



KINGSTON HEALTH CENTRE

FIRE SAFETY POLICY

INTRODUCTION

This policy applies to all Primary Health Care Staff, including Community Staff, working at Kingston Health Centre.

POLICY STATEMENT

A Fire Risk Assessment has been carried out in conformance with the Regulatory Reform (Fire Safety) Order 2005 (England & Wales)/ the Fire (Scotland) Act 2005 (Scotland)/ the Fire Precautions (Workplace) Regulations (NI) 2001 (N. Ireland). The Risk Assessment is maintained and updated [*state the frequency of update, e.g. annually*] by the 'Responsible Person' [*name*].

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed. Staff should familiarise themselves with the designated assembly points and all fire exits.

When staff are required to evacuate the premises they will ensure that they:

- DO exit quickly and calmly by the nearest exit route
- DO go directly to open air
- DO close the door behind you
- DO NOT stop to collect personal belongings

PROCEDURE

All staff will be required to record all entries to and exits from, the premises. An "IN/OUT" record will be completed and will be sited in reception.

All members of staff who receive visitors will ensure that the visitors name is included on the record and that the "IN/OUT" boxes are ticked as appropriate. Staff responsible for meetings held on the premises will complete an attendance sheet containing the names of all "guest" attendees, BEFORE THE MEETING COMMENCES. In the event of an evacuation of the building, the responsible member of staff will present this sheet to one of the Fire Marshals on arrival at the assembly point.

ANY PERSON SUSPECTING OR DISCOVERING A FIRE SHOULD:

- Raise the alarm by breaking the glass of the nearest fire alarm call point
- Dial 999 – ask for the Fire Brigade
- If circumstances dictate or if ordered to do so leave the building by the nearest available exit route

ANY PERSON HEARING A CONTINUOUSLY SOUNDING FIRE ALARM MUST:

- Leave the building by the nearest available exit route
- Go directly to the assembly point
- Fire Marshals should ensure that all staff in their area have left the building
- Never re-enter the building until instructed to do by Senior Staff Member or Health & Safety Officer
- Instructions given by the nominated staff (Fire Marshals) must be followed
- Breaches of these procedures will be considered serious and may be dealt with under disciplinary measures
- Nominated Fire Officer or deputy, satisfied the emergency is being managed within the building, will go to the assembly point and liaise with Fire Marshals

When fire brigade arrive the Nominated Fire Officer or deputy will make him / herself known to the fire officer in charge and pass on relevant information.

EVACUATION PROCEDURES FOR DISABLED PERSON(S) WHEELCHAIR USERS

On hearing the fire alarm the Fire Marshal within that area will ensure that the wheelchair patients evacuate the building by the nearest available exit and proceed to the assembly point. Where a clinician is involved with the patient at the time of the alarm they will assist in the evacuation in normal circumstances.

DEAF/HEARING IMPAIRED PERSON/PATIENTS

Visual signs are situated throughout the building. Deaf or hearing impaired persons are encouraged to advise colleagues if they are likely to be working in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised.

BLIND/VISUALLY IMPAIRED PERSON/PATIENTS

Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

EVACUATION DRILLS

In accordance with fire safety legislation, Christine Whitehead will carry out fire evacuation drills from time to time. These drills will monitor the effectiveness of local evacuation procedures.

TRAINING INSTRUCTION & INFORMATION

All new employees shall be given local fire safety induction training. This will include identification of escape routes, location of fire extinguishers, call points to show where assembly points are located as well as any local hazards they need to be made aware of.

LIST OF OFFICIALS

Nominated Fire Officer:	Caroline Hodder
Nominated Deputy Fire Officer:	Christine Whitehead
Nominated Fire Marshals:	All Clinicians

DUTIES OF THE NOMINATED FIRE OFFICER OR DEPUTY

The Nominated Fire Officer or deputy will confirm with switchboard operator that the fire brigade has been called. The Nominated Fire Officer or deputy will proceed to the assembly point. On meeting the Fire Marshals it will be determined if all staff have been accounted for. On the arrival of the fire brigade the Nominated Fire Officer or deputy will make him/herself known to the fire officer in charge, and pass on any relevant information such as if any staff are not accounted for.

DUTIES OF FIRE MARSHALL

Standard Duties:

- Ensure safe systems of work are in place with regard to fire safety
- Check that the fire fighting equipment is maintained and in position
- Monitor that the fire alarm is tested on a regular basis
- Report any defects that may compromise fire safety
- Report any obstructions to fire doors or fire escape routes
- Ensure that new members of staff are made aware of the fire procedures, means and direction of evacuation and location and operation of fire exit doors
- Report any defects to the Practice Manager

During an Emergency:

- Ensure that the alarm has been sounded
- If possible locate the person raising the alarm and determine the extent of the fire
- Ensure that all staff in your immediate area are aware of the emergency
- Ensure that all staff leave the building immediately and in an orderly fashion
- Ensure that the doors are closed as staff leave the building
- Ensure that no persons remain in the building
- Ensure that disabled persons or those with mobility / sensory problems are assisted to evacuate the building
- Collect "IN/OUT" tick lists on way out of building and at Assembly Point, receive attendance sheets detailing attendees at meetings, if appropriate

- Ensure that no persons enter the building during the emergency procedure
- At the assembly point to make a roll call using the “IN/OUT” lists and meeting attendance sheets to determine that all staff are accounted for
- When the Nominated Fire Officer or deputy arrives, pass on all relevant information

PROCEDURE FOR SWITCHBOARD OPERATOR

- Ring 999 to inform Fire Brigade.
- Contact Nominated Fire Officer or deputy pass on all relevant information, confirm that fire brigade has been called and leave the building.