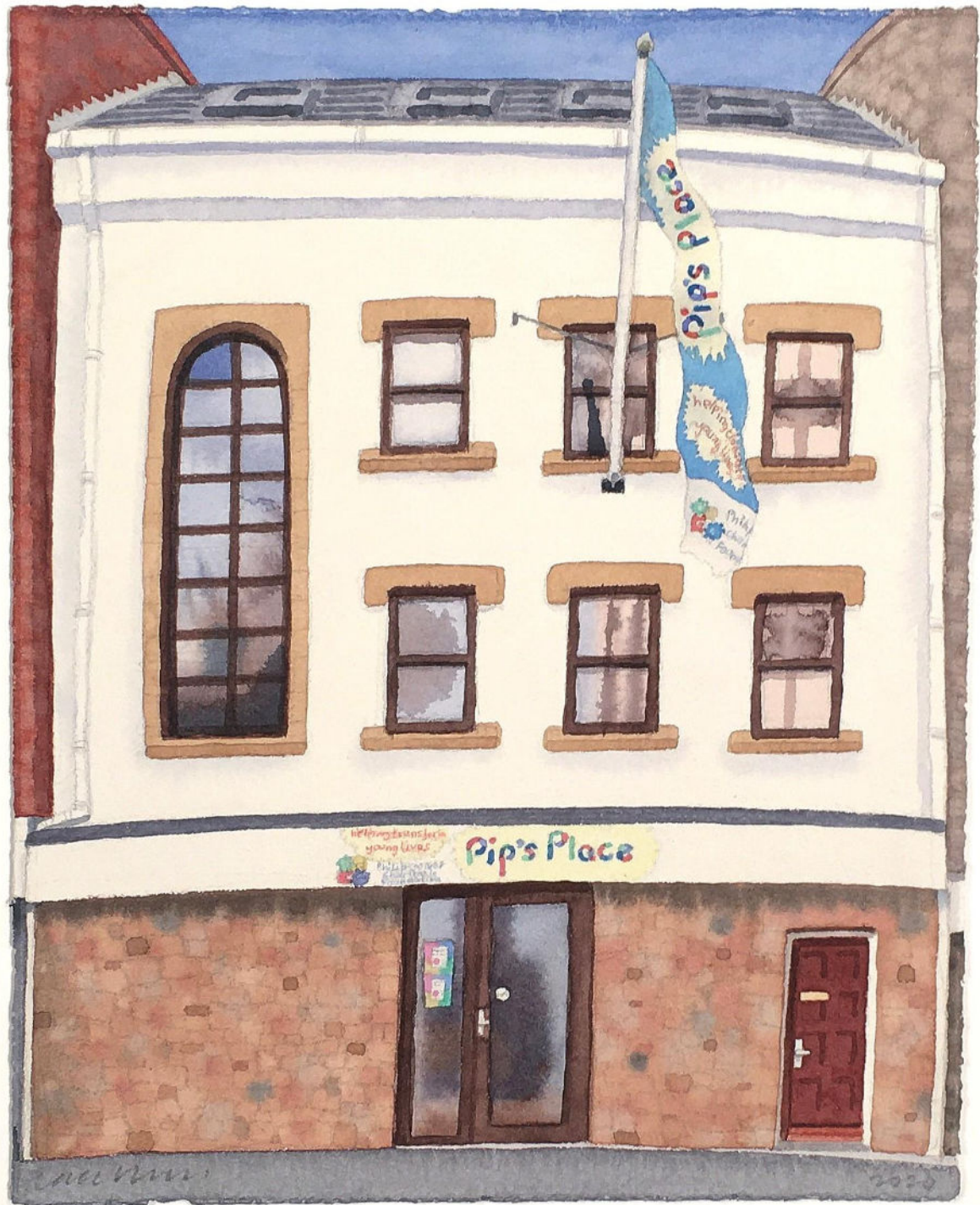


Fire Safety – Pips Place

August 2022



Document Profile

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Category	Health and Safety
Version	1
Date approved	25 th August 2022
Review date	<i>3 years from approval</i>

Version Control / Changes Made

Date	Version	Summary of changes made
March 2021	1	New Procedures
August 2022	2	Update to include Fire Action signs, Fire Marshal safety checklist.

Introduction

Fire safety is an essential component of the Health & Safety measures Pips Place has in place to protect the staff, service users and visitors to the building. Fire safety is everyone's responsibility. For any queries or concerns in relation to fire safety, please contact your Health & Safety Representative, your Line Manager or a Senior Management person in Mind, Jersey Child Care Trust or Family Nursing & Home Care.

PREVENTION IS BEST, BUT ALL STAFF HAVE A DUTY TO THEMSELVES AND TO VISITORS' SAFETY TO KNOW WHAT TO DO IN THE EVENT OF A FIRE.

Fire Action

ON THESE PREMISES YOU SHOULD KNOW:

- The closest escape route - either the north (front of the building) stairs or the south (rear of the building) stairs
- Nearest alarm points
- Location of fire equipment – if you are able to use it
- The assembly point - St Paul's Gate Car Park

IF YOU DISCOVER A FIRE:

- Raise the alarm by operating the nearest RED break glass point
- When in a safe location CALL 999 and ask for the fire service, clearly giving the address Pip's Place, 15 Union Street, St Helier
- Only fight fire with equipment, if you are able to do so SAFELY

ON HEARING THE ALARM:

- IMMEDIATELY but calmly leave the building by the nearest safe fire exit
- CLOSE all windows and doors as you leave if possible
- NEVER assume it is a test or false alarm
- DO NOT STOP to collect personal belongings or to visit the toilet and do not use the lift
- Report to the assembly point and await further instructions. DO NOT return to the building until authorised by the all clear instruction

ANY DELAY MAY ENDANGER OTHERS

Personal Fire Safety – All Staff

Line Managers are to ensure that new employees or starters undertake a walk-round of the work base with a colleague, ideally on the first day of employment. 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. Of particular importance is knowing how to get out quickly and safely in the event of a fire. Note the nearest fire exit and assembly point.

Keep areas clutter free, remove un-necessary items. Do not block fire-exits or obscure fire signage and fire-fighting equipment. Do not wedge open Fire doors. 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 and complete relevant fire safety training as per your organisational policy.

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.

External trainers, meeting hosts, employees from other organisations

If you have invited a guest in to the building for a meeting or training event, it is your responsibility to make sure they are aware of what to do in the event of the fire alarm sounding. Any external booking or room hire will receive fire safety guidelines when they book with the building coordinator. Please ensure all staff and visitors are familiar with the location of the emergency exits and the evacuation routes.

Any guest, visitor, trainer, trainee, meeting attendee who has a disability and is not able to use the stairs in an emergency should have a nominated person to wait with them in the fire refuge areas. They should wait until the evacuation chair can be safely deployed or the emergency services arrive to assist.

Fire Marshal Actions and Duties

The Fire Marshal with Mind Jersey on the third floor is responsible for the third floor offices and the second floor training rooms. The Fire Marshal with the Jersey Child Care Trust is responsible for the first floor offices and the ground floor rooms.

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 the premises in an emergency, develop a documented Personal Emergency Evacuation Plan (PEEP) with the individual. Disabled staff or visitors should wait with their nominated 'buddy' in the nearest refuge area (stairwells) unless an Evac chair can be safely deployed to exit the building. Evac chairs are located at the top of each stairwell and should only be used by those with specific training.

Ensure all 'new starters' or existing staff moving in from another work base are shown around the premises, including location of fire exits and fire-fighting equipment as well as any other fire safety measures for that area. Regularly update all staff on the Fire Safety procedures.

Upon hearing the fire alarm, you should make sure everyone leaves by the nearest emergency exit. Check that someone has raised the alarm/ contacted the emergency services. Ensure that anyone with a disability is assisted in evacuation (in line with their PEEP). Methodically check all rooms, including toilets and storerooms to ensure no one remains. Close any fire doors or windows if open for ventilation, as people leave (if possible). Always ensure that your own escape route is clear.

If you have identified the fire, are trained and it is safe to do so, you should use the nearest appropriate extinguisher, always ensure you can exit the building when doing so. There is a floor plan in the lobby of each floor, collect these if you can when you are sure each floor is clear. When you reach the ground floor emergency exit, you should hand the floor plan to the Assembly Point Officer / Fire Marshal (wearing a neon jacket) and communicate that each floor is clear (or not as the case may be) and whether there is anyone waiting in the refuge areas for rescue or if the evac-chair has been deployed.

On a monthly basis, complete the Fire Marshal's Fire Safety Checklist (Appendix 1). Where Fire Safety concerns cannot be addressed by the service, escalate as appropriate.

Assembly Point Officer

Will call the emergency services.

Is the nominated person to meet the emergency services and share the following information:

- Where the fire is
- Where there may be people unable to get out of the building including individuals with PEEP requirements
- Which floors are clear

Fire alarm training and drills

Fire safety training will be provided for all staff at induction. You will need to ensure that any guests, visitors or trainers, are familiar with these fire alarm and evacuation procedures.

Weekly testing of the alarm system will take place every Friday at 11am by a nominated Fire Marshal.

Fire Marshall training, extinguisher use and evac chair use training will take place every three years.

Fire Drills will take place every six months.

All records of testing, maintenance and training should be recorded in the fire log-book held by the Fire Panel in the lobby.

Assembly Point: St Paul's Gate Car Park

Fire Safety Record Keeping

All records relating to fire safety, training, drills and permits (where necessary with risk assessments) will be kept on the ground floor in the lobby area. It is the responsibility of all Pips Place Partners to ensure these records are kept up to date and accessible.

Testing and maintenance of fire alarm system, emergency lighting, extinguishers and PAT testing

The fire alarm system is serviced and maintained by: G4S

The emergency lighting system is maintained by: AFM

Fire Extinguishers are serviced, tested and maintained by: G4S and Ignis

PAT testing in the building is undertaken annually by: Smail and Richards

Appendix 1 Fire Safety Checklist

FIRE MARSHAL'S FIRE SAFETY CHECKLIST - Pips Place			
Location			
Checklist Completed by (print name)			
Date of Completion			
Date of last Fire Drill (aim to do 6 monthly)			
1. Fire procedure	N/A	Yes	No
Has your location got a documented emergency evacuation procedure in place?			
Are staff aware and familiar with the procedure in place? (ask 2 members of staff, ideally new starters)			
Is the fire plan (map), fire log book and fluorescent jacket in situ by the fire panel?			
Are fire action signs located in an area easily viewed?			
Is the name of the Fire Marshal/s clearly displayed?			
Are the Sweeper/Assembly Point Officer cards in place and in good order?			
2. Means of Escape	N/A	Yes	No
Are all fire exits and routes clear of obstructions?			
Do fire escape exit doors operate/close properly, look free of damage and open in direction of travel without use of a key?			
Are fire exit signs and notices clearly marked and visible, leading to a safe location?			
Is the assembly point clearly identified?			
Are Personal Emergency Evacuation Plans (PEEPs) in place where required?			
3. Fire Fighting Equipment	N/A	Yes	No
Is firefighting equipment in place?			
Are the extinguishers clearly visible and accessible?			
Have extinguishers been serviced in the last twelve months?			
Are fire extinguishers in good repair e.g. rust free, with tamper tags intact?			
Is a fire blanket present in kitchen if applicable (to be checked annually)?			
4. Fire Alarm/Detection	N/A	Yes	No
Are any detectors obstructed e.g. by covers or latex gloves?			

Can you hear/see the fire alarm/beacon when it sounds/flashs in your area?			
Are all the manual break glass call points clearly visible?			
Are emergency lights working? (look for running signs 'man' and green light on emergency lights)			
Has all regular testing been documented in the location fire log book?			
5. Housekeeping Checklist	N/A	Yes	No
Are floor surfaces in good repair and free from obstruction and trip hazards?			
Is equipment tidy and stored appropriately?			
Is lighting satisfactory?			
Is rubbish or surplus furniture removed on a frequent and regular basis?			
Are doors wedged open in un-occupied areas?			

IF QUESTIONS ARE ANSWERED 'NO' PLEASE ENTER FURTHER INFORMATION BELOW

1. Fire procedure	Action to be taken	To be actioned by
2. Means of Escape	Action to be taken	To be actioned by
3. Fire Fighting Equipment	Action to be taken	To be actioned by
4. Fire Alarm/Detection	Action to be taken	To be actioned by
5. Housekeeping Checklist	Action to be taken	To be actioned by