# HS 01 Fire Safety

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| Procedure Number | HS 01 |
| Purpose of Document | To ensure that the correct preparation, procedure & outcome are achieved by implementing a consistent and systematic approach to the procedure of mouth care. |
| Target Audience | All Nurses & appropriately trained carers |
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| Next Review Date | September 2024 |
| About Acacium Group | Details of all Acacium Group trading companies that this policy applies to are detailed within Appendix A |

| Document History | | | |
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| Version | Date | Changes made/comments | By whom |
| V1 | Dec 2016 | Implementation of document history page | KNF/SJ |
| V1.1 | Feb 2018 | Annual review | KMS/SJ |
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# Acacium Group Standard Operating Procedure

1. Introduction

The purpose of this document is to outline the minimum requirements pertaining to fire safety and fire prevention in the community and ensure compliance with fire safety requirements, fire safety management, fire regulations and to clarify ongoing roles and responsibilities for all concerned.

The introduction of The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public, take responsibility for all people, including disabled people evacuating buildings safely.

In the United Kingdom the Fire Service was subject to the Fire Services Act 1947 and in 2004 it was replaced in England and Wales by the Fire and Rescue Services Act 2004 – Chapter 21. However, fire safety was covered by about seventy pieces of fire safety legislation the principal ones being the Fire Precautions Act 1961 and the Fire Precautions (Workplace) Regulations 1997/1999. It was decided the legislation needed to be to rationalised and simplified in England and Wales. This was achieved by using the Regulatory Reform Act 2001 to create a new order and this new order is the Regulatory Reform (Fire Safety) Order 2005.

In Scotland this was rejected, and separate fire service and fire safety legislation was introduced. It was achieved by introducing the Fire (Scotland) Act 2005 which created The Fire Safety (Scotland) Regulations 2006 plus a number of other relevant fire safety documents, more information is available at the Scottish Fire Law website.

In Northern Ireland it is similar to Scotland and the Fire And Rescue Services (Northern Ireland) Order 2006 was introduced which created the Fire Safety Regulations (Northern Ireland) 2010 more information can be found at Northern Ireland Fire & Rescue Service.

The new risk-assessment based regime requires Acacium Group to take action to prevent fires and protect against death and injury for their employees and relevant persons, should a fire occur.

2. Aim

Acacium Group is committed to providing and maintaining a safe and healthy work place and aims to provide suitable resources, information, training and supervision on health and safety to its work force and clients.

The aim of this SOP is to ensure that all members of staff are trained and aware of Fire Safety, Fire Prevention. Fire Management and Evacuation Procedures to follow in the unlikely event of a fire, to ensure the safety of both the client and our care workers.

3. Frequency

All client homes/residencies should have a Fire Risk Assessment completed as part of their care package with Acacium Group.

This will be completed by a competent person, signed and dated by the person completing the form. This should be accessible to all staff working within a Clients home.

Certain complex needs clients may need a more detailed plan of action for evacuation and the Fire Brigade are available to assist Acacium Group with this if required.

If there are any changes to the Clients home that may affect this assessment, staff should contact their local office immediately and make them aware so that the Risk Assessment can be reviewed and updated if necessary.
Fire Prevention is ongoing, and it is part of our duty of care, to ensure that all measures are implemented, adhered to and relevant safety checks carried out as set out in the SOP.

4. Client Involvement

Whenever possible the client and/or family members should be involved in the client's safety and assist with any assessments deemed necessary to comply with Fire Safety regulations. The evacuation procedure will be different for each client dependant on the environment and the level of care required i.e.: ventilated clients, immobile, complex needs. Please refer to the section on evacuation procedures contained within this SOP for detailed instruction on what to do in the event of a fire that requires evacuation.

5. Client information

Within each client's home:

- A Fire Risk Assessment is undertaken of all areas
- For complex clients, the fire brigade can assist in performing an individual risk assessment in the client's home
- The Fire Risk Assessment is undertaken by someone who is competent to do so
- The findings of the Fire Risk Assessment are reported to the Business Manager
- Action required to remove or control the risks is the responsibility of the line manager/appropriate other, they are also responsible for ensuring the action required is implemented
- The line manager/appropriate other will check that the implemented actions have removed or reduced the risks and discussed this and agreed with the client or their representative
- The Fire Risk Assessment is reviewed at least annually unless there are significant changes prior to that date

Moving and Handling Risk Assessment should be completed for each client for workers to follow.

6. Responsibilities

It is the responsibility of the line manager/appropriate other to ensure all workers are aware of the procedure to follow in the event of a fire.

7. Equipment

If fire equipment is available these must be serviced and maintained as per the manufacturer's instructions and guidelines. These should only be used if the care worker is deemed competent and trained to do so.

Fire extinguishers are required to be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably, they shall be located along normal paths of travel, including exits from areas. Fire extinguishers must not be obstructed or obscured from view. In large rooms, and in certain locations where visual obstructions cannot be completely avoided, means shall be provided to indicate the extinguisher location.

Please see image below of some of the extinguishers/evacuation aids sometimes available and in client's homes, and their uses:

8. Types of Fires and Fire Extinguishers

- Excluding fire blankets, there are four different types of fire extinguishers in common use. Think carefully before tackling even the smallest of fires. Remember - safety first!


- Water removes the heat from the fire triangle and is ideal for class A flammable solids, like wood, paper and fabrics. Beware, it conducts electricity and is dangerous to use on flammable liquids like petrol or solvents.


- AFFF is a great multipurpose extinguisher ideal for class A flammable solids and especially effective on class B flammable liquid fires. It works by

forming a special film layer over the top of burning liquid, removing the oxygen from the fire triangle and smothers the flames.

- Dry powder works by removing the oxygen from the fire triangle and is safe to use on all common types of fires, including electrical. They can leave a lot of mess though, so are not ideal for us in confined areas.

- Carbon Dioxide, or CO2 gas, is great because it's totally clean and leaves no mess at all. It works by removing the oxygen from the fire and is suitable for class B, flammable liquid and electrical fires.

- Wet Chemical is a special extinguisher is designed specifically for fires involving deep fat fryers.


- Evacuation Chairs - An escape chair or evacuation chair is a device manufactured for the smooth descent of stairways in the event of an emergency. The single-user operation device does not require heavy lifting to evacuate a person.

- Evacuation Sheets - These sheets are designed to be attached to the underside of the client's mattress at all times so when an evacuation is necessary the client can be moved quickly, being lowered onto the floor and moved to safety. The silicone coating on the bottom of the sheet enables quick, controlled and accurate manoeuvrability.

## 9. Evacuation Procedure

- A fire emergency evacuation plan (FEEP) is a written document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade.
- A personal emergency evacuation plan (PEEP) - Planning for the emergency evacuation of anyone who may need assistance in an emergency. In addition to disabled people this includes children, the elderly or frail and anyone with a temporary condition which might hinder their escape. This is not just about the disabled – PEEPs are for anyone who will need help during an evacuation.
- The Disability Discrimination Act 1995 (DDA) underpins the current fire safety legislation in England and Wales – the Regulatory Reform (Fire Safety) Order 2005 – by requiring that organisations providing services to the public take responsibility for ensuring that all people, including disabled people, can leave a building safely in the event of a fire.
- It should also be remembered that what a disabled person is prepared to do in exceptional circumstances may differ significantly from what they can reasonably manage in their everyday activities.
- Generally, disabled people are no different from anyone else in that they prefer to be in control of their own escape. The DDA (Disability Discriminations Act 1995) requires that adaptations may be made to physical features of buildings/homes to enable them to be used more easily by disabled people.
- Clients without capacity should be assisted with evacuation to ensure their safety.
- The preferred options for escape of people with mobility impairments are by horizontal evacuation to outside the building, horizontal evacuation arriving at a place of ultimate safety outside the building. This is the preferable option for disabled clients. Many people will be able to manage stairs and to walk longer distances, especially if short rest periods are built into the escape procedure. A possible facilitating measure may be the provision of suitable handrails. Information regarding the position of the fire is also useful so that there are no false starts or the necessity to change direction during the escape.
- Wheelchair users are considered high risk in terms of escape. However, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape. It is essential that the disabled client is asked relevant questions tactfully and in a way that produces the best escape plan.

- Electric wheelchairs will be very difficult to move outside a building in an emergency situation due to their weight and size therefore sometimes this will be impractical. They will need to leave their chair in the home if there is no suitable lift to facilitate their escape. This will mean that some other method of carrying them down the stairs will be required. This may be a piece of equipment such as an evacuation chair.

10. PEEP – Personal Emergency Evacuation Plan

Click here to access PEEP Assessment

| | Action | Rationale |
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| 1. | If a fire is detected alert the emergency services immediately for assistance and raise the alarm | The Fire Brigade will be notified of the fire and its location and attend as soon as possible |
| | Alert other family members or people in the house | To ensure the safety of everyone in the household and to account for each person when the fire department arrive to ensure the building is empty |
| 2. | Assess the type, size and location of the fire if safe to do so | If firefighting equipment is available, this can be used by a competent person with relevant fire safety experience/training as a first response in attempting to deal/contain the fire |
| 3. | Assess the risk and evacuate if necessary, via the safest route already identified in the escape plan/risk assessment | To keep the client/family members and the worker safe and free from harm |
| 4. | Crawl on the floor if there is smoke | The air is cleaner near the floor so put your nose as low as possible |
| 5. | Feel any closed doors with the back of your hand to protect your palm | If the door is warm, it is safe to say that the fire is behind it and an alternative escape route must be sought |
| 6. | Close doors behind you | This will help to contain the fire and stop it from spreading as quickly |
| 7. | Communicate with the client | It is vital to communicate clearly to the client at all times to keep them informed and to keep them calm |
| 8. | Move the client to a place of safety | To prevent harm or injury and also who will assist in providing the help and agree with them that they are willing to help, what they are willing to help with and to follow the instructions from the risk assessment if other people are available to assist |
| 9. | Life sustaining medical equipment must be moved with the client | Portable ventilators, $O^2$ etc. must accompany the client during the evacuation procedure if used |
| 10. | Do not use wheelchair lifts if on the upper floor (unless these are purpose designed evacuation lifts) | Lifts are normally prohibited from use during an emergency evacuation<br>Purpose designed evacuation lifts and fire- |

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| | | fighting lifts have features and safeguards which may allow their use in the event of fire. Other lifts are not normally considered suitable for fire evacuation purposes. |
| 11. | Use mobility aids to transfer the client | To help to move the client quickly and safely eg: wheelchairs, mattresses, crutches. Evacuation chairs and evacuation sheets are sometimes available in the client home, but only competent, trained people can use these aids |
| 12. | Move complex need clients horizontally | To facilitate and safe and quick exit from the building via the horizontal exit route identified on the escape plan/risk assessment |
| 13. | Transfer clients into their wheelchair (ground level only) | If it has been assessed that there is sufficient time to transfer the client safely into their wheelchair, this will be the safest and quickest method to facilitate a quick exit from the home |
| 14. | If the escape route is blocked | If you are on the ground floor, a means of escape may be through a window if possible<br>If you are unable to vacate the building, ensure everyone in the house stays together in one room until help arrives |
| 15. | Inform the office of the situation as soon as practicably possible | To keep the office up to date so that the incident can be logged<br>For them to offer assistance and advice on the situation<br>To send additional help if required and available<br>To inform next of kin/representative of the situation if not present at the home at the time of the event |
| 16. | Never return to the house once an exit has been made | This will inhibit the fire fighters rescue mission and will also put your own life in danger |

11. Related documents

POLICY:

ORG03 Health and Safety

12. References

- Gov.uk - Fire Safety in the Workplace - www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible
- Means of Escape for Disabled People – www.gov.uk
- Disabled Discrimination Act 1995 - www.legislation.gov.uk/ukpga/2005/13/contents
- Disability and Equality Act 2010 - www.gov.uk/definition-of-disability-under-equality-act-2010
- Equality and Human Rights Commission - www.equalityhumanrights.com
- Fire Safety HSE (Health and Safety Executive)- www.hse.gov.uk/toolbox/fire

- What to do if there is a fire - www.nidirect.gov.uk/what-to-do-if-theres-a-fire

# Appendix A: About Acacium Group

Acacium Group consists of a number of trading companies, each providing services within core niche areas of the health and social care industries. Therefore, as this document is a Group Policy, the Policy herein applies to all trading companies detailed below:

## Pathology Group

With experience of filling niche vacancies within Pathology, our clients' services have been allowed to return to full capacity and ensure candidates are placed into the right role.

## General Medicine Group

With the largest network of medicine doctors in the UK, we are able to offer our candidates the most up to date vacancies and a steady stream of the high calibre Doctors to the NHS.

## Surgical People

Dedicated to the supply of high quality Doctors to the NHS and private healthcare providers across several Surgery sub-specialties.

## A&E Agency

A&E Agency is a leading recruitment agency for placing specialist doctors in temporary and permanent roles throughout the UK. We supply highly experienced doctors across a range of acute and general medical specialties, including but not limited to, A&E, anaesthetics, obs & gynae, paediatrics, radiology and surgery.

## GP World

As a leading provider of locum and permanent General Practitioners & primary care clinicians including nurses to the NHS and private sector, we play an important role as a staffing and career partner to our clients.

## Pulse Staffing Limited (Pulse)

Pulse recruits health and social care professionals for temporary and permanent jobs in the UK, and abroad. Pulse is the UK's leading independent provider of staff bank management services and provides specialist care packages to individuals in their own home or community setting.

As an approved supplier to the NHS, Pulse holds contracts with NHS trusts, private organisations and local authorities nationwide. Pulse also works with hospitals globally, specifically within Australia, New Zealand, North America, the Middle East and across Europe.

Pulse places candidates - medical, scientific and nursing staff, allied healthcare professionals, social workers, support workers and carers - in posts appropriate for their training and experience.

Pulse Staffing consists of a number of Pulse brands delivering staffing solutions and health and social care services globally, with a UK branch network and overseas offices, key brands include;

- Pulse Nursing at Home – management of packages of care to support/ enable individuals to live independently
- Pulse Nursing & Care, Pulse Critical Care, Pulse Specialist Nursing, Pulse Theatres – provision of all categories and grade of nursing & midwifery staff
- Pulse Doctors – provision of all specialty and grade of doctor including Psychiatry, Acute and GP
- Pulse Allied Health & Health Science Services – provision of all categories and grade of AHP & HSS staff (including Physiotherapy, Radiography, Speech and Language Therapy and Pharmacy)
- Pulse Staffing Partners – incorporating end-to-end management of complete staff banks
- Pulse Social Care – provision of all categories of unqualified social care staff
- Pulse Social Work – provision of all specialty of qualified social work staff.

## Frontline Staffing (FL)

FL is a dedicated division of Pulse, committed to managing short-notice and hard-to-fill vacancies on both a temporary, and permanent, basis across the spectrum of health and social care categories of staff.

frontline STAFFING
Part of Acacium Group

## Thornbury Nursing Services (TNS)

Established in 1983, TNS is one of the UK's leading independent nursing agencies, providing skilled nurses on a temporary or permanent basis to NHS trusts, and private sector clients, throughout England and Wales.

Thornbury Nursing Services
Part of Acacium Group

The TNS mission is simple: "To provide the best professional solution to meet the requirements of each of our clients whilst recognising and rewarding the exceptional skills and efforts of our nurses."

TNS delivers an exceptional service to both patients and clients by ensuring every nurse represented meets the most rigorous professional standards.

TNS' team of specially trained recruiters (themselves qualified nurses) personally interview and select nurses across the country using a strict method of competence-based assessment, ensuring that every nurse meets the highest expectations – in terms of professional accreditation, competency, attitude and personality.

## Scottish Nursing Guild (SNG)

Established in 1995, SNG, as part of Acacium Group, is one of Scotland's leading independent nursing agencies, providing skilled nurses on a temporary basis to major NHS trusts, and private sector clients, throughout Scotland, Northern Ireland and Republic of Ireland.

Scottish Nursing Guild
Part of Acacium Group

SNG' ability to respond promptly to staffing needs makes the service an invaluable resource in maintaining effective nursing coverage, with unparalleled commitment to providing nurses who meet the highest professional standards.

SNG provides appropriately skilled healthcare assistants, operating department practitioners and qualified nursing staff to cover staffing shortages – both short-term and ongoing. SNG provides temporary nursing staff to both NHS trusts and private sector clients throughout Scotland. SNG' procedures and standards fully conform to, or exceed, the regulatory requirements in each territory.

## Thornbury Community Services (TCS)

Thornbury Community Services
Part of Acacium Group

At Thornbury Community Services (TCS), high quality care is our number one priority. With a team of exceptional and conscientious nurses and care staff, we're able to deliver the best complex care at home or in the community, 24/7 or whenever you need it. With compassion, integrity and dedication, we help empower individuals to achieve personal aspirations, as well as providing care tailored to their needs. Making a positive difference to our client's lives is our passion and it's this that sets us apart.

## Hobson Prior

Hobson Prior
Part of Acacium Group

Hobson Prior International is an award winning provider of staffing services for the medical device, drug discovery and clinical development community in Europe. Since 2002, we have been working exclusively within the life sciences industry, supporting organisations seeking to engage with exceptional professionals within the functional disciplines of clinical operations, medical affairs, pharmacovigilance, quality assurance and regulatory affairs. All our consultants specialise in a specific life sciences discipline and combine in-depth industry knowledge with an ethical and proactive sourcing approach to deliver the right solution for each client.

## Maxxima

maxxima
Part of Acacium Group

Maxxima is an established recruitment agency operating under two successful brand names; Labmed Recruitment and Swim Recruitment. Maxxima operates predominantly within the healthcare and social services sectors.

As well as offering traditional recruitment solutions to their clients, Maxxima runs a number of successful master vendor contracts. It provides the NHS with a robust vendor managed solution, capable of making large scale cost savings whilst still retaining the

expert knowledge and attention to detail associated with more specialist agencies in the market.

## Xyla Health and Wellbeing

Xyla Health and Wellbeing is one of a few organisations in the UK offering a fully integrated health and wellbeing service that can be tailored to suit the needs of individuals and local communities.

We have extensive experience of providing large-scale health improvement services for public and private sector organisations. By creating an approach that incorporates innovative technology, strong operational management and effective engagement, we use our expertise and wide range of skills, to provide a high quality and efficient solution for commissioners and long-term health benefits for individuals.

Commissioners can choose to work with us across all, or a selection of, our four core elements:

1. Health and wellbeing hub and interventions
2. Community outreach
3. Training
4. Social marketing campaigns

## Liquid Personnel

Liquid Personnel provide temporary and permanent jobs to qualified social work professionals in a wide range of local authorities, NHS Trusts, fostering agencies, charities and other private sector organisations throughout the UK. We are trusted by over 150 organisations in England, Scotland and Wales to provide exceptional agency staff.

## Xyla Health and Social Services

Xyla Health and Social Services is one of the largest commissioned providers of managed social work services in the UK. We work in partnership with local authorities and health trusts, and have 200 qualified staff delivering assessment and review.

Our high-quality statutory services within adults and children's services covers DoLS, Care Reviews and CIN, CP & LAC cases across 30+ organisations.

## Xyla Diagnostics

Xyla Diagnostics is a leading specialist in the provision of echocardiography and cardiac rhythm analysis services. Every aspect of our pioneering clinical support service is designed to increase capacity, efficiency and quality across the cardiac diagnostics industry. Our partnerships with healthcare technology providers enable us to provide our customers with access to

our specialist clinical network through a range of innovative onsite and remote diagnostic services.

## Xyla Digital Therapies

Xyla Digital Therapies is a pioneering new service improving the accessibility, affordability and effectiveness of psychological therapies within IAPT. Through our extensive network of qualified therapists, we provide a broad range of digitally-enabled brief therapies at both step 2 and step 3 that can be accessed securely from a computer, tablet or smartphone anywhere, at any time of the day.

## Xyla Elective Care

Xyla Elective Care provides best in class waiting list management solutions to NHS Trusts. Our elective care services are aimed at helping trusts to recover their RTT position so that they can improve aggregate and specialty level performance. In addition to RTT recovery solutions, we also provide ongoing elective and diagnostic capacity as well as 2 -week suspected cancer outpatient capacity.

## ProClinical

ProClinical has one aim: to support life science companies in the many challenges they face while combating unmet medical need worldwide. ProClinical's mission is to support their work by connecting life science companies with the highly skilled professionals they need to continue innovating. Whatever the hiring need, ProClinical will provide a bespoke staffing

## CHS Healthcare

We partner with the NHS and social care systems to deliver innovative patient flow, pathway solutions, and continuing healthcare services. As patient flow experts, we deliver innovative processes and systems which mean that we are able to support the NHS reset and recovery across the entire health and care pathway. Our purpose is to help everyone to live their lives as fully as possible.