



Fire Safety Policy

The Peaceful Pony CIC

Burnt Mills Road, North Benfleet, Essex, SS12 9JX.

Brocklands, Stock lane, Ingatestone, Essex CM4 9PB

Document Control

A. Confidentiality Notice

This document and the information contained therein is the property of The Peaceful Pony CIC.

This document contains information that is privileged, confidential or otherwise protected from disclosure. It must not be used by, or its contents reproduced or otherwise copied or disclosed without the prior consent in writing from The Peaceful Pony CIC.

B. Document Details

Classification:	Internal
Author and Role:	Holly Lockwood-Waduge Director
Organisation:	The Peaceful Pony CIC
Document Reference:	Operational
Current Version Number:	V3
Current Document Approved By:	HLW/KR
Date Approved:	30/07/2021
Review Date	10/08/24

C. Document Revision and Approval History

Version	Date	Version Created By:	Version Approved By:	Comments
V1	30/07/2021	HLW	HLW	
V2	02/12/22	Updated KR	KR	
V3	10/08/23	Updated KR	KR	inclusion of new site

General Statement

As far as is reasonably practicable, all steps shall be taken by The Peaceful Pony CIC to prevent or minimise the probability of all causes of fire.

The Peaceful Pony CIC recognises the need to take precautions to maintain the safety of all clients, employees, contractors and other visitors to its premises against the threat of fire or other emergencies.

Where applicable the Practice has paid regard to the Regulatory Reform (Fire Safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace.

The Peaceful Pony CIC acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate (i.e. inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly).

The person responsible for this policy is Holly Lockwood-Waduge, Director.

Responsible Persons

We have appointed Holly Lockwood-Waduge, Director, as the senior person, responsible for all aspects of fire safety including:

- Undertaking fire risk assessments;
- Overseeing fire contracts;
- Organising fire safety training;
- Organising fire drills;
- Coordinating an evacuation in the event of a fire;
- Record keeping.

In the event the Director, Holly Lockwood-Waduge is unavailable, for any reason, Natasha Bee, Director and Clinical Lead, will be the nominated person responsible for all aspects of fire safety.

Fire Marshals will ensure that in the event of a fire occurring, effective steps are taken to reduce the effects of such an occurrence by:

- (i) Rapid and controlled evacuation of the area involved;
- (ii) Speedy notification to the Senior Person, as above.

They will also ensure that the people concerned are moved to the designated assembly area for checking via a roll-call system.

A notice listing the name(s) and location(s) of the Senior Person and the Fire Marshall(s) is posted on the main Practice notice board within the Stable Block.

Holly Lockwood-Waduge is responsible for ensuring that this information is kept up-to-date.

Natasha Bee, Director and Clinical Lead, our nominated person, will also ensure that all new employees are aware of this information as part of their induction program when they join at respective sites.

Risk Assessments

Our nominated person(s) has / have conducted our workplace risk assessments, which include fire precautions, and these precautions are outlined within this policy statement.

We will review our fire risks and precautions regularly and in particular, if we have any significant changes to work processes, furniture, equipment, substances, building layout, or the number of staff members likely to be present in the Practice.

If a fire or 'near miss occurs, we will reassess our arrangements.

Our nominated person(s) is / are responsible for keeping records of our fire risk assessments.

Fire Detection and Warning Systems

In order to safeguard people in case of fire, the site will be equipped with appropriate fire detection systems/alarms and non-automatic fire-fighting equipment.

The operation of our system will be tested weekly.

The Peaceful Pony are responsible for arranging this, keeping a register of these tests and reporting any defects to Natasha Bee or Holly Lockwood-Waduge who will arrange any necessary action.

This register is kept in the main admin office.

Portable Fire-Fighting Appliances

In order to safeguard people in case of fire, the Peaceful Pony will make available portable appliances for fire-fighting which are commensurate to the following factors:

- Dimensions and use of Practice rooms;
- The equipment stored or in-use;
- The physical and chemical properties of substances likely to be present;
- The likely number of people who may be present at the Practice at any one time.

The Peaceful Pony is responsible for ensuring this equipment is readily available, in good working order (Inc. arranging frequent checks by a qualified person), and arranging relevant and adequate training for staff members in its use.

Emergency contacts with External Agencies will be arranged, particularly with regard to rescue arrangements and fire fighting.

Holly Lockwood-Waduge has considered its fire risks and has installed the following equipment:

Fire Extinguishers

The Peaceful Pony is also responsible for keeping a register of these checks. This register is kept in the Risk Log Folder in the office administration area.

Any defective or used extinguishers are reported to The Peaceful Pony, who will arrange repair/replacement of the item.

The Peaceful Pony also has an on-going service contract with the fire assessment company, which checks each extinguisher annually, records the date of the service on the extinguisher and provides a report to Holly Lockwood-Waduge.

Fixed Fire-Fighting System

There is no fixed sprinkler system.

Maintenance

In order to safeguard people in case of fire, all fire-fighting equipment and devices shall be subject to a suitable system of regular and comprehensive maintenance.

Holly Lockwood-Waduge checks that this is carried out.

Escape Routes

In order to safeguard the safety of employees in case of a fire the routes to emergency exits from workplaces and exits are to be kept clear at all times.

Escape routes from the Practice are as follows:

Main entrance

Holly Lockwood-Waduge & all staff are responsible for checking all escape routes on a daily basis to ensure that they are not obstructed and all exit signs are clearly visible.

In order to safeguard people in the event of a fire the Practice will ensure that:

- All emergency routes lead as directly as possible to a place of safety;
- The number, locations and dimensions of emergency routes and exits are adequate for the size of the Practice, the quantity and type of equipment and the maximum number of persons that should be present there at any one time;
- Emergency exit doors open in the direction of escape;
- Sliding or revolving doors are not used as emergency exits;
- Emergency doors are not fastened or locked so that they cannot be opened quickly and easily by any person in the event of an emergency;
- Signs indicate all emergency routes and exits.

The Practice's designated assembly area is in the main car park area.

Smoking

Holly Lockwood-Waduge operates a complete no-smoking policy, both inside the Practice and within any surrounding grounds and outbuildings belonging to the Practice.

Fire Routine Notices

Holly Lockwood-Waduge is responsible for ensuring that this information is kept up-to-date and always clearly visible.

Fire Drills

The Peaceful Pony CIC will conduct a fire drill at least once a year. Holly Lockwood-Waduge is responsible for arranging this and also responsible for retaining records indicating the date and time of the evacuation and the number of participants.

Training

All of our employees will be trained in the following:

- What action to take on discovering a fire;
- How to raise the alarm and what happens then;
- The action to take upon hearing the fire alarm;
- The procedures for evacuating staff, patients and visitors including, where appropriate, directing them to exits and informing them of a safe assembly point;
- The arrangements for calling the fire brigade;
- The location and, when appropriate, the use of fire-fighting equipment;
- The location of all escape routes;
- How to open all escape doors, including the use of any emergency fastenings;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- Where appropriate, how to turn off operating equipment, stop processes and isolate power supplies in the event of fire;
- The importance of general fire safety and good housekeeping;
- The need to report problems/concerns promptly to management, and who to report to.

Additionally, staff members will be trained on the risks from flammable materials used or stored in the Practice. They will also be trained on the precautions that must be put-in-place to control the risks, particularly their role in reducing and controlling potential sources of ignition and fuel for a fire.

The Peaceful Pony will ensure that all new employees are aware of this information as part of their induction training when they join the Practice.

Holly Lockwood-Waduge, the Director is responsible for arranging the provision of training and retaining any records.

Procedures for dealing with Health and Safety Issues

If an employee raises any concerns relating to fire safety, the Practice will:

- Take all necessary steps to investigate the circumstances;
- Take corrective measures where appropriate;
- Inform the employee of the results of the investigation and the action taken.

Summary Policy Statement

To reduce the risks of fire the Practice will adopt the following simple precautions:

- Conduct risk assessments;
- Conduct a fire drill at least once annually;

- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place;
- Ensure that housekeeping standards are such to minimise the risk and spread of fire;
- Ensure that effective security precautions are taken to minimise the risk of arson;
- Control contractors' operations and the fire risks associated with those operations;
- Aim to prevent fires of electrical origin by good maintenance, routine inspection and testing of equipment;
- Ensure that electrical equipment not in use is switched off, and where appropriate, unplugged;
- Ensure that all employees have adequate training on the Practice's emergency plan, fire precautions, and where appropriate, the use of fire-fighting equipment;
- Ensure that Practice fire precautions are regularly reviewed and monitored;
- Ensure that flammable materials, liquids, vapours and gases are handled, moved and stored correctly;
- Ensure all doors, windows and other openings not required for ventilation (particularly out of working hours) are closed;
- Ensure that fire-fighting equipment, detection and warning systems are checked and inspected as necessary;
- Ensure that employees report any concerns relating to fire risk to the relevant person(s).

Reporting Incidents to the CQC that stop or may stop the registered person from running the service safely and properly.

Holly Lockwood-Waduge, the Director is responsible for notifying the CQC without delay about events that stop or may stop the registered person from running the service safely and properly, including:

- A level of staff absence or vacancy, or damage to the service's premises that mean that people's assessed needs cannot be met.
- The failure of a utility for more than 24 hours.
- The failure of fire alarms, call systems or other safety-related equipment for more than 24 hours.
- Any other circumstances or events that mean the service cannot – or may not be able to – meet people's assessed needs safely.

Where the Director, Holly Lockwood-Waduge is unavailable, for any reason, nominated persons will be responsible for reporting the incident to the CQC.

There is a dedicated Notification form for this type of incident. The form is contained in the ***Outcome 20 document "Notification of Other Incidents – Outcome 20 Composite Statements and Forms"***

Notifying the CQC of Serious Injury to a person who uses the Service

Holly Lockwood-Waduge is responsible for notifying the CQC without delay about events that lead to:

- Serious injury to any person who uses the service.
- An injury requiring treatment by a healthcare professional to avoid death or serious injury.

These serious injuries include:

- **Injuries that lead to or are likely to lead to permanent damage – or damage that lasts or is likely to last more than 28 days – to:**
 - A person's sight, hearing, touch, smell or taste
 - Any major organ of the body (including the brain and skin)
 - Bones
 - Muscles, tendons, joints or vessels
 - Intellectual functions, such as

- ❖ Intelligence
 - ❖ Speech
 - ❖ Thinking
 - ❖ Remembering
 - ❖ Making judgments
 - ❖ Solving problems.
- **Injuries or events leading to psychological harm, including:**
 - Post-traumatic stress disorder
 - Other stress that requires clinical treatment or support
 - Psychosis
 - Clinical depression
 - Clinical anxiety
 - The development after admission of a pressure sore of grade 3 or above that develops after the person has started to use the service (European Pressure Ulcer Advisory Panel Grading)
 - Any injury or other event that causes a person pain lasting or likely to last for more than 28 days
 - Any injury that requires treatment by a healthcare professional in order to prevent:
 - ❖ Death
 - ❖ Permanent injury
 - ❖ Any of the outcomes, harms or pain described above.

Where Holly Lockwood-Waduge is unavailable, for any reason, nominated persons will be responsible for reporting the serious injury to the CQC.

There is a dedicated Notification form for this type of incident. The form is contained in the ***Outcome 20 document "Notification of Other Incidents – Outcome 20 Composite Statements and Forms"***