

FIRE SAFETY POLICY

Policy Statement

AspireOne Care Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, Young Persons (YP's) visitors and any other relevant persons who may visit its premises, or who may be affected by its activities or services. The company takes its fire safety duties seriously. For that reason, this Fire Safety Policy has been formulated to help the company comply with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (The Fire Safety Order [FSO]).

We are committed to taking all reasonable steps to protect our employees, YP's, visitors and any other relevant persons who may be near our premises from the effects of fire. In doing so we will concentrate on fire prevention measures designed to eliminate or reduce fire hazards in our premises, thereby reducing the likelihood of a fire occurring.

The likelihood of fire can never be totally removed therefore, we will also ensure that we have suitable fire protection measures in place to afford the occupants of our buildings sufficient time to safely evacuate the premises in the event of a fire.

We will take all practical steps to ensure that our Management Teams and staff are provided with the necessary support to effectively manage fire safety in the premises when under their control. We will provide the assistance and training necessary for all employees to enable them to fulfil their fire safety duties and responsibilities.

By means of the above measures we will endeavour to ensure the fire hazards in our premises are no greater than would normally be expected and that the risks to life from fire are reduced to at least a tolerable level.

In return we expect all employees, YP's and visitors to contribute and comply with our fire safety procedures and ensure, so far as reasonably practicable they take care of their own safety and that of anyone else who may be affected by what they do or fail to do. In addition, no person on the premise should interfere with or misuse any of the protection measures provided in the interests of Fire Safety.

The responsibility for implementing the Fire Safety lies with all Directors, Managers and employees. We expect all staff to plan and organise safe systems of work, maintain records and regularly review fire safety performance. These actions will enable us to reduce the likelihood of a fire occurring and minimise the effects if one does occur.

Policy Scope

The policy is relevant to all employees of the company, YP's visitors and any other relevant persons who may visit its premises, or who may be affected by its activities or services.

Policy Purpose

This policy addresses our obligation under the FSO that requires the company to:

- Develop a policy to minimise the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Develop effective fire procedures
- Demonstrate preventative action
- Maintain documentation and records in respect of fire safety management

Policy Details

To achieve these aims, the company will provide and maintain:

- A nominated 'Responsible Person' the 'Responsible Person' is Gary Massey.
- A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to Fire. Further detail of the responsibilities of staff for implementing the Fire Policy, and the arrangements, procedures and operating standards in place, will be described in the Responsibilities section below
- Suitable companywide arrangements for:
 - a. Identifying fire hazards and managing risks (Risk Assessments)
 - b. The provision, testing and maintenance of fire alarm system, firefighting equipment, emergency lighting system, fire doors and any other protection measures required.
 - c. Reviewing, updating and testing the Emergency Evacuation procedures.
 - d. Maintaining documents and records
- Information and training to staff relevant to their roles and responsibilities in relation to fire.

Monitoring and Review of Policy

The Policy will be reviewed by AspireOne Care Ltd every two years or more frequently if necessary. The review and suggested amendments will be initiated by Responsible Person and submitted to the Directors for ratification purposes.

Date: 13/2/2023

Fire Risk Assessment (FRA)

Management will comply with their duties under Article 9 of the FSO by carrying out FRA's if necessary, they will employ a competent person to assist them with their duties as per Article 18 of the FSO

A fire risk assessment will be completed for each site. The FRA will be reviewed annually or when there is a major change in circumstance to the premises, a hard copy of the FRA will be held on site in the Fire Safety folder.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment predominantly considers life safety and not property protection.

The assessment will provide details of any significant or non-compliant findings these are items that are likely to present a risk to persons on the premises and will specify: what the problem is, what (if any) existing control measures are in place and what additional measures should be instigated. All findings will be prioritised and a timescale for action will be given. The company will use this document as a way of prioritising any required works.

Ultimately the Responsible Person is responsible for ensuring that all findings requiring action that are detailed in the FRA receive appropriate attention.

Testing and Maintenance

Fire Alarm and Detection

The level of coverage will be assessed during the FRA and equipment will be serviced in accordance with the relevant British Standard (BS5839 Pt 1 or Pt 6 depending on the type of system installed). The system will be subject to in house functionality testing weekly and periodic testing by a competent person on at least an annual basis.

Emergency Lighting

The level of emergency lighting will be assessed during the FRA and the equipment will be serviced in accordance with the relevant British Standard (BS 5266 Pt 8). The system will be subject to visual inspection on a fortnightly basis, tested for functionality by Staff on a monthly basis and will be subject to a full discharge test by a competent person on an annual basis.

Portable Fire Fighting Equipment

The level of portable firefighting equipment will be assessed during the FRA and the equipment will be serviced annually in accordance with the manufacturer's instructions or the relevant British Standard (BS 5306 Pt 3). Equipment will be visually inspected by staff on a fortnightly basis and will be subject to servicing by a competent person on an annual basis

Fire Doors

The number of fire doors provided, and the condition of the doors will be assessed during the FRA in addition to this the fire doors will be inspected and repaired or replaced as necessary on a quarterly basis in accordance with relevant British standards by a competent carpenter (BS8214)

Records of all tests will be maintained on the 'Clearcare' system along with a record kept on site for inspection by company management, fire risk assessors and enforcement officers.

PAT testing

PAT testing is an examination of electrical appliances and equipment to ensure they are safe to use.

This will be carried out annually by a competent person who will provide the home with a safety certificate once all appliances have been checked and passed once deemed safe to use. A list of items checked will also be readily available for record keeping.

New electrical equipment will not require PAT testing however, it is advised that these are visually checked by the staff as part of the health and safety checks in the home.

Mobile Phone Chargers

Staff personal phone chargers are not allowed in the home to charge phones unless PAT tested as safe. Staff need to ensure their phones are sufficiently charged prior to commencing their shift.

It is recommended that personal phones, tablets and laptops should not be charged overnight as a precautionary measure. The home has 2 power banks available for the safe use of charging mobile phones.

Training

All staff and YP's will be given induction training when commencing employment or moving into one of the company houses; this will take place on their first day and will include:

- Action to take on discovering a fire or hearing the alarm
- Location of exits
- Assembly points

A fire drill will also be carried out as soon as reasonably practical

Staff will receive ongoing fire awareness training on an annual basis, this will alternate between face to face and online training and will cover subjects such as:

- Chemistry of fire
- Common causes of fire
- Fire protection measures in buildings
- Firefighting equipment theory training
- The fire procedures in place

Additional training required for staff members will be decided through supervisions and appraisals.

Staff will receive a certificate to show the attendance of course. These will be copied by the management team and kept on record. Records will be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.

Responsibilities

The Director(s) (Ultimate Responsible Person), will:

- Ensure that this Policy and/or any procedures that complement this Policy are in place, properly implemented and reviewed
- Ensure that day to day Responsible Persons are appointed for the premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties
- Ensure that arrangements are in place for the completion of the FRA, including, where appropriate, technical surveys in respect of fire protection
- Ensure that fire, security, and health and safety arrangements at the premises are complementary to each other

Registered Managers/Deputy Managers (Day to Day Responsible Person), will:

- Ensure that the FRA is reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises, or following an incident involving fire
- Ensure that a copy of the current FRA for their premises is readily accessible and that any non-compliances are either addressed or brought to the attention of the Director(s) (Ultimate Responsible Person)
- Ensure that an effective written Fire Emergency Plan (FEP) is in place to ensure that in a fire situation all relevant persons, whether employees YP's or visitors, can safely evacuate/be evacuated from the premises.
- Ensure the Personal Emergency Evacuation Plans (PEEPs) are in place as necessary. (The FEP must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation)
- Ensure the FEP is issued to all employees YP's and communicated to visitors to inform them what to do in the event of fire
- Ensure that employees and YP's are appropriately trained in fire safety procedures
- Ensure that contracts are in place for the testing and maintenance of fire alarm and detection systems, emergency lighting and fire extinguishers and fire doors
- Ensure that specific activities such as hot working are appropriately managed
- Ensure that the premises fire safety folder is maintained up to date

Employees, will:

- Co-operate with the day to day Responsible Person regarding fire safety matters
- Be familiar with the FEP and know how to promptly evacuate the premises, in accordance with the FEP
- Participate in fire training and fire evacuation drills in line with company requirements

- Carry out internal inspection and testing of fire alarm and detection systems, emergency lighting and fire extinguishers and fire doors in line with company requirements and record outcomes in the premises fire safety folder
- Report to the day to day Responsible Person any concerns about fire safety
- Ensure escape routes are always available, that staircase enclosures are maintained as sterile environments (free from storage) and that fire doors are not compromised
- Comply with the no smoking legislation and smoking restrictions at the premises
- Ensure that

Contractors

Any contractors carrying out repairs within premises must provide company management with a method statement stating how the work is to be safely completed. **This must include a section on fire safety.**

Any contractor on site who will carry out "hot work" (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire. All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment. (All firefighting equipment brought onto company premises must have been serviced in accordance with manufacturer's recommendations or BS5306 Pt 3:).

When the contractors have set up to work, the Manager or Deputy Manager must carry out an inspection and satisfy themselves that they are working safely and to their risk assessment/method statement and should stop any contractor from working in or on the premises where they feel there is an unacceptable risk to any relevant persons on the premises.