

POLICY TITLE:	Fire Safety
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Applies to:	All Aspris Services
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Policy Owner:	Paul Collin Health and Safety Manager
Ratified by:	Paul Collin Aspris Health and Safety Manager
Responsible Signatory:	Jane Stone Director of Governance and Risk
Outcome:	<p>This policy:</p> <ul style="list-style-type: none"> • Aims to ensure arrangements are implemented to enable fire safety risks at Aspris premises to be assessed, and to identify adequate physical and procedural controls, including staff training, which must be put in place. • Aims to ensure that a review of fire safety standards will be undertaken prior to or upon acquisition, in order to establish necessary remedial actions for premises which are to be acquired. • Ensures that all premises which are workplaces will be provided with a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 or Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006
Cross Reference:	<p>AH&S09 Control of Contractors AH&S17 Hazardous Substances AH&S66 Liaising with Health, Safety & Fire Enforcement Authorities AH&S67 Buildings and Maintenance AHR13 Probation AOP04 Incident Management, Reporting and Investigation</p>
EQUALITY AND DIVERSITY STATEMENT	
<p>Aspris is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.</p>	

This policy cover all parts of Aspris Services – The Care and Education Divisions; Central services and our Fostering service. For the Fostering service and the 2 operational divisions, there are local procedures that relate to some of these policies, where necessary.

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email AsprisGovernanceHelpdesk@Aspris.com.

FIRE SAFETY

1 POLICY STATEMENT

- 1.1 It is Aspris policy to ensure that fire safety risks at all its premises are assessed, managed and reduced to as far as reasonably practicable.
- 1.2 Aspris operates from a range of premises including residential children's homes, schools, colleges and offices. Fire safety in some these premises is of increased priority due to the vulnerable nature of some of the children and young people we support.
- 1.3 A key aspect of safeguarding property and the safety of colleagues, children/young people and visitors in the event of fire is ensuring suitable fire prevention measures are in place. This will consist of a variety of strategies including; fire risk assessment, physical precautions to restrict the spread of fire, alarm and detection systems, colleague training, emergency planning and preparedness, safe systems of work etc.
- 1.4 Registered Managers/Head Teachers have a legal responsibility to implement and maintain the fire safety measures identified by the fire risk assessment to keep children and young people, colleagues, and visitors safe.

2 ROLES AND RESPONSIBILITIES

- 2.1 **Director of Risk and Governance** is delegated the responsibility by the Aspris Chief Executive Officer to ensure there is a programme of fire safety risk assessments which review fire risks, fire procedures and physical fire precautions at all Aspris premises, and the periodic review of such assessments. For premises which are to be acquired, a review of fire safety standards will be undertaken prior to or following acquisition (where access cannot be achieved) to establish any necessary improvements.
 - 2.1.1 **Fire Risk Assessor.** The programme of fire risk assessments is undertaken by an appointed competent external provider (hereafter referred to as the external fire risk assessor) appointed by Aspris.
- 2.2 **Registered Managers/Head Teacher and Service/Office Managers ('Responsible Managers')** are responsible for;
 - ensuring that actions arising from fire risk assessments are effectively implemented and maintained in accordance with this policy. The responsibility for correcting deficiencies lies with the Responsible Manager by utilising either local maintenance colleagues, contacting the Aspris Helpdesk to report minor faults/repairs or by contacting the Regional Property Manager for advice and assistance when required.
 - ensuring that all relevant persons including colleagues are made aware of the contents of the fire risk assessment.
 - ensuring that local fire risks associated with the care of children and young people are included in local risk assessments and care plans and consider any evacuation requirements (PEEPs) and individual fire risk assessments.
 - ensuring deficiencies in the management of fire risks (local maintenance checks, training, PEEPs, etc.) at the location for which they are responsible are suitably addressed and outstanding risks are added to the service risk register where necessary.
 - ensuring that the Health and Safety Team (HealthandSafety@aspris.com) is alerted to any local changes that would require a review of the fire risk assessment or new fire risk assessment.
- 2.3 **Estates Team** are responsible for arranging a fire risk assessment when a service is acquired, newly constructed and following any refurbishment that results in changes to the layout or use of the building. They are responsible for ensuring that services have the

appropriate fire safety equipment available and such equipment is serviced and inspected at appropriate intervals via Aspris's retained maintenance management company. See **Appendix 1 & 2**.

- 2.4 **Health & Safety Team** are responsible for advising services, or obtaining advice from the external fire risk assessor, on matters of fire safety and where fire safety issues are identified during H&S audits and inspections, reporting the findings to the relevant persons. Additionally, the team is responsible for organising the rolling programme of formal fire risk assessments at all Aspris services. These cases will be identified by the Aspris H&S Team and/or divisional management and/or the Estates Department. See **Appendix 1 & 2**.
- 2.5 **Aspris People Team and Learning & Development Team** are responsible for providing Aspris Learning Lounge 'Fire Safety' Modules for all colleagues and for ensuring that 'Fire Marshal' training is available and that training providers are sufficiently competent to carry out this training. Additionally, the team must provide suitable and sufficient support to services in obtaining the appropriate Fire Safety training.
- 2.6 **Local AH&S Coordinators and AH&S Leads** (where appointed) are responsible for advising colleagues (within their scope of knowledge) or obtaining advice from the Aspris H&S Team as appropriate.
- 2.7 **Fire Marshals** are responsible for taking a lead role during a fire drill or evacuation to ensure the safety of other colleagues, visitors and children and young people.
- 2.8 **Others** – Where there are joint fire safety responsibilities between **Landlord and Tenants**, the responsibility for correcting any fire related deficiencies/non-compliance will be outlined in the lease. Where the landlord holds this responsibility then arrangements must be made through the landlord. Where the leaseholder holds the responsibility then arrangements must be made through Aspris's Helpdesk in the first instance. All have a legal responsibility to liaise to ensure there are adequate fire safety measures.
- 2.9 **All colleagues** are responsible for undertaking training at the appropriate intervals and reporting any deficiencies or concerns regarding fire safety to their Line Manager. All colleagues have a legal responsibility to consider their own and others fire safety. Colleagues that are shown to compromise fire safety in Aspris premises may be subject to disciplinary action.

3 FIRE RISK ASSESSMENT

- 3.1 Fire Risk Assessments are completed in all Aspris services in line with the requirements of Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021) and where appropriate Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.
- 3.1.1 Aspris has in place a rolling programme of Fire Risk Assessments with the aim of an external contractor undertaking the Fire Risk Assessment on behalf of Aspris, every three years. These Fire Risk Assessment will be arranged by the Aspris H&S Team, using approved contractors. See Appendix 1 for Flowchart for additional Fire Risk Assessment Provision.
- 3.1.2 Specific dates may be dependent on the availability senior colleagues at the service and the Fire Risk Assessment contractor. Where known refurbishment work is planned, or there are planned changes to the service in the near future, the Fire Risk Assessment may be deliberately delayed until the planned works have been completed. Where the Fire Risk Assessment is delayed, it may be for a period of up to 12 months. This ensures a sensible and reasonable approach to the management of the Fire Risk Assessment process.
- 3.1.3 The Fire Risk Assessment will include consideration of the following key areas:
(a) Fire procedure in place

- (b) The suitability of fire-fighting equipment and fire detection in place
 - (c) The structure and layout of the premises in terms of evacuation and safety of persons affected, and the provision of fire separation, fire doors, fire exits, fire signage, alarms, fire extinguishers, fire detection systems and emergency lighting
 - (d) The adequacy of escape routes and travel distances
 - (e) Particular considerations relating to the evacuation of vulnerable children and young people and colleague training
 - (f) An overall identification/risk rating for the premises based on observed prevention measures
 - (g) Documentation of 'significant findings' along with specific requirements and guidance to provide additional fire protection/precautions, where necessary, in line with relevant fire safety legislation and Aspris policy
 - (h) The provision of a fire risk assessment report, to be kept on the premises and kept under regular review.
- 3.1.4 The Fire Risk Assessment and Action Plan will be issued by the Aspris H&S Team. There may be a shared responsibility for implementing any required improvements/actions (as listed on the FRA Action Plan), which could include the Responsible Manager, Estates Team and or local maintenance colleagues. Fire Risk Assessment actions must be completed within the identified timescales and be signed and dated on completion by the Responsible Manager.
- 3.1.5 It is the responsibility of the Responsible Manager to ensure that Fire Risk Assessment Action Plans are regularly reviewed and updated.
- 3.2 **Review of Fire Risk Assessments.** It is the responsibility of the Responsible Manager to ensure that an annual review of the 'contractor' Fire Risk Assessment is undertaken. The Fire Risk Assessment must be reviewed annually, on or very near to the anniversary date of the existing Fire Risk Assessment.
- 3.2.1 In certain cases, there may be a requirement more frequent reviews for example:
- a) There are concerns about a service's fire safety arrangements.
 - b) A fire or 'near miss' occurs.
 - c) Any alteration, extension, or demolition of any part of the structure of the building
 - d) Any change in the use of any part of the building.
 - e) In the event of changes in the children and young person group/changes in staffing levels/shift patterns etc.
- 3.2.2 The fire risk assessment review should be documented on **AH&S Form: 58** Annual Review of Fire Risk Assessment. A copy of your annual review should be forwarded to healthandsafety@aspris.com. All actions identified during the annual fire risk assessment review must be completed within a reasonable timescale and be signed and dated on completion by the Responsible Manager.
- 3.2.3 Should any significant fire safety concerns be identified during the annual review or it is determined that the contractor Fire Risk Assessment is no longer valid, the Aspris H&S Team should be informed – healthandsafety@aspris.com.
- 3.3 **Individual Fire Risk Assessment:** It may be necessary to complete an Individual Fire Risk Assessment for children and young people who have a known history of fire setting behaviours or following fire related incidents e.g. smoking in rooms/buildings or accidental/deliberate fire setting. This should be completed using **AH&S Form: 58P** Individual Fire Risk Assessment. Following completion, the document should be stored in the children and young people Care Plan and the contents shared with colleagues. A Register of Individual Fire Risk Assessments should be maintained using **AH&S Form: 58N** and stored with the service Fire Evidence File.
- 3.4 **Working in private accommodation/accommodation not under Aspris control:** Where colleagues conduct their work for short periods in the domestic dwelling of the service

user, there is a requirement for the colleague to carry out a dynamic risk assessment and consider the following:

- (a) Means of escape – can you or others leave the premises and exit to fresh air without using a key?
- (b) Is the exit route clear and not cluttered with combustibles?
- (c) Is there a smoke alarm?

4 STANDARDS OF FIRE PRECAUTIONS REQUIRED IN ASPRIS PREMISES

4.1 Fire precautions in Aspris premises are reviewed as part of a central Fire Risk Assessment programme. The Fire Risk Assessment and Action Plan, identifies any additional precautions required locally.

4.1.2 **Educational Establishments** - For educational establishments the standard of precautions adopted will be in accordance with Approved Document B of the Building Regulations and fire risk assessed in consideration of the HM Government guidance Fire Safety Risk Assessment Educational Premises and in consideration of Building Bulletin 100: Design for Fire Safety in Schools.

4.1.3 **Children's Homes** - For Registered Care/Children's Homes the standard of precautions adopted will be those of Approved Document B of the Building Regulations and fire risk assessed in consideration of the HM Government Guide Fire Safety Risk Assessment in Residential Care Premises.

5 FIRE SAFETY TRAINING

5.1 Fire safety training standards are a mandatory requirement. The overall standard of fire safety training within Aspris is based on a three-part approach including local training/information, e-learning and face-face training.

5.2 **First Day Induction Fire Safety & Familiarisation Briefing** should be carried out on the first day of employment for all colleagues (including temporary and bank colleagues) and recorded accordingly. Please also refer to AHR13 Probation which includes further details of general health and safety induction requirements.

- 5.2.1 It is expected that this training is delivered by a designated colleague, such as a Fire Marshal, and will entail walking around the premises. The objectives of the first day induction programme is to provide essential information on fire prevention measures and action in the event of fire at the premises. Details that should be incorporated into the fire safety induction are:
- (a) Signing in/out procedure if applicable
 - (b) Actions in the event of fire
 - (c) The sound of the alarm, how to raise the alarm and the location of alarm call points
 - (d) The location of escape routes and fire assembly points and the importance of reporting to the assembly point
 - (e) The operation of exit devices
 - (f) Smoking restrictions
 - (g) The importance of good housekeeping and avoiding the accumulation of combustible items
 - (h) The importance of fire doors being kept shut where applicable
 - (i) Use of fire extinguishers (not to be used unless trained or necessary in the event of making an emergency escape)
 - (j) The identity of colleagues who are nominated to carry out specific roles in connection with fire safety (e.g., fire marshals)
 - (k) Arrangement for calling the Fire Service
 - (l) The presence and location of any hazardous substances at the service and essential safety rules if relevant
 - (m) How to stop any machines and isolate power/gas/water as necessary
 - (n) How to report faulty or unsafe equipment
- 5.3 **Visitor and Contractor Fire Safety Briefing** – services should ensure the suitable induction and emergency procedures information is provided for visitors, contractors, and consultants. Please also refer to AH&S09 Control of Contractors which includes further details of general health and safety induction requirements.
- 5.4 **Children and Young Person Engagement** - Relevant fire information also needs to be provided for children and young people when present within or residing at any of Aspris's premises. This may be provided in written form or through briefings, as appropriate. The depth of the information provided to children and young people would be determined by their capabilities and specific care or education considerations.
- 5.5 **Aspris Learning Lounge 'Fire Safety' Module** – This eLearning modules must be completed by all permanent colleagues , regular bank colleagues and consultants, within one month from their start date and refreshed annually.
- 5.5.1 The purpose of the training is to encourage a safety culture whereby all colleagues are aware of fire prevention measures. Aspris Learning Lounge packages are designed to:
- (a) Raise employees' awareness of emergency situations and fire safety issues which could arise whilst at work
 - (b) Explain the individual's responsibilities for action in an emergency situation
 - (c) Provide information about how employees access local emergency procedures
 - (d) Provide general fire safety training and knowledge in support of the induction briefing.
- 5.6 **Fire Marshal Training** - is a more detailed level of training provided by an external, competent training provider and is intended for colleagues who are appointed as Fire Marshals. Fire Marshal training must be provided using a centrally agreed external training provider unless otherwise agreed by the Aspris management team in conjunction with the Director of Risk and Governance. It is also intended for colleagues in circumstances where a higher level of training is required, for example, where the number of colleagues is small in relation to the number of persons on the premises requiring assistance during an emergency, or where there are large numbers of persons requiring assistance to evacuate.

- 5.6.1 Sufficient numbers of colleagues should be trained to Fire Marshal standard, to ensure there are sufficient trained and in-date Fire Marshals on all shifts, including nights, weekends and to cover annual leave and sickness. It is the responsibility of the Responsible Manager to ensure sufficient numbers of colleague are trained to this standard based on the needs of their service, however the following 'minimum' numbers are advised.
- **Residential Services** - a minimum of one colleague that is trained as a Fire Marshal for each shift and for each occupied building.
 - **School and Colleges** - a minimum of five colleagues that are trained as Fire Marshals to ensure that there is always one trained colleague available for fire evacuations.
 - **Central Services/Offices** - should ensure that there is always one trained and in-date Fire Marshall available for fire evacuations.
- 5.6.2 Training for Fire Marshals incorporates all aspects of the training above and includes, as relevant to the premises, the following:
- (a) Details of the fire safety strategy for the premises, an overview of legal requirements, Aspris policies and the importance of fire safety management
 - (b) Awareness of human behaviour in the event of fire and the role of colleagues in evacuating non-employees from the premises
 - (c) The responsibilities and role of fire marshals and others with specific duties in the event of an emergency
 - (d) The common causes of fire in the workplace and actions to take to prevent a fire starting
 - (e) Appropriate information about fire safety measures including detection systems and fire-fighting equipment, along with information on risks associated with practices and processes in the premises
 - (f) When and how to use fire extinguishers, where appliances are located, which appliance to use and how it should be operated and used.
- 5.6.3 It is recommended that refresher training is provided at least every three years. Training must take place within paid working hours and refresher training may be required more frequently if, for example, there are significant changes to the premises or activities or if incidents or drills demonstrate that it is required.
- 5.7 **Evacuation Equipment Training.** Services where colleagues, or children and young people have mobility issues must have suitable equipment available to aid with their evacuation. Colleagues using specialised evacuation equipment should be familiar and practised with any evacuation equipment used at the service, such as albac mats and ski sheets. This can be completed and documented locally during manual handling training sessions and practiced fire drills.
- 5.7.1 Some equipment may require external training, such as the use of evacuation chairs used for moving people down flights of stairs. Records of any external training should be kept.
- 5.7.2 Other equipment is available, and advice should be sought when deciding which equipment is most suited to your establishment. Please discuss any evacuation equipment training requirements with the Learning and Development Team.
- 5.8 **Training Records** - Records of training must be correctly logged in the Aspris Learning Lounge for service compliance and include:
- (a) The date of the instruction
 - (b) Names of people receiving training
 - (c) Nature of the training including content.
- 5.8.1 Training records should be accessible, and a copy kept in the Fire Evidence File.

6 LOCAL FIRE PROCEDURES

- 6.1 Most Aspris premises (unless specified within the Fire Risk Assessment) will operate a 'simultaneous evacuation', meaning that everyone (colleagues, children and young people and visitors) will leave the building on hearing the alarm to an external place of safety, identified by the service as their dedicated 'assembly point'.
- 6.2 The Responsible Manager must produce a suitable local fire procedure for their service. When developing local fire procedures the following should be considered.
- (a) Local Fire Procedures should not include planning for the Fire Service to evacuate children and young people. Their role is primarily to fight the fire and rescue anybody trapped in the fire area
 - (b) Major Incident and Contingency Plans should consider alternative facilities to accommodate children and young people in the event of a major incident and how communication is maintained with the facilities
 - (c) Consideration should be given to how children and young people's notes and information are transferred (and in some cases how controlled drug procedures would apply to children and young people in alternative facilities)
 - (d) Arrangements should be in place to contact colleagues out of hours should they be required in an emergency.
- 6.3 In addition, Local Fire Procedures should include as a minimum:
- (a) The actions colleagues should take if they discover a fire
 - (b) How people will be warned (alarm activation and detection)
 - (c) The children and young people group including reference to PEEP's
 - (d) Calling the Fire Service
 - (e) Full address of the service (including post code and What3Words location)
 - (f) Evacuation procedure (including preferred routes)
 - (g) Fire Assembly Points and location
 - (h) Responsibilities of specific colleagues/job roles
 - (i) Fighting the fire (where it is safe to do so)
 - (j) Liaising with the Fire Service on arrival.

7 PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

- 7.1 **AH&S Form: 70 or 70A (PEEP)** must be completed for all children and young people and colleagues who require any form of assistance to evacuate the building during an emergency. The assistance may be verbal reassurance and prompts, through to physical lifting and moving the person.
- 7.1.1 PEEPs must be completed by a competent person with sufficient knowledge of the person being assessed and include;
- their location within the building and the most appropriate method to evacuate the person,
 - any medical conditions that may affect their evacuation, such as the presence of oxygen, or medication that may make them difficult to rouse or communicate with.
 - the nature of assistance required (number of colleagues required, any specific equipment required e.g., ski sheet, wheelchair, any known successful strategies).
- 7.1.2 **Leaving Children and young people in Rooms** – there are few services within the organisation that can operate a 'stay put' policy. Therefore, **ALL** services must plan how every child and young person will be assisted to exit the building in the event of a fire situation. In some circumstances this may include the requirement for physical intervention, which should be clearly documented on the PEEP.
- 7.1.3 Using hoists to evacuate children and young people will delay the evacuation process and therefore would not be used in a life-threatening situation. Use of moving and handling equipment such as hoists should not be included in the PEEP document.

- 7.1.4 In Care Homes it is advised that ski sheets are fitted on the beds of children and young people that require assistance with mobility. Ski sheets are designed to be fitted under the mattress (specialised ski sheets can be obtained for under air mattresses) and when needed the child or young person can then be strapped to the mattress and carried or dragged by two or more colleagues to a place of safety. Each child or young person should have their own ski sheet where it has been identified as a requirement in their PEEP. Ski sheets can be laundered for infection control purposes.
- 7.1.5 PEEPs should be kept within the children and young people's records and all colleagues made aware of this information. Regular reviews of all PEEPs should be undertaken in accordance with locally agreed procedures and updated to reflect any changes and evacuation requirements. Where appropriate, the person being assessed should be involved with the preparation of the PEEP document including a signature from them or their advocate.
- 7.1.6 **AH&S Form: 78** PEEPs Summary Form must be completed, containing a summary of all PEEPs in place. This information should clearly summarise the individual needs of the children and young people, in a short, easy to read format providing the relevant information only. This should be kept in the Fire Evidence File and easily accessible in the event of an emergency evacuation.
- 7.2 **Grab Bag** – The Fire Risk Assessment may recommend that a 'Grab Bag' is available for use in complex and/or large premises. The purpose of the bag is to provide essential information that could assist colleagues and/or the Fire Service. The bag should be held near to a commonly used exit such so it can be taken by colleagues during an evacuation. The bag may contain items such as:
- (a) Laminated floor plans
 - (b) Abbreviated PEEPs
 - (c) Location of known hazards (oxygen, flammable gasses, cleaning chemicals)
 - (d) Torch
 - (e) Key contact details
 - (f) Survival blankets.
- 7.2.1 The Responsible Manager must ensure the grab bag is maintained and checked on a regular basis and colleagues are aware of its contents.

8 FIRE EVACUATION DRILLS

- 8.1 The frequency of fire evacuation drills should be appropriate to the type of service. The following fire evacuation drills are expected in Aspris premises as a minimum.

Service Type	Frequency*
Education – School's & College's	1 per term
Care/Residential – Children Home's	4 per year (2 day / 2 out of hours) **
Central Services – Offices	2 per year

*Fire drill frequency may need to be increased depending on the success of fire evacuation drills, employment of new colleagues and changes in children or young persons within a service.

** Care. Fire evacuation drills should be completed at different times of the day and evening to ensure both day and night colleagues undertake at least two drills per year.

***Desk top exercises may be undertaken but should not be considered a full fire evacuation drill and should not count towards the expected required number of fire drills stated above. Desk top exercises may be documented on AH&S Form: 58B.

- 8.2 Fire Evacuation Drills must be recorded on **AH&S Form: 58B** Fire Evacuation Record which will include details of who was present, an overview of the effectiveness of the drill and any actions to address shortcomings noted. Any actions noted as necessary should be signed off by the Responsible Manager and completed within a reasonable timescale. Where an

evacuation drill takes place and is deemed unsuccessful then further evacuation drills must take place, within a reasonable time, to ensure that a smooth evacuation can be achieved in the event of an emergency.

- 8.3 Services should maintain a local register of those who have attended drills to provide to regulatory bodies. **AH&S Form 58Q: Fire Drill – Record of Attendance** can be used to record colleague involvement in a Fire Evacuation Drill
- 8.4 Where children and young people can be evacuated without danger, a total evacuation must take place. Where it is inappropriate or unsafe for children and young people to take part in a fire evacuation drill due to their condition, colleagues should be used to create a realistic simulation of a fire situation. This should be clearly documented on AH&S Form 58B.
- 8.5 Fire evacuation drills in premises with more than one exit must be undertaken on the basis that one of the alternative escape routes is blocked.

9 REPORTING

- 9.1 **False Alarms** - Where a false alarm activation has occurred, it must be documented on AH&S Form: 58R False Alarm Record. All false alarm activations must be investigated to determine the cause and appropriate actions taken to prevent reoccurrence. False alarm activations should also be recorded on the Aspris Incident Reporting System.
- 9.2 **Near-miss/Fires** – near misses and actual fires should be reported and investigated in accordance with AOP04 Incident Management, Reporting and Investigation.
- 9.3 **Local Fire Service** - Planned or unannounced visits from the local Fire Authority should be notified to the Aspris Governance Helpdesk by emailing asprigovernancehelpdesk@aspris.com.
- 9.3.1 The Responsible Manager must ensure that all correspondence including any notices, reports, letters or recommendations, are sent to asprigovernancehelpdesk@aspris.com. Please also refer to AH&S66 Liaising with Health, Safety & Fire Enforcement Authorities.

10 FIRE ALARM SYSTEMS

- 10.1 The type of system is dependent on the findings of the fire risk assessment which considers the size of the premises, use, the people using the building and the relevant Government guidance. All fire alarm systems should meet the standards set out in BS5839-1 or BS5839-6, however there may be variations approved by fire safety advisors or competent contractors. Fire alarm systems are serviced at least twice annually by contractors sourced by our approved property helpdesk. Records from these external checks must be kept in the Fire Evidence File.
- 10.2 **Alarm Response Centre (ARC).** An Alarm Response Centre (ARC) is a monitoring station, staffed by people 24 hours a day, 365 days a year. Once a fire alarm activation signal is sent to a monitoring centre, the monitoring team ensure that the Fire Services are contacted to raise the alarm. Some ARC's will attempt to contact a service prior to calling the emergency services to reduce the number of unnecessary callouts however, if they do not receive a response from the service they will contact the emergency services. **For those services that are connected to an ARC it is essential that they do not rely on them for contacting the emergency services and they should continue to call 999 as and when a fire alarm is activated.**
- 10.2.1 Services must ensure that they contact the ARC provider prior to commencing any Fire Evacuation Drill to avoid unnecessary calls to the emergency services. A local Alarm Response Centre (ARC) procedure is required, which should as a minimum include.
- a) fire alarm 'test' procedure.

- b) up to date details of the ARC/monitoring service.
- c) details of colleagues to contact in the event of the alarm going off during 'out of hours'.

10.2.2 If a Fire Risk Assessment recommends the connection to an ARC or a Report is received from a Local Fire Authority Safety Officer recommending connection to an ARC the request should be forwarded to the Estates Property Manager for progress and action.

11 FIRE SAFETY MEASURES

11.1 **Fire Doors** - A Door Register, using **AH&S Form: 58M**, must be compiled recording every door that is part of the fabric of the building, including fire doors and standard doors.

11.1.1 Fire doors must be inspected thoroughly every three months, using **AH&S 58A Fire Door Quarterly Checklist** to ensure they remain compliant. Daily use of fire doors, along with weekly alarm tests should identify any problems in between quarterly checks. Fire door remedial actions should be addressed either by local maintenance colleagues or competent contractors depending on the nature of the repairs required. Any fire door works in which the fire door integrity has been compromised or there is the potential for the integrity to be compromised, should be completed by a competent contractor. If a service is unsure, please discuss this with your Regional Property Manager.

11.1.2 Where there is a ligature risk, automatic closers may only be removed where a risk assessment completed by a suitably competent person shows there is no reasonable alternative and removal has been agreed with the external fire risk assessor and Director of Risk and Governance.

11.2 **Emergency Lighting** - All Aspris premises must be provided with emergency lighting in accordance with BS 5266-1. The emergency lighting must be tested monthly and subject to a discharge test on an annual cycle. The annual discharge test is carried out by contractors arranged through Aspris's approved Maintenance Helpdesk.

11.3 **Door Holders** - Door holders will only be provided on fire doors if they are linked to or designed to release on operation of the fire alarm system and, in relation to corridor doors, smoke detection is provided both in the corridor itself and adjacent rooms. In addition, where door holders are provided in premises, **the doors must be closed at night**.

11.3.1 Where self-closing fire doors are provided on individual CYP rooms, they **must be kept closed at night** unless the premises is provided with sprinkler protection (in England) and the situation has been risk assessed by the fire safety advisors. It is unacceptable for any form of wedging or sound deadening arrangement to be used which prevents the door from closing fully.

11.4 **Call Points** - Call points must be adequately signed to alert people to their location and not be covered up with furniture or curtains. Where call points are key operated to prevent tamper all colleagues on duty must be issued with and carry keys at all times.

12 FIRE EVIDENCE FILE

12.1 A Fire Evidence File must be maintained by every service with all the appropriate contents (see **ASPRIS HUB**) for the **EV FIRE: 01** Fire Evidence File Contents List and **EV FIRE: 01A** Fire Evidence File Forms – Forms Completion Guidance) in a suitable place so that it can be easily collected in an evacuation. The Fire Evidence File will contain all the necessary information required by the Fire and Rescue Services. **This folder must be always kept up to date.**

13 LOCAL FIRE CHECKS COMPLETED BY LOCAL MAINTENANCE COLLEAGUES OR A SUITABLE DELEGATED PERSON

13.1 The most senior person on duty is responsible for delegating these tasks to a suitable competent colleague.

13.2 **Daily Checks – a general walk round to check the following:**

- (a) The fire alarm panel is showing no faults
- (b) All corridors are clear and free from items that would hinder an evacuation
- (c) All designated fire doors are closed and can close if required to do so
- (d) Bin areas are secure, or bins are kept locked with no build-up of debris
- (e) Combustible materials are correctly stored
- (f) Fire extinguishers are correctly located and have not been tampered with
- (g) Call points and fire extinguishers are in view and have not been covered unless agreed they can be hidden for safety reasons such as to prevent tampering.
- (h) Fire signage is in full view throughout the building
- (i) All final exits are clear (both inside and outside) and ready for use
- (j) Sufficient access is available for the emergency services should they be required
- (k) Any new colleagues have been inducted into the local fire procedures.

13.3 The following checks should be completed and recorded locally. Guidance in how to undertake these tasks can be found in **EV FIRE: 01A** Fire Evidence File Forms – Forms Completion Guidance.

Weekly Checks	Monthly Checks	Quarterly Checks
Fire Alarm System Check (AH&S Form: 58E)	Fire Extinguisher Visual Check (AH&S Form: 58G)	Quarterly Fire Door Check (AH&S Form: 58A)
Fire Door Release Check (AH&S Form: 58E)	Monthly Emergency Lighting Check (AH&S Form: 58J)	

13.4 **'As Required' Checks**

- (a) **Portable Appliance Testing (PAT) Visual Check (AH&S Form: 58K)** – All electrical equipment brought onto Aspris premises must be Portable Appliance Tested (PAT) before use. The test is a visual check and the form gives practical guidance on what to look for. Any items that do not pass the visual check must not be used in the service. The owner must be notified (preferably in writing) of any equipment that has failed the test in order to arrange for its removal from the service. All items must be tested within a reasonable time of arrival in the building (24 hours excepting weekend arrivals). It is the responsibility of colleagues supporting the children and young people, or colleagues themselves who have brought electrical equipment to service, to make sure that items are brought to the attention of the relevant person for testing prior to use.
- (b) **Formal Portable Appliance Testing (PAT)/ Electrical Safety Testing** is carried out annually by a competent contractor, ensuring all electrical items tested carry a sticker denoting the date of the test, the date of the next test due, and the identification of the PAT tester. Records of formal PAT testing should be kept in the Fire Evidence File along with the Visual Checks.

14 FABRICS AND FIRE SAFETY

14.1 Aspris will endeavour to furnish services with fabric materials such as curtains and bedding which are designated as fire-retardant i.e. those which have been topically treated with chemicals and which accord with British Standards such as BS5852 and BS5867. Aspris understands however that the flame retardancy of the fabric will dissipate over time, particularly with repeated cleaning.

- 14.2 Aspris also acknowledges that children and young people can exercise choice in their lives and in many cases have a right to furnish their rooms in fabric materials of their own choosing. Where soft furnishings are purchased by individuals, well known shops and suitable online sources must be used to ensure these are sold with a suitable level of fire-retardant protection. Soft furnishings should not be purchased from unknown suppliers or second hand. Labels from externally purchased items should be maintained to evidence the standard of fire retardancy.

15 USE OF PLUG IN AIR FRESHENERS

- 15.1 Plug in air fresheners are not to be used in Aspris premises due to their inherent fire risk. Air fresheners that are battery operated should be purchased as an alternative.

16 LITHIUM BATTERY SAFETY

- 16.1 The increased use of lithium batteries in electronic devices such as e-scooters, e-bikes, CYP electric ride-ons, rechargeable electronic tools etc. are becoming a well-known fire risk. As such, services should ensure that such equipment is not charged during sleeping hours/over night and items are charged in an area with fire detection and compliant fire doors. Under no circumstance should any electrical item be charged on emergency escape routes or stairwells.

17 REFERENCES

- 17.1 **England, Scotland and Wales:**
The Regulatory Reform (Fire Safety) Order 2005
Fire (Scotland) Act 2005
Fire Safety (Scotland) Regulations 2006
Department of Communities and Local Government fire safety guides:
Guide 1 - Offices and Shops
Guide 4 - Residential Care Premises
Guide 5 - Educational Premises

Appendix 1 Flowchart for Fire Risk Assessment Provision

Associated Forms:

- AH&S Form: 58** Annual Review of Fire Risk Assessment
- AH&S Form: 58A** Quarterly Fire Door Checklist
- AH&S Form: 58B** Fire Evacuation Record
- AH&S Form: 58C** Location of Automatic Door Releases
- AH&S Form: 58D** Location of Call Points
- AH&S Form: 58E** Fire Alarm System – Individual Record of Tests - Weekly
- AH&S Form: 58F** Location of Fire Extinguishers
- AH&S Form: 58G** Fire Extinguishers – Record of Inspection – All Extinguishers Checked During the Month
- AH&S Form: 58H** Location of Emergency Lighting
- AH&S Form: 58J** Emergency Lighting System - Monthly Functional Test
- AH&S Form: 58K** Portable Appliance Testing (PAT) Visual Check
- AH&S Form: 58L** Register of Fire Marshals
- AH&S Form: 58M** Service Door Register
- AH&S Form: 58N** Register of Individual Fire Risk Assessments
- AH&S Form: 58P** Individual Fire Risk Assessment
- AH&S Form: 58Q** Fire Drill – Record of Attendance
- AH&S Form: 58R** False Alarm Record
- AH&S Form: 70** Personal Emergency Evacuation Plan (PEEP)
- AH&S Form: 70A** Personal Emergency Evacuation Plan (PEEP) (Colleague)
- AH&S Form: 78** Personal Emergency Evaluation Plan Summary Form
- AEV FIRE: 01** Fire Evidence File Contents List
- AEV FIRE: 01A** Fire Evidence File – Forms Completion Guidance

Requirement for a Fire Risk Assessment (FRA) outside of existing (three yearly) rolling programme

FRA required due to fire safety concerns, fire related incident, annual review findings etc.

H&S Manger to arrange and co-ordinate Fire Risk Assessment with approved FRA contractor.

H&S Manager/H&S Team to distribute of the FRA and the FRA Action Plan upon receipt in accordance with the distribution lists.

FRA no longer valid due to significant premises changes/refurbishment work etc.

Estates Team to arrange and co-ordinate Fire Risk Assessment arranged with approved contractor.

Estates Team to distribute of the FRA and the FRA Action Plan upon receipt in accordance with the distribution lists and healthandsafety@aspris.com



The Responsible Manager will update the FRA Action Plan and keep the Aspris Health & Safety team updated of any issues or progress.

The FRA will be reviewed by the Responsible Manager using AH&S Form 58 Annual Review of Fire Risk Assessment and forwarded to healthandsafety@aspris.com

Appendix 2

New Development/Major Refurbishment (FRA) Provision

Pre-Occupation

- a) **Estates Team** to arrange and co-ordinate Pre-Occupancy Fire Risk Assessment with approved FRA contractor.
- b) **Estates Team** - FRA issued to **Responsible Manager** and healthandsafety@aspris.com



Premises handed over to Aspris control

- a) **Estates** to confirm with **H&S Manager** when the premises will become occupied/under Aspris control.
- b) **H&S Manager** will issue the Responsible Manager with a Post Occupancy Fire Risk Assessment.
- c) **Responsible Manager** will upon completion of this assessment forward it to healthandsafety@aspris.com and **Regional Property Manager**.



H&S Manager to request a comprehensive FRA with an approved fire risk assessor within 12 months of occupation and the premises to fall under 3 year rolling FRA programme.



Upon completion of Fire Risk Assessment (FRA) the Aspris **H&S Manager** will organise the distribution of the FRA and FRA Action Plan in accordance with the distribution lists.



Responsible Manager to update FRA Action Plan and keep the Aspris Health & Safety team updated of any issues or progress.

Responsible Manager to review FRA using AH&S Form 58 Annual Fire Risk Assessment Review.