

## Fire emergency procedures

The following risk assessment identifies hazards and is the framework for a planned response in the event of a fire incident. Its purpose is to ensure that if a fire occurs everyone understands what their responsibilities are and what actions they should take. Also, that the building can be safely evacuated to a location where no one will not be in danger.

There are two certificated fire wardens: the CEO and Operations Coordinator one of whom is always on duty. They are responsible for managing a response to a fire or a suspected fire. Please follow instructions and under no circumstances try to tackle a fire. **The key responsibility of everyone in the team is to ensure members do not panic, that they feel safe** and if necessary are helped to leave the building in a controlled manner.

Fire Risk Assessment		
Hazard	Prevention	Needs action Yes/No
Sources of potential ignition: cooking equipment, washing machine, tumble dryer, consumer unit, TV monitors, sound system, office electrical equipment, heating and air conditioning system	All electrical equipment is PAT tested annually by a qualified PAT tester. Fixed heating and air conditioning units are serviced according to manufacturer's instructions. The consumer unit is checked every 5 years as required for community centres (BS7671 IET Wiring Regulations 18th Edition: 2018).	
Sources of combustible fuel: soft furnishings, laundry, stored activity materials, rubbish bins, flammable substances.	Furnishings have a 'carelessness causes fire' label. Laundry is not allowed to build up. Activity (art) materials are stored in built in cupboards. Bins are emptied at the end of every session. No flammable substances are stored in the building.	
The structure of the building	All fire doors have a sixty minute fire rating. The mezzanine floor was built according to fire containment regulations with a 60 minute rating. Evacuation: <ul style="list-style-type: none"> <li>ground floor – there are 3 fire exits: the main entrance, the side entrance and the rear entrance. Both the side and</li> </ul>	

	<p>rear exits have green push button door releases.</p> <ul style="list-style-type: none"> <li>First floor – there are two flights of stairs at opposite ends of the building.</li> </ul>	
Alarm systems not functioning or adequate. Emergency lighting not functioning	<p>Smoke and heat alarms throughout the building will be triggered in the event of a fire. These are service checked annually by a certified company, FACT Fire Consultancy. Emergency lighting is checked regularly.</p> <p>The alarm system is checked weekly.</p>	
Fire safety equipment not functioning or being misused.	<p>All equipment is checked annually. Only trained members of staff may use equipment.</p>	
Staff training not adequate	<p>The CEO and Operations Coordinator are responsible for managing a response to a fire or a suspected fire.</p> <p>Annual training sessions including practice evacuations with members. New staff and volunteers receive individual fire training regarding evacuation procedures and the siting of break glass points.</p>	
Response to suspicion of a fire not adequate	<p>Always investigate if there is a smell of burning.</p> <p>If smoke or flames can be seen and the alarm is not sounding, break the glass in the nearest fire break glass point and alert the fire warden.</p>	
Miscommunication between members of the team in an emergency	<p>Group leaders have walkie talkies and will be informed by the fire warden regarding whether an evacuation needs to take place.</p> <p>Training ensures that in the event of a fire emergency all team members understand that their focus must be on keeping members calm and helping them to safety.</p>	
People at risk due to the anxiety and confusion often experienced by those with dementia	<p>Practice evacuations with members take place annually, including the use of the Evac Chair.</p> <p>In the event of a fire staff members must give simple short instructions e.g.:</p> <ul style="list-style-type: none"> <li>“We all need to go outside”</li> <li>“Everyone stand up”</li> <li>“Please follow.....”</li> </ul>	

People with dementia panicking when the alarm sounds and behaving in erratic ways	<p>If the alarm sounds staff must calmly tell the members that they may need to leave the building.</p> <p>Staff know that their priority is to appear calm and to reassure members that - there is nothing to worry about as the staff know exactly what to do.</p>	
Unclear evacuation plan	<p>Annual evacuation practice including the use of the Evac Chair</p> <p><b>The staff understand that the lift should not in any circumstances be used.</b></p> <p>One volunteer in each group to take ambulant members to the nearest fire exit.</p> <p>The other volunteers to assist those with mobility issues and wheelchair users to exit the building where possible.</p> <p><u>There are 2 evacuation plans for downstairs and upstairs.</u></p> <p><u>Downstairs:</u> everyone in the small activity areas must be taken into session room 1. This has a one hour fire door and a fire exit. Once everyone is in the room the fire door must be kept closed to prevent smoke inhalation.</p> <p><u>Upstairs:</u> Anyone who is not mobile enough to walk down the stairs into the back hall and out of the fire exit from the hallway must be taken into the upstairs dining room which has a one hour fire door and is in a separate wing of the building to the kitchen and laundry area (the most likely site of a fire).</p> <p><u>The meeting point</u> in the event of a fire is the car park of unit 6, at the front of our building.</p>	
<b>Name of Assessor</b>	<b>Date of assessment</b>	<b>Action to be taken</b>

