

# F5 Fire Prevention

## Appendix B

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
X	X	X	X	X	✓	X	X

# Guidance notes to assist when completing the fire safety risk assessment

## Fire Hazards and Their Elimination or Control

1. Electrical Sources of Ignition
Has the fixed installation subject to test and inspection every five years?
The fixed electrical wiring installation should be inspected to meet the requirements of the IEE Wiring Regulations (British Standard BS 7671: 2008).
Is portable appliance testing (PAT testing) carried out where appropriate?
Portable electrical equipment should be inspected in accordance with HSE Guidance, "Maintaining portable electrical equipment", (HSG107 (Third edition) Published 2013). Portable electrical appliance testing was completed in June 2015. A competent person should check electrical equipment prior to being used for the first time.
Suitable limitation of trailing leads and adapters?
Extension leads and adaptors must be considered a temporary solution. Where their use cannot be avoided, cables should be carefully routed. To avoid damage to the insulation and conductors it is recommended that cables are clipped to the wall above skirting board level. It is best practice to adhere to powering each appliance from a single fixed outlet. If necessary this may necessitate reorganising room layouts or repositioning equipment. Consideration should be given to installing additional electrical outlets where required.
Battery Charging - If batteries are charged is this carried out in a suitable location, i.e. away from combustible materials?
Battery charging for any mobility and/or handling aids must not be carried out in close proximity to combustible material. Battery charging should not be undertaken in escape routes and other circulation spaces but if this is absolutely unavoidable then batteries must not be charged during the hours when tenants are sleeping.
Is the use of electric blankets avoided?
The use of electric blankets should be discouraged. Where they are needed electric blankets should be used, stored and maintained in accordance with manufacturer's instructions.
Are staff familiar with the location of the electrical isolation facilities (e.g. fuse boards, main electrical intake for the building)?
Care staff should know where the fuse board (consumer unit) is located in case there is a need to isolate the incoming electrical power supply.

Is there a suitable management system for reporting damaged electrical equipment and its subsequent repair or replacement?

Defective electrical equipment, including sockets and switches, can pose both a fire and health and safety hazard. It must be ensured that any defects are reported quickly and the defect is rectified.

If necessary appropriate control measures must be implemented, e.g. isolation of the equipment, removal from site.

## **2. Smoking**

Are reasonable measures taken to prevent fires as a result of smoking?

Cumberland Care staff are not permitted to smoke on the premises.

Where there are tenants that smoke ideally this should be outside the building.

Each tenant that smokes should be assessed to determine if they present a risk to other occupiers and if necessary, access to smoking materials may need to be carefully controlled.

Smoking in bedrooms should be prohibited.

## **3. Portable Heaters and Heating Installations**

Is the use of portable heaters avoided as far as practicable?

Portable heaters can present a fire hazard if not managed correctly.

The use of portable heaters should be considered with respect to the behavioural characteristics of the tenants.

The use of radiant heaters should be avoided.

Where portable heaters are used, they must be kept clear of combustible material and the air flow to the appliance must not be impeded.

Are there open fire places or log burners in use in the property?

The use of open fires or log burners should be subject to a detailed risk assessment of their use. In all cases, an open fire should be provided with a suitable fireguard and managed appropriately at all times.

Are fixed heating installations subject to regular maintenance?

Gas powered central heating systems should be inspected by a Gas Safe registered engineer on an annual basis.

Is the gas isolation valve for the central heating boiler(s) readily accessible and do staff understand how it operates?

Supports staff should know where the main gas isolation valve is located (usually next to the gas meter) in case there is a requirement to isolate the supply to the building.

<b>4. Cooking</b>
<b>Are reasonable measures taken to prevent fires as a result of cooking?</b>
<p>Cooking appliances should be kept clear of combustible items and isolated from the power supply (where practicable) when not in use.</p> <p>Cooking appliances should be used in the kitchen only.</p>
<b>Filters changed and ductwork cleaned regularly?</b>
<p>Filters on extraction units sited above cooking appliances can become heavily contaminated with grease and dust if not cleaned on a regular basis. A fire in a pan on the hob or stove</p>
<b>Is a deep fat fryer used?</b>
<p>Deep fat fryers present a serious risk of fire if not carefully managed – they must not be left unattended. The use of deep fat fryers in supported living premises should be avoided as far as practicable.</p>
<b>Are toasters located away from combustible materials?</b>
<p>Toasters must be kept clear of combustible materials and not used directly below wall cupboards.</p>
<b>Suitable extinguishing appliances available?</b>
<p>It is recommended that a carbon dioxide extinguisher and a fire blanket are provided in the kitchen.</p>
<b>5. Laundry</b>
<b>Filter in tumble dryer cleaned prior to each use.</b>
<p>If the lint filter is heavily contaminated with dust and lint it adversely affects the performance of the appliance and presents a fire risk.</p> <p>The filter must be cleaned on every occasion that tumble dryer is used.</p>
<b>6. Housekeeping / Sources of Fuel</b>
<b>In general, are combustible materials separated from potential ignition sources as far as practicable?</b>
<p>Potential sources of ignition include heating appliances, naked flames, cooking appliances and any electrical equipment.</p> <p>Stored combustible should be carefully managed. Particular attention should be paid to cupboards where there are sources of ignition such as electrical consumer units and light fittings. Stored items must not encroach on automatic fire detection.</p>
<b>Are waste materials carefully controlled? E.g. Internal waste bins emptied daily?</b>

<b>Waste not allowed to accumulate?</b>
Waste material increases the fire loading in the building and also leads to clutter that can create trip hazards and obstructions along escape routes.
<b>Are reasonable measures in place to reduce the risk of arson?</b>
Although the risk of arson is likely to be relatively low it should be still ensured that as far as possible there is an absence of unnecessary fire load in close proximity to the premises, e.g. waste and or recycling is stored away from the building.
<b>Soft Furnishings - Upholstered furniture and curtains are constructed from fire- and flame-retardant materials?</b>
It should be confirmed that furniture and soft furnishings meet current flame- and fire-retardant standards.
<b>Cleaning chemicals - Adequate storage provided for cleaning materials including aerosols?</b>
Some cleaning chemicals may be solvent based and are therefore flammable. Products in aerosol containers commonly rely on flammable gases as a propellant. Cleaning chemicals should be stored in a locked, restricted access store. All items have been assessed under the COSHH regulations.
<b>7. Medical Oxygen</b>
<b>Conservers used when deemed to be suitable.</b>
An oxygen conserver is a device that delivers oxygen to the patient only on inhalation rather than continuous flow, as through conventional oxygen delivery. This provides advantages to the client in allowing them to carry smaller tanks that last longer providing greater independence
<b>Staff trained in safety procedures</b>
Procedures for the safe use of medical oxygen can be found at: Under Clinical Procedures – O1 Oxygen Use

## **FIRE PROTECTION MEASURES**

<b>8. Means of Escape from Fire</b>
<b>Can fire exits be opened immediately and easily where necessary?</b>
All external doors must be easy to open; the doors should not be secured with a lock requiring a key. Ideally a thumb-turn lock on the internal side of the door is preferred. If for reasons of safeguarding there is no alternative to a key operated lock, then the use of a key must be risk assessed and closely managed.

<b>Are any areas in the property that are more than 18 meters from an external exit door?</b>
<p>The maximum distance to be travelled within any room, avoiding all obstructions, to reach the access door should be 9m.</p> <p>The maximum distance to be travelled to reach a place of safety should be 18m.</p> <p>A place of safety is outside the building but in larger premises this might be a protected stairway, or a final exit.</p>
<b>Are there alternative means of escape where required?</b>
In most properties the alternative exit routes will be the front door and the back door.
<b>Suitable protection of escape routes?</b>
<p>Protected escape routes are required where the overall distance to a fire exit exceeds the recommended maximum of 18 meters.</p> <p>They will also be required where the time to evacuate might be extended due to tenant's mobility impairment or behavioural response to a sounding fire alarm.</p>
<b>Escape routes unobstructed and free from slip/trip hazards?</b>
Stairs, landings corridors and hallways should be constantly checked for any obstructions or trip hazards.
<b>Has suitable provision has been made for those occupants with a physical disability and or sensory impairment?</b>
The building's escape routes should be adequate to permit any occupant with a physical disability to evacuate safely and quickly.
<b>Have Personal Emergency Evacuation Plans been devised and documented?</b>
<p>A Personal Emergency Evacuation Plans should be documented for each tenant and record the degree of assistance that they will require and how this assistance will be provided.</p> <p>The PEEP should be reviewed at least annually and whenever there is reason to believe that the tenant's condition has changed.</p>
<b>There are adequate staffing levels to assist with the evacuation at all times?</b>
Staffing levels must be adequate to provide the necessary assistance required in an emergency evacuation. Regular fire drills will help demonstrate that staffing levels are adequate.
<b>Escape routes are adequately protected from the effects of fire to enable safe evacuation.</b>
Doors opening onto escape routes must be fire resisting.

## 9. Measures to Limit Fire Spread and Development

Are fire resisting walls and ceilings well maintained with any openings for pipes, ducts etc. protected by a fire resisting materials?

Ideally there should not be any excessive opening where pipes and cables pass through a ceiling or wall as this could permit smoke and fire to spread.

Spaces around cables and pipes should be sealed as far as practicable.

Internal Fire resisting and smoke stop doors in good condition, with fully operating self-closing devices?

All fire doors should be fitted with intumescent strips and cold smoke seals and be close fitting within the door frame. The self-closing device where fitted should be capable of closing the door securely within the door frame.

To ensure fire doors continue to operate as designed, a system of regular fire door inspections should be implemented.

## 10. Emergency Escape Lighting

Reasonable standard of emergency escape lighting system provided?

Emergency escape lighting provides sufficient illumination to allow occupants to escape in an emergency where there has also been a failure of the electrical power supply.

External sources of illumination, not supplied by the household electricity supply, e.g. street lighting, may provide adequate supplementary lighting for emergency purposes. This should be assessed giving consideration to the visual acuity of residents.

In some supported living premises there will be fixed emergency lighting consisting of wall or ceiling mounted units that have an internal battery and are connected permanently to the electrical power supply.

In other premises the emergency lighting system may consist of hand held, battery operated torches; this is acceptable in smaller premises. Where torches have been provided the recommended standard is for torch to be powered from a rechargeable battery and the torch to be stored on a recharging stand in a readily accessible location.

## 11. Fire Safety and Notices

Although fire safety legislation recommends suitable escape route signage and also signage for other fire precautions this is not deemed to be compatible with the domestic environment of a supported living property.

In supported housing that resembles a single-family dwelling, there will be no requirement for 'FIRE EXIT' signs. In the majority of these environments, the fire exit routes will be simple and straightforward, and the residents will be familiar with the layout of the premises and the location of exits.

However, if support staff consider that some signage would be of benefit then this should be provided as required.

## 12. Means of Giving Warning In Case of Fire

**Is automatic fire detection provided to an appropriate standard?**

There should be an automatic fire detector provided in the stairwell at all floor levels and in all rooms that open directly onto the means of escape.

Automatic fire detectors should also be provided in identified risk rooms such as kitchens, boiler rooms and laundries.

All detectors should be interconnected; if one detector is activated all detectors will sound.

**Is the fire alarm panel readily accessible and provided with a zone plan?**

A zone plan is only required for larger properties. Smaller premises may not have the fire alarm system divided into zones.

**Are fire alarm manual call points provided at each exit and storey exit?**

In larger properties, or deregistered care facilities now used for supported living, the fire alarm may incorporate manual call points (red 'break-glass' boxes).

**Are alarm call points readily accessible?**

Where manual call points have been provided, they should be accessible at all times.

**Is the fire warning sound clearly audible throughout the building?**

Audibility should be checked when the weekly fire alarm test is completed.

## 13. Manual Fire Extinguishing Appliances

**Is there adequate provision of portable fire extinguishers that are suitable types for the fire risk?**

A fire blanket and a carbon dioxide extinguisher should be provided in the kitchen. If a carbon dioxide extinguisher is located in an adjacent room or hall this is acceptable provided the extinguisher is readily accessible.

(Note that the assumption is that there is no deep fat fryer used in the kitchen.)



## MANAGEMENT OF FIRE SAFETY

### 14. Procedures and Arrangements

Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Supervisors should be trained to fire warden standard.

Support staff with responsibility for testing and inspecting fire alarms, fire extinguishers and emergency lighting must be provided with appropriate training.

Has suitable provision has been made for those occupants with a physical disability and or sensory impairment?

All tenants will require some form of assistance in case of a fire emergency. This could be as simple as providing verbal guidance or be more involved, e.g. physically moving a person out of the building.

In each instance the degree of assistance will be recorded in a Personal Emergency Evacuation Plan (PEEP).

The PEEPs should be reviewed regularly to ensure that they are still valid.

Persons nominated and trained to assist with evacuation, including evacuation of disabled people?

Staff must be familiar with the procedure for evacuating the building and the special provisions that may be required for tenants (this will be recorded in the individuals PEEP).

## 15. Training and Drills

Have staff been trained to an adequate standard to ensure that the prevention and protective measures are effectively operated, managed and maintained?

Supervisors should be trained to fire warden standard.

Support staff with responsibility for testing and inspecting fire alarms, fire extinguishers and emergency lighting must be provided with appropriate training.

Are staff made aware of the fire risks particular to the premises?

Support staff must be made aware of any particular fire risks present in the premise, e.g. presence of medical oxygen.

Are staff familiar with the fire safety measures on the premises?

All staff must be familiar with the fire precautions, e.g.:

Understand the role of self-closing and other fire resisting doors.

Location and use of fire extinguishers.

Are fire drills and simulated exercises are conducted at regular intervals.

Fire drills must be completed at least twice per year. Additional drills may also be required when a new tenant occupies a building.

## 16. Testing and Maintenance

See maintenance of fire precautions for details of the procedure for maintaining the fire precautions.

## 17. Records

Are up-to-date records of the following routine tests maintained in the fire safety file or log book?

A fire safety log book should be held on site.

The log book should hold records for the tests and inspections of the fire precautions found in the building and any defects and remedial actions resulting from those inspections.

The following should be recorded in the log book:

**Fire alarm:** Weekly test

Six monthly servicing by alarm engineer

Any false alarms

**Emergency lighting:** Monthly function test

Full discharge test (at least annually)

**Fire Extinguishers**

Monthly visual inspection

Date of extinguisher technician's annual visit (also recorded by technician on extinguisher label).

**Fire Door Checks**

Records of fire door checks (at least monthly)

**Fire Drills**

Records of fire drills including the time taken to evacuate the building and any problems identified during the drill.

Fire Safety training, e.g. fire awareness, extinguisher training and fire warden training, will be recorded electronically.