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**HEALTH & SAFETY POLICY: SECTION 7**

**EMERGENCY PROCEDURES: FIRE & EVACUATION**

**Date: 1 October 2017**

**Review date:1 October 2018**

**Fire Risk Assessment**

It is the responsibility of the manager to ensure that a Fire Risk Assessment is completed on an annual basis. The Fire Risk Assessment should be maintained in the Health and Safety file.

The ongoing assessment of fire risks will be incorporated within the daily and weekly Health and Safety Risk Assessments. This will include:

a) Ensuring all fire exits are clear and functioning.

b) A visual check of fire alarm panel.

c) The condition of fire doors and fittings.

d) Door closers are functioning effectively.

e) A visual check of Fire Fighting Equipment for indicators of tampering and/or damage.

f) Ensuring fire blanket is in place and suitable for use.

g) Emergency flashlights and duck calls are in place, functional and accessible.

h) All passageways are free from obstructions.

i) Ensuring all rubbish is disposed of appropriately, waste is not allowed to build up.

j) Emergency lighting is functioning.

**Fire Fighting Equipment**

All fire fighting equipment should be serviced and maintained annually (or as identified through Health and Safety Risk Assessment processes). Records of service and maintenance should be retained within the Fire Logbook.

**Fire Drills**

Fire drills will be undertaken weekly, at random times, to ensure effective emergency evacuation procedures are in place. Records should be maintained showing:

1. Date and time of drill
2. Individuals present
3. Notes/comments.

Records of fire drills should be retained within the Fire Logbook.

**Fire Alarm Tests**

Fire alarms should be tested on a weekly basis to ensure functionality and audibility. The alarm panel should be visually inspected within the daily Health and Safety Risk Assessment. Records of the fire alarm tests should be retained within the Fire Logbook.

**Training and Instruction**

All staff will receive training on the Emergency Evacuation Procedures as part of their induction process, this will form a recorded element of their shadow shift on-site training. This will include the use of a duck call as an alternative means of raising the alarm, and the location and use of emergency flashlights. Staff should access on-line training via the Training Hub re: fire safety awareness.

Instructions for use/testing of the fire alarm will be held in the Health and Safety file. Staff will receive specific guidance on conducting an alarm test within their shadow shift training; this will be recorded.

Young people will receive clear instruction on emergency evacuation processes as a part of their induction to the unit. They should be informed of the use of alternative means of raising the alarm, and of their responsibilities to maintain their own and others’ safety in the event of an incident.

**Fire Alarm Process**

**The fire assembly point for 7 Station Road is outside no.6 Station Road - directly opposite the property.**

1. On hearing the alarm, go immediately to an exit and on to the assembly point.
2. **Do not** endanger yourself or others by stopping to gather possessions.
3. Staff should ensure all individuals evacuate to the assembly point.
4. **Do not** operate fire fighting equipment unless you have received training in its use.
5. **Do not** endanger yourself or others by attempting to fight the fire.
6. At the evacuation point the senior staff member should take a roll call.
7. Emergency services should be contacted as soon as it is safe/possible to do so. The call should include the full address of the property, a brief description of the situation and a contact name and number.
8. **Do not** re-enter the building until emergency services determine it is safe to do so.
9. Inform on-call manager and Director of incident.