



Family Nursing & Home Care

Standard Operating Procedures

Fire Safety

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Introduction

Fire safety is an essential component of the health and safety measures Family Nursing & Home Care have in place to protect their staff, service users and visitors to their premises.

The organisation has staff based in various office buildings across the Island as well as in premises used for clinics and in schools. It also uses other venues on a sessional basis e.g. for well-baby clinics. These standard operating procedures have been developed to clarify the processes in place for fire safety.

All premises used by Family Nursing & Home Care, regardless of ownership, should comply with statutory fire safety requirements. This should include:

- Fire detection and warning systems
- Fire-fighting equipment
- Maintenance and testing
- Fire drills and training

The Organisation's Fire Marshals (based at Le Bas and G le G) are a good point of contact for any queries in relation to fire safety. Alternatively, all Divisions have a Health and Safety Representative who can be approached. A list of the current Fire Marshals and Health and Safety Representatives can be found on Central Filing (Central Filing/Health & Safety/Health & Safety Support).

SOP 1 Assessing and mitigating the risk of fire

Purpose

The assessment of risk is an important starting point for fire safety. This can be a formal process or an informal one e.g. one undertaken by individual staff when they are working away from their usual work-base. Risk assessment, undertaken as a formal process, enables the organisation to identify potential hazards and put in place measures to mitigate risk.

Scope

This standard operating procedure mainly focuses on the formal risk assessment of fire safety within premises where Family Nursing & Home Care (FNHC) staff are based. It does not include premises used on a sessional basis with the exception of Pip's Place. See [SOP 2](#) for personal fire safety.

In addition, it details other measures to reduce the risk of fire.

Core Requirements

Family Nursing & Home Care have Fire Marshals in the following premises:

- Le Bas
- Gervaise Le Gros

See [Appendix 1](#) for the duties of the Fire Marshal.

FNHC Fire Marshal Actions

Use the Health and Safety Executive's 5 point fire safety risk assessment tool <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist> and review it annually. Where hazards are identified, work with relevant others to document a risk assessment on Assure.

On a monthly basis, complete the Fire Safety Checklist on Central Filing (see [Appendix 2](#)) at Le Bas and Gervaise Le Gros. Where issues are identified, immediate remedial action to be undertaken. Where this is not possible, escalate the risk to the appropriate person to action and document.

Facilities Administration Officer

Arrange annual Portable Appliance Testing (PAT) of electrical equipment.

Check that 5 yearly Fixed Electrical Testing has been carried out in premises that are reviewed as part of the annual Health and Safety Inspection by the organisation's Health and Safety Consultants.

Liaise with the responsible person/s for all the premises used by FNHC (except where that use is sessional) to check arrangements for portable and fixed electrical testing programmes and keep records of this information.

Internal Health and Safety Premises Reviewer Actions

Undertake the twice yearly Internal Health and Safety Premises Reviews using the appropriate template on Assure. This review includes questions about fire safety.

Where issues are identified, take appropriate action to mitigate risk. Where unable to address issues, discuss with/notify the Facilities Administration Officer and make Line Manager aware.

Line Manager Actions

Ensure all 'new starters' or existing staff moving to the team from another work base are shown around the premises, including the location of fire exits and fire-fighting equipment as well as other fire safety measures in place for that area.

Where it is identified that a member of staff (or a regular service user) has a disability that would make it difficult for them to vacate a premises in an emergency, develop a documented Personal Emergency Evacuation Plan (PEEP) with the individual. Fire Marshals can support this process. Share this plan, as appropriate, with other relevant staff.

Where Fire Safety concerns cannot be addressed by the Service/Department/Team, escalate as appropriate.

Staff Actions

Keep areas clutter free, remove un-necessary items.

Do not block fire-exits or obscure fire signage or fire-fighting equipment.

Remain vigilant to possible fire risks in the workplace, take immediate action to mitigate risks wherever possible and/or report them as appropriate.

Comply with Fire Safety measures.

SOP 2 Personal Fire Safety

Purpose

All staff have a personal responsibility for their own health and safety and this includes complying with the fire safety control measures put in place by Family Nursing & Home Care or by some other responsible person/body e.g. Landlord.

Many employees will regularly work away from their main base including in other public buildings but also in individuals' homes where there may be few controls in place to maintain their safety in the event of a fire.

Scope

This standard operating procedure focuses on the actions that **all employees** should undertake for their personal safety in relation to fire.

Core Requirements

Line Managers to ensure that new employees/new starters undertake a walk-round of the work base with a colleague, within **two working days** of employment starting. During this time, the following should be discussed:

- what to do in the event of a fire (including whether or not the Fire Service is automatically called or if a 999 call needs to be made)
- location of the fire break points, fire-fighting equipment and fire exits
- fire alarm testing and how to differentiate between a routine test of the alarm system and the need to vacate the premises
- where to assemble
- mandatory training requirements for fire safety
- sweeper/assembly point officer system for building evacuation

Where this has not taken place, new employee to request that this happens as soon as possible.

If uncertain about any aspect of fire safety, seek this information/understanding e.g. from Line Manager, Fire Marshal.

When working in other/new premises, check the fire safety measures in place. Of particular importance is knowing how to get out quickly and safely in the event of a fire. Note nearest fire exit and assembly point.

Complete relevant fire safety training as per organisational policy (see Education Prospectus – Central Filing/Education and Training/Education Prospectus)

When a fire alarm sounds indicating the need to vacate the premises, do this immediately. Never assume that it is a false alarm. Failure to vacate the premises not only endangers personal safety, it also risks the safety of others e.g. Fire Marshals, colleagues, Fire Service personnel.

SOP 3 Fire Safety Training

Purpose

Training is an essential component of Fire Safety. Whilst all staff require general Fire Safety training, some staff will need additional training depending upon their role

Scope

This SOP details both general and more specialised fire safety training

Core Requirements

All staff

Undertake mandatory fire safety training in line with current policy. See Education and Training Prospectus on Central Filing (Central Filing/Education & Training/FNHC Prospectus)

Following a fire drill, reflect upon what happened during the drill and what was learned.

Fire Marshals

Complete the agreed Fire Marshal training delivered locally by the Fire and Rescue Service. Thereafter, refresh this training every 3 years.

SOP 4 Fire Detection and Warning Systems

Purpose

The prevention of fire is a critical part of health and safety however, if fire breaks out, it is essential that there is a system in place to detect fire and raise the alarm. All premises used by Family Nursing & Home Care (FNHC) as a workplace will have a fire detection and warning system in place and these systems must be regularly tested and maintained. Family Nursing & Home Care operates out of a variety of premises where there are some differences either within the systems or in who manages these systems.

Scope

This SOP advises the reader about the different fire detection and warning systems in operation and responsibilities. Premises only used on a sessional basis (with the exception of Pip's Place) are not within the scope of this SOP.

It also covers whether or not it is necessary to contact the Fire Brigade directly.

Core Requirements

Facilities Administration Officer

Keep a record of the arrangements for the maintenance and testing of fire detecting and warning systems in all premises used by Family Nursing & Home Care (premises only used on a sessional basis will not be included)

All Staff

It is not necessary to contact the Fire Service if there is a fire at Le Bas, this is done automatically when the alarm is raised. However, in other locations this may not be the case. Make yourself aware of the requirements wherever you are based or working.

In the event of a fire, where you are unclear about this requirement, call the Fire Service. It is better that they receive multiple calls than none at all.

SOP 5 Equipment for Fire Safety and Firefighting

Purpose

Family Nursing & Home Care (FNHC) operates out of a variety of different business premises and all are shared with other users. It is therefore important that the organisation works with others to ensure that appropriate equipment is installed, that the installation is done properly and that it is tested and maintained.

All premises will have fire doors/fire exits, emergency lighting, signage and an alarm system. Responsibility for the maintenance and testing of these provisions will vary from venue to venue.

It is accepted that all premises may vary slightly in what firefighting equipment is in place but all will have fire extinguishers and some are also likely to have a fire blanket (usually found in a kitchen).

Individual staff also have responsibilities in relation to equipment in place for fire safety and firefighting.

Scope

This SOP advises the reader about the fire safety equipment in premises. It also covers fire-fighting equipment and its maintenance and testing. Staff responsibilities in relation to equipment is also within scope.

Premises only used on a sessional basis (with the exception of Pip's Place) are not within the scope of this SOP.

Core Requirements

Facilities Administration Officer

Keep a record of the arrangements for the maintenance and testing programmes for firefighting equipment and fire safety equipment in all premises used by Family Nursing & Home Care (premises only used on a sessional basis will not be included)

Fire Marshals

On an annual basis, check the condition of the fire blankets in the following premises:

- Le Bas (kitchens x 2)
- Gervaise Le Gros (kitchens x 2)
- Pip's Place (kitchen on ground floor)

Record that this has taken place on the Fire Safety Checklist ([Appendix 2](#)).

N.B Family Nursing & Home Care do not have a Fire Marshal based at Pip's Place, however the organisation is responsible for the Fire Blanket in the ground floor kitchen. One of the Fire Marshals to check the fire blanket there annually or ask a staff member working there to do this and report back.

Staff Actions

Be aware of escape routes at all times and never compromise their accessibility e.g. placing items in front of fire doors, blocking corridors.

Be aware of the location of all firefighting equipment and do not obscure the view or access to it.

Keep fire doors closed.

Do not tamper with equipment provided for fire safety or firefighting.

Make timely reporting of any concerns regarding equipment for fire safety or firefighting.

Mandatory fire safety training undertaken by all staff includes guidance on the use of different fire extinguishers. Only tackle a small fire if able to do so safely. Do not compromise personal safety.

SOP 6 Fire Drills

Purpose

Fire drills enable Family Nursing & Home Care and its staff to test out the fire evacuation measures it has in place and make any changes required to ensure that the evacuation of premises can happen safely and efficiently in the event of fire.

The responsibility for organising a fire drill will depend upon the premises. All premises used by Family Nursing & Home Care are shared with other users, therefore, where the organisation has a responsibility to organise fire drills, this needs to be done in collaboration with other premises users.

Fire drills should be carried out at least annually in all premises.

Scope

This SOP covers the actions of the organisation and of individual staff in relation to fire drills.

Core Requirements

Regular fire drills (at least annually) should be carried out in all premises used by FNHC staff.

Organisational Actions

No advance warning of a drill to be given. Only inform relevant others of the drill where this is appropriate e.g. residential tenant of a shared premises such as Gervaise Le Gros if a non-simulated drill is planned.

Consider using simulated fire drills in premises where it is difficult to implement a 'live' drill e.g. where there are residential tenants sharing the building

Facilities Administration Officer – work with Health and Community Services' Health and Safety Department who is responsible for co-ordinating fire drills at Le Bas.

Keep a record of the arrangements for fire drills in all other premises used by Family Nursing & Home Care (premises only used on a sessional basis will not be included)

Assembly Point Officer - liaise with relevant others (e.g. key stakeholder Fire Marshals, Fire Service personnel) and inform staff when they can return to the building.

Family Nursing & Home Care Fire Marshals at Le Bas - sweep agreed area/s, follow any Personal Emergency Evacuation Plans (PEEPs) (where relevant) and report findings to the Assembly Point Officer.

Fire Marshals at Gervaise le Gros - organise a fire drill there at least annually and ideally on a six monthly basis. Sweep agreed area/s, follow any Personal Emergency Evacuation Plans (PEEPs) (where relevant) and report findings to the appointed Assembly Point Officer.

Facilities Administration Officer and Fire Marshals

Undertake a de-briefing and implement any necessary changes to improve the process.

Record details of the drill ([Appendix 3](#)) and keep this record for an appropriate time. Store the record on Central Filing/Health and Safety/Fire Safety.

Communicate the outcome and learning from the drill with all staff.

Staff Actions

On hearing a continuous fire alarm, leave the premises **immediately** by the nearest safe exit. **Never assume it is a drill or false alarm.** Do not go back for personal belongings.

If you are responsible for any visitors to the premises, ensure they leave the building with you.

Where safe to do so – help others that may require assistance. If you are included as part of a Personal Evacuation Plan (PEEP), provide agreed assistance.

If safe to do so, close windows and doors.

Where there is no Fire Marshal present and a Sweeper/Assembly Point Officer system is in place, follow the instructions for this found at various locations within the building.

See [SOP 2](#) for personal fire safety requirements.

Assemble at the agreed point and await further instructions.

Do not re-enter the building until advised that it is safe to do so.

Reflect upon the drill and note any personal learning. Where relevant, feedback learning to appropriate others e.g. Line Manager, Fire Marshals.

SOP 7 Monitoring Fire Safety

Purpose

Everyone has a part to play in monitoring fire safety when at work. Family Nursing & Home Care also has organisational measures in place to formally measure compliance with Fire Safety

Scope

This SOP covers the monitoring of fire safety when at work, informally and formally. It is relevant to all staff.

Core Requirements

Staff Actions

Remain vigilant about fire safety and take immediate action on discovering anything that may compromise this e.g. clear exit routes/access to fire-fighting equipment, report unclear or missing signage, quarantine and report faulty electrical equipment.

Fire Marshal & Internal Health and Safety Premises Reviewer Actions

On a monthly basis, the Fire Marshals at Le Bas and Gervaise Le Gros to complete the fire safety checklist (see [SOP 1](#)).

Twice a year, during the Internal Health and Safety Premises Reviews, monitor adherence with this monthly check ([see SOP 1](#))

Facilities Administration Officer Actions

Co-ordinate an annual Health and Safety inspection by Family Nursing & Home Care's Health and Safety Advisors of the following premises:

- Le Bas
- Gervaise Le Gros
- New Era Clinic
- St Peter's Clinic
- Pathways
- Pip's Place

Review the reports written following these inspections and implement the necessary changes which may include collaborative working with other agencies.

Review and, where required, action the relevant outcomes of the bi-annual (March and September) Internal Health and Safety Premises Reviews (see [SOP 1](#)) of the following premises:

- Le Bas
- Gervaise Le Gros
- New Era Clinic
- St Peter's Clinic
- Pathways
- Pip's Place
- The Bridge
- Communicare
- St Paul's Centre
- Mont a L'Abbe (primary and secondary school sites)
- Liberte House

Director of Finance/Premises Administration Officer

When negotiating/renewing premises leases/contracts/agreements, request confirmation that fire safety measures are in place including:

- fire safety equipment
- fire detection and warning systems
- signage
- maintenance and testing programmes for fire safety equipment and firefighting equipment
- Fire Marshals (if relevant)
- fire drills (at least annually)

Also, identify/agree Family Nursing & Home Care responsibilities regarding fire safety measures.

Appendix 1 Fire Marshal Duties

Family Nursing & Home Care acknowledges the important role that Fire Marshals make to ensure the safety of its staff and premises.

Duties of the Fire Marshal

The duties of the Fire Marshal will include:

- working with others to develop a Fire Risk Assessment for the premises using the HSE's Fire Safety Risk Assessment
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf
- working with others to develop a Fire Emergency Evacuation Plan (FEED) e.g. simple fire action sign
- working with others to develop a Personal Emergency Evacuation Plan (PEEP) where this is required
- carry out a monthly check of fire safety/emergency preparedness in their area and record same
- identifying fire hazards in their area
- taking remedial action where possible or reporting hazards to the appropriate person
- taking the correct action in the event of a fire
- ensuring that escape routes are kept clear and can be used at all times
- organising and coordinating periodic fire drills and recording such events
- on a rotational basis, representing the Fire Marshal role on the Health & Safety Group

If a **fire is discovered**, the Fire Marshal is expected to:

- check that somebody has raised the alarm/contacted the emergency services
- evacuate people from the area involved
- ensure that anyone with disabilities is assisted to evacuate (in line with their PEEP)
- work methodically, including toilets and storerooms, to ensure no one remains
- close windows and doors if possible

- fight the fire (if small) with appropriate extinguishers if safe to do so
- ensure that no-one re-enters the building
- liaise with the Fire Service when they arrive
- nominate someone to manage the assembly point (if only one Fire Marshal on the premises)

The Fire Marshal must not compromise their personal safety, at any time, to carry out any of the above duties.

References:

UK Fire Training (date unknown) Duties of the Fire Marshal, <https://ukfiretraining.com/resources/duties-of-the-fire-Marshal/> (accessed 08/06/20)

Gov.UK (2020) Fire Safety in the Workplace, www.gov.uk (accessed 08/06/2020)

HM Government (2006) A short guide to making your premises safe from fire, www.gov.uk (accessed 08/06/20)

Appendix 2 Fire Safety Checklist

See Central Filing/Health and Safety/Fire Safety

Appendix 3 Fire Drill Feedback Report

Location of drill			
Date of drill			
Time Fire Service informed		Time informed when finished	
Time Switchboard informed		Time informed when finished	
Time fire alarm offline		Time fire alarm back online	
Time fire drill started			
Time everyone out			
Time taken to sweep property			
Assembly Point Officer feedback			
Sweeper feedback/Fire Marshal			
Any other issues			
Debrief issues discussed			
Summary			