

Birtley House Nursing Home



Birtley
House

Fire Safety Policy

August 2016

Birtley House Group: Fire Safety Policy

(Birtley House Nursing Home)

Birtley House Group Ltd has a responsibility for ensuring the health, safety and welfare of all employees, service users and others who may have access to their workplaces. This responsibility extends to the adjoining Estate and estate facilities and the office at Birtley Courtyard. These general duties include safety in relation to fire hazards arising from the work processes and activities, as well as general fire safety in the workplace.

The company has commissioned independent, comprehensive fire risk assessments which identify the main hazards of each workplace and all control measures in place. Our fire procedures are based on the findings of these risk assessments.

Employees are required to:

- Complete an annual basic training in fire safety awareness.
- Co-operate with arrangements for fire prevention in the workplace.
- Practice and promote fire prevention.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Immediately raise the alarm on discovery, or suspicion, of a fire.

All employees must be aware of:

- The actions to be taken on discovery of fire and on hearing the alarm.
- The location of fire alarm call points and fire-fighting equipment and their method of operation.
- The location of all escape routes and the Assembly Point.
- The purpose of fire resisting doors, and their locations within the premises.
- The evacuation procedures for the premises.

All visitors must be aware of:

- The actions to be taken on discovery of fire and on hearing the alarm (as stated on the Fire Action Notices displayed in the building).

All contractors must be aware of:

- The Approved Contractor's Policy and its stated procedures.
- The actions to be taken on discovery of fire and on hearing the alarm (as stated on the Fire Action Notices displayed in the building).

All residents must be aware of:

- The Company's 'Stay Put' Policy for residents. In the event of a fire alarm, residents are advised NOT to exit the building unless specifically asked to do so by a member of staff or a member of the fire and rescue services. All residents' rooms and communal areas have a minimum of thirty minutes fire and smoke protection and any decision to evacuate will be taken by the staff nurse in charge or nominated responsible person.

Their Personal Emergency Evacuation Plans (PEEPs). These allow specific procedures to be followed should an evacuation of the building be necessary.

Birtley House Group: Fire action

(Birtley House Nursing Home)

On hearing the fire alarm:

- All staff and visitors will leave the building by the nearest available exit and proceed to the Assembly Point as identified on the Fire Action Notices.
- Do not stop to collect personal belongings.
- Do not re-enter the building until told to do so by the Person-in-Charge.
- The Staff Nurse in the Annexe will conduct a roll call to ensure that all staff and visitors are accounted for.
- The Staff Nurse in the House will determine the cause of the alarm and decide on an appropriate course of action.

On discovery of a fire:

- Immediately operate the nearest alarm call point.
- Attack the fire (only if trained and if safe to do so) with the appliances provided. Do not take personal risks.
- Call the Fire & Rescue Services immediately by using a phone to dial 999 and giving the operator the telephone number and asking for the fire brigade. When the fire brigade reply, give the response "We have a fire at Birtley House" and give the operator the full address including post code, from which the call is being made. Do not replace the receiver until the fire brigade has confirmed the details. Call the fire brigade immediately to every fire or on suspicion of a fire.
- Proceed to the Assembly Point to inform the Person-in-Charge.

On notification of a fire:

- The Staff Nurse in the House will take the decision to evacuate residents most at risk.
- The residents most at risk will be determined by the location and scale of the fire and the PEEPs of individual residents.
- The Staff Nurse in the House will allocate staff to assist residents accordingly.
- The ability to conduct an evacuation will be determined largely by the number of staff available.
- If not involved directly in evacuating residents, due to sufficient numbers of staff, the Staff Nurse in the Annexe will ensure that (1) the emergency services are updated on the decision to begin an evacuation, (2) that entrance gates to the property are open and (3) that supplies of electricity and gas are shut off at the incoming supply.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire. The Company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

Birtley House Group: Evacuation Strategy

(Birtley House Nursing Home)

Our evacuation strategy is one of progressive horizontal evacuation¹, whereby residents can be moved away from any fire to adjoining Protected Areas where they can remain for a time in reasonable safety.

Protected Areas arrangement

In order to achieve this, the parts of the building used for sleeping accommodation are divided into sub compartments designated as Protected Areas. These are separated from each other by walls and doors that provide at least 30 minutes of fire resistance and are of sufficient capacity to accommodate the likely number of residents who may have to be moved from an adjoining area.

The aim is to evacuate all residents from a protected area to a place of reasonable safety within 2½ minutes of the alarm being raised. In our high risk environment, with mixed mobility levels and taking into account night-time staffing levels, the need to extend this escape time is unavoidable.

PEEPs

The residents' PEEPs and associated staff training is designed to minimize the time spent planning an evacuation and maximize the time available to assist residents.

The PEEP pre-determines the shortest route from the resident's room to an adjoining Protected Area and to an alternative Protected Area. The second part, completed by a nurse in conjunction with the resident and any stakeholders, assesses the level of support that the resident would require to reach the Protected Areas by categorizing the resident into one of four mobility bands. The document forms part of the Resident's Care Plan and a copy kept in the Emergency Bag in the Front Entrance Hall.

Staffing levels

The ability to conduct an effective evacuation is largely dependant on the number of staff available. Planning and training assumes the lowest ratio of staff to residents and reflects the current night-time staffing levels.

Inclement weather considerations

In the event of an evacuation during inclement weather, the escape of residents through final exit doors needs to be carefully considered. In these conditions, where possible, residents should be moved to adjoining areas of safety within the building.

Post incident arrangements

Following any incident that involves the evacuation of areas of the building, the relevant part of the Business Continuity Plan should be put into effect. This considers alternative accommodation for residents and additional notifications that must be made.

¹ The Company follows the Government guidance in devising the most suitable method of Evacuating residents as laid out in the Fire Safety Risk Assessment for Residential Care Premises, 2006.



FIRE SAFETY PERSONAL EMERGENCY EVACUATION PLANS



Personal Emergency Evacuation Plan

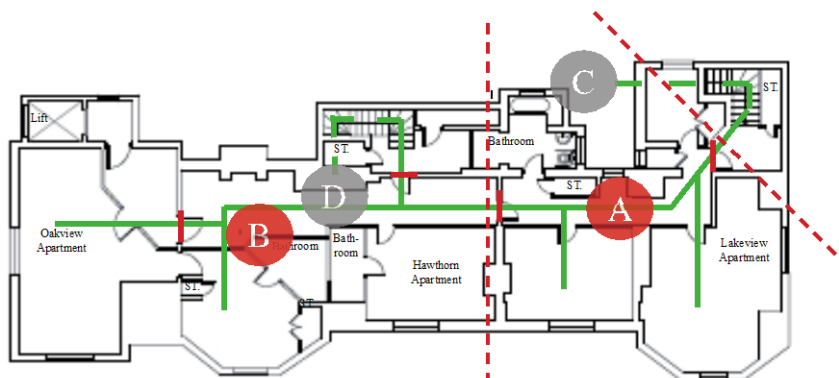
Each resident is required to have a Personal Emergency Evacuation Plan (PEEP). This will allow specific procedures to be followed should an evacuation of the building be necessary. The form should be completed in consultation with the resident and used in accordance with the procedures set out in the Emergency Evacuation Policy.

Apartment or Room No.:	LAKEVIEW
Resident's Name:	

Personal Assessment

In the event of an evacuation, the resident should be able to reach a 'Protected Area' in a timely manner. The designated Protected Areas for this location are shown below.

Primary Protected Area:	FIRST FLOOR MAIN HOUSE (Exit via EAST staircase)	C
Alternative Protected Area:	SECOND FLOOR WEST	B



Please indicate what level of support the resident would need to achieve this.

1 person to guide	
1 person with wheelchair	
2 trained members of staff for transfer	
2 or more trained members of staff with specialist equipment*	
*please specify any specialist equipment required	

PEEP completed by: (print and sign)	Date:	Review Date: (this should be 6 months from the date of completion or if circumstances change)
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This document **MUST** be kept with the Resident's Care Plan, a colour photocopy of the signed form should also be kept in the Emergency Bag in the Front Entrance Hall.

PEEP.v6.PAA

Figure 2. Personal Emergency Evacuation Plan (PEEP) template for Lakeview apartment.

Policy Number	
Created By	Tim Whalley (Director)
Consulted for comments	
Approved by (name and job title)	Tim Whalley (Director)
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