There are four types of safety signs: Prohibition, Warning, Mandatory and Safety.

Signs should consist of writing and or pictograms. (Some fire equipment signs have a red background and should not be confused with prohibition signs).

Prohibition signs

Have a red background and a white foreground. Some signs are round with a red diagonal line across. They prohibit whatever the sign says.

Warning signs

Are yellow with a black background. They warn of a hazard and can be seen on cupboards containing electric meters to warn the Fire and Rescue Service. (as a precaution when extinguishing a fire).

Mandatory signs

Have a blue background. They signs give instructions on what you must do, e.g. fire action notices.

Safety/Safe Information

Signs have a green background. They give safety information or show how to get to a place of safety e.g. fire exits.

10.0 Means of Escape Routes

The route should be wide enough to accommodate the number of people using it, taking into consideration wheelchair users. The 'design' of the escape route should be as straight as possible with the minimum number of twists and turns which can have the effect of delaying or hindering emergency evacuation and make regular access difficult for those with a mobility or sight disability. Twists, turns and narrow routes are more commonly seen on unprotected routes.

11.0 Extra Duty of Care for Staff and Supported People

An extra duty of care assessment for emergency evacuation is afforded to Ark staff with a health issue which might prevent or delay their emergency evacuation. This is recorded and monitored by the Ark manager and staff member involved at agreed timescales.

Supported people will have their fire safety arrangements detailed within their Good Life Plan / Risk Management Plan and this must be reviewed by Ark Care and Support Managers and staff every 6 months.

11.1 Hearing

Having a hearing difficulty could result in the person not knowing that an alarm had been activated. Following a risk assessment, procedures should be developed with the person for their safe evacuation. This may include having responsible people to advise them of an alarm or have visual warning signals, vibrating pager or pillow.

11.2 Vision

People who have vision problems may be unable to find the emergency route. Following a risk assessment, procedures should be developed with the person for their safe evacuation. Again, this may include having responsible people identified as assisting during an emergency evacuation.

If Ark support people with a guide dog a detailed emergency evacuation plan will have to be completed.

11.3 Mobility

People with mobility problems, but still able to walk may require some assistance during An emergency evacuation. The evacuation process is similar to wheelchair users and the procedure should be developed with the person.

Those with temporary mobility problems should have an emergency evacuation procedure developed for the period of their mobility problem.

If above or below ground level exit, a procedure can be developed with the person which will identify a safe refuge area where the person can wait until assistance arrives. This is a reason why the protected fire routes should not be obstructed or their integrity lost by doors being left open.
It should be remembered that the use of lifts is not permitted during an emergency evacuation unless it is designed for evacuation purposes.

How you are going to evacuate the person should be considered, e.g. use of evacuation chairs etc.

There should also be a procedure for advising the emergency services of the location of a person who can't / won't evacuate during an emergency.

11.4 Wheelchair / Hoist Users

If the wheelchair user can operate their wheelchair themselves then they should evacuate using the protected route. If the wheelchair user cannot operate the wheelchair themselves then a staff member should be identified to assist them to a designated safe area / assembly point during an evacuation.

Procedures for evacuating wheelchair / hoist users should be specific to them and developed with them to allow a safe evacuation procedure.
Staff should call 999, investigate the cause of the alarm, extinguish a small fire if trained and safe to do so to allow extra time for an evacuation to a safe area.

Certain lifts used for people cannot be used during an emergency evacuation and the wheelchair user should be evacuated to a safe refuge area if there is one identified in the building. Emergency services should be advised of this location when they arrive at the scene.

11.5 Stay Put Procedure

A stay put procedure is only used in certain buildings such as in high rise buildings and any procedure should always be in agreement with the fire and rescue service.

Ground or non-high rise buildings are mostly used by Ark and there should no stay put procedures in place.

12.0 Implementation and Review

12.1 Implementation

The Chief Executive is responsible for ensuring that this policy, and the procedures that support it are followed by all employees and Board Members.

12.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1

Five Steps to Fire Risk Assessment

These are the five steps to fire risk assessment you should consider before completing the risk assessment for Ark workplaces.

Step 1- Identify people at risk

Who could be harmed? Consider the risk to people, particularly employees, visitors, or supported people with an impairment e.g. mobility, hearing, sight, comprehension of danger. Also consider people who are unfamiliar with the premises e.g. agency or relief staff etc.

Step 2- Identify fire hazards

Identify potential ignition sources and any materials that might fuel a fire. For a fire to start, three things are needed: a source of **ignition** (e.g. naked flame), **fuel** (e.g. flammable liquid) and **oxygen** (the air around us). If one of these components is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring.

Step 3 – Evaluate the risk and decide if existing fire measures are adequate

What existing fire safety measures are provided? Compare existing fire safety measures against recognised benchmarks (see Part Three of this policy) and decide whether your existing fire safety measures for the premises and its use are adequate or whether additional measures are required.

Step 4 – Record fire safety risk assessment information

Any significant findings, if any, from the fire risk assessment.

The resulting fire safety measures and actions to be taken to protect people who are especially at risk.

Fire safety arrangements for effective planning, organisation, control, monitoring and review of the fire safety measures.

Step 5- Review of fire risk assessment

A review of the fire risk assessment should be carried out at least annually. Or if it is identified that the risk assessment is no longer valid or there has been a significant change to the premises or the work undertaken has affected the fire risk or fire safety control measures.

Fire Hazard Identification

Ignition Hazards

Ensure no heat sources come into contact with paper, cardboard and materials
Consider the effect of radiated heat and proximity to combustible materials e.g. paper
Install additional electric sockets and protective devices such as circuit breakers
Do not overload electric sockets with many plugs
Investigate electrical faults and ask for advice on electrical safety
Ark staff and third parties are required to smoke outside workplace boundaries.
Prohibit or reduce the use of naked flames e.g. candles, matches, lighters
Investigate near misses and implement fire safety controls
Fire raising – consider issues such as access to premises, positioning of waste bins and external storage
Ensure electrical equipment is used in accordance with the manufacturers' instructions
If any additional sources are identified implement measures to control them
Regularly clear build-up of lint in tumble dryers
Contractors to supply hot works permits

Fuel and Oxygen

Ensure good housekeeping measures
Remove notice boards with excessive amounts of paper from escape routes
Prohibit storage in escape routes
Provide efficient waste disposal arrangements
Ensure employees, supported people, contractors are aware of the premises' fire safety policy and procedures
No ashtrays to be provided for Ark staff in workplaces
Do not allow unrestricted access to the premises
Provide automatic fire detectors
Prohibit the use of wedges in fire doors
Provide self-closers on fire doors
Provide means of giving warning in a fire, e.g. alarm
Safer alternatives to oxygen cylinders are considered.

Existing Fire Arrangements

Enclose fire escape routes, fit self-closing devices on fire doors
Ensure all doors on escape routes can be opened easily without the need of a key
Make sure that escape routes that lead onto an enclosed space provides relative safety
Do not allow build up of materials and storage in escape routes
Provide additional escape routes or other means to reduce travel distances
Provide a suitable fire alarm system, including automatic detection
Provide fire fighting equipment
Provide a suitable fire action plan
Provide suitable training for all employees in fire fighting equipment, the fire action plan and fire prevention.
Ensure supported people are aware of their role and responsibilities in event of a fire, as appropriate
Carry out periodic fire drills ensuring that all users of the building are included
Ensure records are kept of drills, testing of equipment etc. in the Fire Log Book
Ensure evacuation arrangements are made for any period when the premises are unstaffed
Provide suitable training for all employees on any procedures or responsibilities they may have related to fire safety
Liaise with all other occupiers of the building to ensure fire safety requirements are adequately dealt with
Ensure there are appropriate arrangements for any employees under 18 years of age
In formulating plans, take into account the current level of supported person's capacity.
Ensure records are kept of testing and maintenance in fire log book

Supported People Homes

Where it has been decided by commissioners for Ark to provide support that includes Fire Safety, the guidelines above will help when completing the person's risk work.

Completing the risk work using these guidelines for fire safety should be completed with the supported person, taking into account their wishes along with any other relevant person.

Where a supported person has a strong opinion which does not follow good fire prevention practices then it should be discussed with them why fire and smoke can harm their health.

Appendix 2 - Fire Extinguisher Colour Code

KNOW YOUR FIRE EXTINGUISHER COLOUR CODES B.S.EN3

WATER	FOAM	DRY POWDER	CO₂ CARBON DIOXIDE	WET CHEMICAL
Use on Wood, Paper or Textile fires	Use on Wood, Paper or Textile fires Use on Flammable Liquid Fires	Use on Wood, Paper and Textile Fires Use on Flammable Liquid Fires Use on Gaseous Fires Use on Electrical Fires For use on all risks	Use on Flammable Liquid Fires Use on Electrical Fires Ventilate after use	Use on Wood, Paper or Textile fires Use on Cooking Oils and Deep Fat Fires
Do not use on electrical fires Do not use on flammable liquid fires	Do not use on live electrical equipment Do not use on metal fires		Do not use on wood, paper or textile fires Do not use on metal fires Avoid use in a confined space Do not hold horn when operating	Do not use on electrical fires Do not use on flammable liquid fires Do not use on gases