



# Breakaway

## Fire Safety Policy

<b>Policy Owner:</b>	<b>Ranbir Sidhu</b> (Registered Manager)
<b>Version:</b>	1:2
<b>Date:</b>	Mar 2023
<b>Review Date:</b>	Mar 2024

### Policy Summary:

Regulation 12, 25 of the Children's Homes Regulations 2015 including the Quality Standards



A hands-on approach to help children in Slough be  
..... Safe, Secure and Successful

## **Introduction**

The policy will be reviewed every year or earlier in response to a change to the operation within Breakaway or changes to legislation.

## **CONTENTS OF THIS POLICY**

1. Responsible person
2. Description of the company and operations that are undertaken.
3. Statement of Intent
4. Fire Safety Procedures
5. Useful Contact Numbers
6. Fire Person Contacts
7. Copies of the most recent Fire Risk Assessment, Evacuation Procedure, PEEP's

### **1. RESPONSIBLE PERSON**

The overall responsibility for Fire Safety at Breakaway rests with the Manager who will,

- Lead on the process of Fire Risk Assessment reviews and policy reviews for Breakaway.
- Ensure regular checks on all equipment as detailed in section 4 will occur and keep records on those checks / inspections
- Ensure that all necessary paperwork is completed accurately.
- Review any new legislation and assess the implications for SCF.
- Review this policy document annually.
- Ensure that procedures are followed.
- Liaise with the Royal Berkshire Fire Service when necessary.
- Consult with other key people who use the building on all these matters.

### **2. DESCRIPTION OF BREAKAWAY OPERATIONS**

A full description of the operational side of Breakaway is contained in the Statement of Purpose and fire risk assessment.

### **3. STATEMENT OF INTENT**

It is the policy of Breakaway Management to provide conditions which are as safe from fire risk as reasonably practical.

To achieve this requires the continuing commitment of the **management** to monitoring, reviewing of documentation, policies and practice, and to ongoing training, and the co-operation of each member of staff in keeping alert to possible dangers and communicating concerns and observations.

### **4. PROCEDURES IN PLACE**

#### **A. FIRE RISK ASSESSMENT**

A Fire Risk Assessment document will be reviewed annually. If the nature of activities that take place in or around the building changes in any significant manner then a new assessment will need to be carried out at this stage, otherwise its annually.

The site Fire audits are also done regularly via building management team (SBC).

It is the Manager's responsibility, along with relevant supporting SCF's departments, to ensure that control measures are implemented and monitored regularly.

## **B. BOILER SERVICING**

The boiler is serviced regularly with whom Slough Children First via Slough Borough Council has a contract with. A record of the service date and any relevant information is kept in the Health and Safety File and also with building management.

## **C. FIRE EXTINGUISHERS AND BLANKETS**

Slough Children First via Slough Borough Council has a contract in place with Building Management to service the fire extinguishers and blankets annually. A record of the inspection is kept in the Fire File.

## **D. FIRE ALARM SYSTEM & FIRE SUPPRESSION SYSTEM**

Slough Children First via Slough Borough Council has a contract in place with North/ Building Management to service the fire alarm system and fire suppression system (sprinkler system) every 3 months. A record of the service, test and maintenance is kept in the Fire Precautions Log Book which is kept at the front of the Fire File in main office.

The AM Shift Leader will be responsible for checking the Alarm Panel on a daily basis to ensure there are no faults and it is in the correct operation mode.

## **E. BREAK GLASS / BELL TEST**

The fire alarm bell is tested every week, usually by the shift leader or if not a designated person by the shift leader and a record kept of the result in the Fire Precautions Log Book which is kept in the main office.

Any faults detected are reported to Building Management, via CAFM immediately.

## **F. FIRE DETECTION/ CO alarms**

Smoke and heat detectors are serviced annually by North/ Building Management, contract held with Slough Children First via Slough Borough Council. Records are maintained and are located in the Fire Book folder in the main office. CO alarms are located in laundry room to detect any ventilation issues. Recently, CO2 monitors have been installed in staff office and both A and B side communal areas for extra vigilance.

## **G. EMERGENCY LIGHTING**

The emergency lighting is tested every month by building management and a record kept of the result. This is recorded in the Fire Log Book which is kept in the main office.

Building Management service the emergency lighting system once a month and drain test once a year. A record of the service is kept in the Fire File in the main office. Building Management are responsible for the 6 monthly 1 hour tests and annual 3 hour test as part of their routine service.

## **H. EVACUATION PRACTICE**

A fire drill/evacuation practice is carried out every month and the time taken to evacuate the building/assemble is recorded. This also include regular night time drills. The efficiency of the procedure is discussed after the practice with the people involved in the practice and management; any amendments deemed as being required will be made. A record of the evacuation is kept in the Fire File. The alarm sounds as a continuous bell and it is not linked to the fire brigade service. Fire Person 1 is responsible for calling 999.

If there is a fire in adjacent properties – Number 1 or 3, then all children and staff in Breakaway at the time are to be sent home.

## **I. FINAL EXIT DOORS**

When the building is unoccupied the final fire exit doors, once pulled shut, automatically secure. All fire exits routes and final exit doors are not to be blocked with items and the Manager will enforce good housekeeping practices i.e. at the start

of each day the shift leader is responsible for ensuring that all fire exits are clear of obstructions.

**The shift leaders will walk the route on a daily basis at handover**

#### **J. SMOKING**

Breakaway operates a no smoking policy in the grounds of Breakaway.

#### **K. SITE MAP**

A copy of the building plan, highlighting the zones, sprinkler system, inflammable item storage, etc is at the back of the Fire Log Book which is taken out during an evacuation to provide to the Fire Brigade. The visitor's book will also be taken outside during an evacuation to assist/ ensure all people have vacated the building. The site map also shows the location of equipment/items mentioned in this Policy - location of smoke detectors, fire fighting equipment, emergency lighting, essential structural features such as the layout, doorways and walls etc.

#### **L. TRAINING**

Training needs will be undertaken on induction and every year thereafter as part of the Fire Risk Assessment review. Every effort will be made to ensure that staff are trained so that a safe working environment is maintained. Fire Safety Awareness is a mandatory 3 yearly course and in between staff are required to undertake e-learning Fire Safety and there will be periodic training for staff specifically on Breakaway's Policy and Procedure.

Records will include:

- Dates of training
- Name of person / company providing training
- Any specialist provisions
- Description of the training - whether it was face to face or e-learning -
- Names of those that attended the training

The SCF operates a 'get out' policy and staff are not encouraged to fight fires unless there is a fire blocking their escape route. However, staff have been trained in the use of extinguishers / fire blankets.

#### **M. Personal Emergency Evacuation Plans (PEEP)**

Personal emergency evacuation plans (Day and Night Time) (template is located at the end of this policy) are completed for all children to assist staff to support them during evacuation. Staff with mobility issues also have PEEPs completed with them and are held in their personal files.

#### **N. COMMUNICATION AND AWARENESS**

It is vital that fire safety issues are given high profile and all staff are aware of, and vigilant for, possible hazards. This will be achieved by the publication of revised policy documents, revised Risk Assessment, Inspections and consultation with staff on these processes. Copies of these documents will be circulated. Fire Safety will also be discussed at staff meetings.

Staff must not wait until the formal review process to bring issues to the attention of the Management, they must be raised immediately.

Children are informed of the fire procedure during Children's Meetings. Visitors are shown where the fire exits are should the alarm sound. They are required to sign in and out in the Visitor's Book and this is taken out should the alarm sound to check that all people are accounted for.

Children with O2 or breathing apparatus which is flammable are signed in/ out in the fire log book along with the apparatus.

## O. INDUCTION

The Policies and Procedures folder includes all fire safety policies, procedures and records. It is felt that the best form of fire safety induction for new staff is to read this in full. This should be one of the first activities undertaken when a new employee joins Breakaway. All agency staff are inducted by sounding the fire alarm. This mentioned in their induction sheet as well.

### 5. List of Useful Telephone Numbers

Team Leader/s on call: Andrea John	07395283131
Manager: Ranbir Sidhu	07703888867
Responsible Individual: Saima Arif	07511048472
Fire Brigade (Emergency Service)	999

### 6. Fire Person contacts

<b>Slough Safety Inspector officer</b>	<b>Jennifer Roake</b> <a href="mailto:roakej@RBFRS.co.uk">roakej@RBFRS.co.uk</a>  <b>Maidenhead Fire Station   Bridge Road, Maidenhead  Berkshire   SL6 8PG</b> <b>Phone: 07786143431</b> <b>Email: <a href="mailto:easthubfiresafety@RBFRS.co.uk">easthubfiresafety@RBFRS.co.uk</a></b>  <b>Website: <a href="http://www.rbfrs.co.uk">www.rbfrs.co.uk</a></b>	<b>07786143431</b>
<b>NORTH FIRE SERVICE (Via Building Management – SBC)</b>	<b>Building Management, Slough Borough Council, Observatory House, 25 Windsor Road, Slough,</b> <b>Tel: <a href="tel:01753875908">01753 875908</a></b> <b>Website: <a href="http://sbccafm.slough.gov.uk/">http://sbccafm.slough.gov.uk/</a></b>  <b>Email: <a href="mailto:BuildingManagementService@slough.gov.uk">BuildingManagementService@slough.gov.uk</a></b>  <b>Emergency number: <a href="tel:07936600974">07936 600974</a></b>	<b>Monday to Friday Call Facilities/ Building Management 01753 875908</b>  <b>Evenings and weekends: Building Management 07936 600974</b>
<b>Health and Safety advisor (advice only)</b>	<b>Shameem Din</b>  <b>Health and safety Advisor</b>  <b><a href="tel:01753875046">Tel:01753-875046</a></b>  <b><a href="mailto:Shameem.din@slough.gov.uk">Shameem.din@slough.gov.uk</a></b>	<b>Any issues that require urgent attention must be directed to SBC</b>

7. Copies of the most recent Fire Risk Assessment, Evacuation Procedure, PEEP's, Floor Map attached