



FIRE SAFETY POLICY

This policy takes into account the following legislation:

- Regulatory Reform (Fire Safety) Order, 2005
- The Health and Safety at Work Act, 1974.
- The Management of Health and Safety at Work Regulations, 1999.
- Building Regulations 2010
- Building (Approved Inspectors, etc.) Regulations 2010

SCOPE

This policy applies to employees of Care HA and provide guidance relating to Fire Risk Assessments within Care HA properties.

INTRODUCTION

Care HA understands that staff, tenants and visitors (including contractors and members of the public) need to be as safe as possible from the threat of fire or from injury in the case of an outbreak of fire. The best way to ensure this is to have clear fire policies and procedures in place and to make sure that ALL staff are aware of how to react if a fire breaks out.

AIMS & OBJECTIVES

To ensure that Care HA has policies and procedures in place which minimise the risk of the threat of fire to anyone living in, working in or visiting properties owned or rented by Care HA.

This policy sets out the values, principles and policies underpinning Care HA's approach to fire safety.

It aims to ensure, as far as is reasonably practicable, that fires do not start, but if they do then they are rapidly detected and reacted to. **An involvement in fire precautions is a basic, and legal duty of all staff.**

The main objectives to achieving this aim are:

- > To minimise the risk of fires by the use of adequate fire prevention, protection and risk assessment techniques;
- > To ensure that all staff receive, read and understand this policy;

- > To ensure that, in the event of a fire, tenants' homes and Care HA's premises can be evacuated as quickly, safely and effectively as possible.

FIRE RISK ASSESSMENTS

Where the legal responsibility lies with the company, Care HA will appoint staff who have completed appropriate fire risk assessment training to conduct risk assessments of properties and they will carry out the initial risk assessment at a property. Thereafter, housing officers will review risk assessments annually provided that nothing substantial has changed at the property or in respect of the needs of the tenants. If there are substantial changes then Care HA will carry out a review of the fire risk assessment.

All risk assessments will be reviewed every three years by a competent and trained fire risk assessor.

Where risk assessed as being needed, properties will be fitted with smoke detectors, fire alarms, fire doors, etc.

Fire-fighting equipment will be provided where risk-assessed as being needed, and will be maintained by Care.

Tenants are encouraged to take an active role in their own fire prevention measures through the development of person-centred care/support plans and risk assessments, particularly focusing on what to do in the event of a fire.

All fire safety equipment is tested in accordance with regulations and the results recorded.

A copy of the Fire Risk Assessment should be placed in the Health, Safety & Property file which is kept at each property.

Each property will have an Emergency Evacuation Action Plan (EEAP), this plan will be site and tenant specific and will be used to inform all tenants, staff, visitors, contractors etc. of the actions to be taken in the event of a fire. The EEAP will not be carried out by Care HA, it will be carried out by the care provider who operates from the property and, where possible, the care provider should support the tenant in developing this plan.

Care HA will provide the care provider with a copy of the fire risk assessment which may inform any EEAP they carry out. However, Care HA will not be responsible for providing an EEAP and this is a tenant specific document. The care provider has a legal obligation to cooperate and coordinate regarding fire safety and in particular the below:

The care provider will be responsible for ensuring their staff are adequately trained in fire safety and the premises fire procedures, and will ensure a system of recording tests and training is in place.

The tenant, as supported by the care provider, will be responsible for controlling fire risks and hazards within the premises.

The tenant, as supported by the care provider, will be responsible for carrying out regular fire drills and, where relevant, carrying out tests of fire alarms etc.

The tenant, as supported by the care provider, will be responsible for ensuring the day to day matters specified in the premises Fire Risk Assessment are observed e.g keeping staircases free from combustible materials, monitoring storage and ignition sources.

MONITORING

This policy will, in the first instance, be monitored by the Chief Executive. The Chief Executive will review all serious incidents and this governance system will enable full discussion and the timely implementation of remedial actions where needed.

Advice and support will be given to services in respect of the follow up to any incidents. On a quarterly basis, all incidents will be reviewed at Board level.

This policy will be reviewed annually or in the event of any change in regulations or learning from any significant event.

Reviewed: January 2019

To be reviewed: January 2020

