

Fire Policy

Pav Dental is committed to ensuring the safety of its staff, patients, visitors, and anyone else affected by its activities so far as is reasonably practicable. It is the intention of the practice to comply with current fire legislation and regulations and will ensure that fire safety forms an integral part of the planning process and that individual responsibilities are incorporated into job descriptions.

The practice also recognises its responsibility to communicate and cooperate with other organisations to ensure the safety of staff, patients and visitors.

Fire Marshal/s: Hassan Bhojani & Waleed Javed are responsible for phoning and liaising with the fire brigade.

General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, patients, and visitors under the Fire Safety Order (2005). These include providing a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority is always the safety of individuals.

To assist us in achieving the highest level of fire safety we carry out regular Fire Risk Assessments and ensure that all precautions are taken, and all procedures followed.

Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to fully cooperate with any procedures that may be introduced to protect the safety and well-being of staff, patients, and visitors.

Communication

The Practice Manager will inform all employees of any relevant changes to fire safety procedures or fire risk assessments.

Procedures

The following procedures are in place to ensure high standards of fire safety.

- An external company will perform an initial fire risk assessment to ensure the practice is safe and compliant.
- Any actions resulting from the risk assessment should be completed within the recommended time frames, and a record should be kept of any actions in progress, or that cannot be completed, with the reasons why.
- The risk assessment will then be reviewed regularly, either by an external company or internally if there is someone competent at the practice to do so.
- If the building is altered, the risk assessment may need to be reviewed earlier or replaced.
- The fire evacuation procedure will be practised twice a year. The date and time taken to evacuate the buildings will be recorded.
- All staff will receive fire awareness training annually, and the named fire marshal will need additional training.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.
- All escape routes shall always be clearly signed and kept free from obstructions. The responsible person shall check escape routes weekly.
- Evacuation procedures are prominently posted on every corridor beside the Fire Alarm Call Point.
- General emergency evacuation plans are available for patients who may struggle to get out of the building alone, and personal evacuation plans are available for patients who would require assistance.
- All fire extinguishers will be serviced and maintained by a suitable contractor. Most extinguishers will require an annual service. However, newer P50 extinguishers require less frequent servicing, and users should consult the manufacturer for service and testing requirements.
- If any employee notices defective or missing equipment, they must report it to the Practice Manager immediately.
- Fire Alarms are checked twice a year by a suitable contractor and tested weekly in line with BS 5839.
- Emergency lighting is checked annually by a suitable contractor and logged internally by the responsible person every month.
- All visitors must be logged into the Visitors Book on reception upon arrival.
- An electrical installation condition report (EICR) is available.
- Records of Portable appliance tests (PAT) are available.
- An up-to-date Business Continuity Plan (including arrangements following a fire) is available.
- Oxygen is stored correctly—away from areas that block escape routes or fire exits, in a well-ventilated area, away from heat, light, and flammable or combustible materials. Signage shows its location on the door, and there is a compressed gas sign at the entrance to the building to alert the fire brigade in an emergency. Training in the safe use of oxygen is provided annually when staff complete their BLS training.

Emergency Evacuation Plan

If you discover a fire

- Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point.
- Fire Alarm Call Points are located in the corridor [Please add additional locations] and can be activated by pressing hard against the glass with your thumb.
- Evacuate immediately using the nearest available fire exit.
- Do not stop to pick up any personal possessions.

- Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. If a nurse is with their dentist in the surgery, the day list should be taken with them.
- The receptionist is responsible for taking the visitor book with them.
- The fire marshal is responsible for ensuring any visitors/contractors have been told to evacuate.
- Inform the Fire Marshal/s and Practice Manager as to the location of the fire.
- Report to the assembly point for a roll call.

Visitors/Contractors

- Ensure visitors/contractors have been signed into the visitor's book upon arrival.
- Complete the Visitor/contractor site induction, which should include instructions on how to raise the alarm in the event of a fire and the location of fire exits.
- For contractors only - Complete the risk assessment and method statement (RAMS) to ensure all risks relating to the task have been identified.

Document Control

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Author/s:	DCME Team

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Change History

Version	Status	Date	Author / Editor	Details of Change
				(Brief detailed summary of all updates/changes)
0.1	Draft	2019		Original document
0.2	Final	24/03/23	HD	Updated policy, included more detail for visitors and contractors. Removed reference to he/she.
0.3	Final	01/04/23	PG	Additional information added to include EICR/PAT Test and BCP.
0.4	Final	15.08.24	HD	Additional information added to the procedures, including evacuation procedures, P50 fire extinguishers and oxygen (changes highlighted in yellow)

The latest approved version of this document supersedes all other versions, upon receipt of the latest approved version all other versions should be destroyed, unless specifically stated that previous version(s) are to remain extant. If in any doubt, please contact the document Author.

Approved By: Hassan Bhojani, Waleed Javed

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