

Fire Safety Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 25 – Fire Precautions
- Regulation 12 - The protection of children standard.

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HND Children's Care Ltd has a set of planned responses for an outbreak of fire to keep children/young people, staff, and visitors safe.

Risk of fire is minimised and in the event of a fire, a swift and effective response is implemented. If a fire breaks out in any of our children's homes, staff should follow guidance prescribed within the business continuity plan.

The home's Managers have overall responsibility for fire safety in their homes and for ensuring that all facilities, including alarms and extinguishers are in good order. They are also responsible for ensuring fire drills are carried out and checks made in accordance with these procedures.

1. All staff are expected to:

- Familiarise themselves with the fire procedural guidance and the evacuation procedure.
- To know the location of all the fire extinguishers, blankets all fire exits, call points and assembly points.
- To familiarise themselves with the operation of the fire panel or controls and Fire zones.
- To draw to the attention of their line manager any faulty or inoperative equipment.
- To attend fire training courses when required in order to be familiar with what to do in case of fire.
- To complete written reports following any outbreak of fire.
- Any persistent or serious problems or defects must be reported to the homes manager to report to head office.
- All inspections, checks, defects, and repairs must be recorded in the fire safety log and checked/signed by the home's manager and others.

2. Fire risk assessment

- The fire risk assessment is reviewed every twelve months; this may be sooner in the event of any significant operational or environmental changes to the building, staffing, and/or young people i.e., age, behavioural risk, and when a new young person is placed in the home.
- The fire risk assessment must always be available for inspection by external agencies where appropriate.
- The fire risk assessment must be brought to the attention, and be available to all staff, including new (or temporary staff) as part of the induction process into the home.
- Any amendments or revisions must be shared with all staff without delay and signed where applicable.

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3. Precautions

Staff have a responsibility to be vigilant at all times during their shift and to take all reasonable steps to ensure that the safety of young people and colleagues is not compromised.

No young person is to be allowed matches or lighters in the home. In exceptional situations in which young people do have access to lighters/ matches, this needs to form part of their



individual risk management plan and matches/ lighters are to be handed in before the home settles for the night. If there is any refusal by the young person to adhere to the risk management plan, this will be reviewed by the manager.

Smoking will only take place off site and away from the grounds of the house. Candles, other than those used decoratively on cakes, must not be allowed on to Company property and must never be used, even in a power cut. All homes must have torches in case of power failure.

Barbecues or campfires are never to be left unsupervised and never to be lit using petrol or other inflammable liquids (other than BBQ lighter used in the recommended manner). A separate BBQ/ Campfire risk assessment will be completed prior to these being used. No campfire or barbecue shall be left to burn out. It must be extinguished with water after use. All HND Children's Care Ltd company vehicles in ownership of the company are to carry a fire extinguisher.

4. Staff Induction to the home

On the first day of employment with HND Children's Care Ltd in the home, all new or temporary staff (including agency staff) will have explained in detail fire drill procedures, and they will be walked through the key escape routes and directed to assembly points. In addition, a copy of these procedures will be given to new staff to be read. Within the first 48 hours of employment, they will have been fully briefed and have taken part in a fire drill and evacuation.

5. Children

On the first day of admission to HND Children's Care Ltd each young person will have the fire drill procedure explained to them and they will be walked through the key escape routes and shown the assembly point. The young person will additionally be advised of the risks involved when fire occurs, and the dangers associated with false alarms and tampering with fire equipment.

Within the first 48 hours they will have taken part in a fire drill and evacuation.

6. Visitors to the premises

Managers must ensure that the visitor's book is kept in a consistent location which is known to all staff and visitors. In the event of fire this must be removed from the building and used for the roll call. Visitors will be advised of the fire evacuation procedure when they enter the home.

7. Fire procedures



All young people Admitted to HND Children's Care Ltd homes must be made aware of the fire procedures and escape routes upon admission.

On hearing the alarm all people, visitors, off duty and duty staff must vacate the building as quickly as possible, ensuring that all doors and windows are closed behind them if this is safe to do so.

The senior member of staff or shift leader on duty is responsible for ensuring that people who do not hear or are ignoring the alarm leave the premises promptly. However, staff must not put themselves at risk to ensure they do so;

The senior member of staff or shift leader will be responsible for determining which part of the building is affected (if safe to do so). The senior member of staff or shift leader must determine the next course of events, either to telephone the fire service or continue to determine if there is a fire. If there is any doubt as to the situation the fire service should be called giving the address and post code.

The senior member of staff or shift leader is responsible for ensuring that young people, visitors, and other staff have left the building and are at the designated assembly point and this can be achieved by a sweep of the building. And someone has undertaken a roll call using the daily log and visitor's book;

If it becomes apparent that someone is missing, immediately perform a recount and then try to establish where the missing person might be. This information must be passed to the fire service by telephone.

Send a responsible person to meet the Fire engine, at the gate/drive or nearest junction (if appropriate) ensuring they are aware of any missing person and their possible location, instruct them to pass this information on as a priority.

Fire extinguishers are provided at key points/locations to help people exit the building in an emergency. No attempt to fight the fire should be made, unless you are confident that you can quickly and safely extinguish it using the equipment provided. Only staff that have received appropriate training which includes the operation and discharge of a Fire extinguisher should attempt to use this equipment. Young people must respond appropriately to the fire alarm or drills; any failure to do so must be brought to the immediate attention of the home's manager, the young person's placing authority and their family (where appropriate); without delay.

Where young people do not respond to the fire drill the home manager is responsible for deciding whether to complete a Personal Emergency Evacuation Plan (PEEP).

Details of action taken must be maintained with the record of the drill. Any reoccurrence of non-response in responding to a fire drill will result in targeted key working and potentially

an emergency meeting being held to discuss how the matter can be resolved; the fire risk assessment will need to be reviewed without delay;

On no account should young people or unauthorised staff re-enter the building until confirmation is given by the senior person in charge, that there is no risk of fire.

The senior member of staff or shift leader will be responsible for maintaining all related recordings in the fire safety log. If the emergency services are called to the home, the on-call manager, registered manager and the placing authority for children placed should be notified; it will also be necessary to notify the regulatory authority –

8. Training

All staff, trainees and voluntary workers must be instructed in fire safety procedures. This should cover:

- Completion of register of those present in the building at any one time.
- How to raise the alarm.
- Location of alarm call points.
- How to call the fire brigade.
- The location of firefighting equipment.
- How to use the firefighting equipment*
- The escape routes and assembly points.
- The importance of keeping fire doors shut.
- The importance of keeping fire exit routes clear.
- The importance of ensuring final fire exits remain unlocked whilst the building is in use
- Understanding the alarm control panel indicators in identifying the area of the fire.
- Responsibilities for assisting with Personal Evacuation Plans for disabled young person or adult who works in the home.
- All staff should complete the online fire safety course as part of their induction
this training is mandatory.

9. Fire drills and evacuations

The complex needs of young people we look after requires additional consideration when we are managing safety procedures. Fire drills must be planned and implemented with care in order to prevent any disturbance of day-to-day routines and also to avoid any desensitisation to the importance of the alarm. Fire drills are an integral part of the Home's fire safety process. The home must complete fire evaluation drills at least six times per year whereby one drill is unannounced to staff and children.

The home manager must ensure the drills take place in day light and night-time. Advance warning should be given of the approximate timing of the fire drill, as the main purpose of having the drill is to ensure that all persons participating are familiar with the correct

procedure to be followed. Emphasis should be placed on staff training and reviewing the effectiveness of the established procedures.

Additional fire drills must be carried out as part of the admission procedure for a young person, or as part of the induction process for new members of staff.

Fire drills and evacuations must be notified and recorded. It is essential that staff and children distinguish fire drills from the alarm/bell test. Where the alarm system operates either as a result of a fire or a false alarm, the resulting evacuation of the building must be recorded.

10. Personal Emergency and Evacuation Plan (PEEP's)

A PEEP form must be completed for all young people and staff who will require any form of assistance to evacuate the building during an emergency. The assistance may be verbal reassurance, through to physically supporting the person. The PEEPs should be kept within the young person/staff records and all colleagues made aware of the information noted. Regular reviews of all PEEPs should be undertaken in accordance with locally agreed procedures. The form must be completed by a competent person with sufficient knowledge of the person being assessed and include the most appropriate method to evacuate the person, the number of colleagues this will require. Where possible the young person or staff member should be involved with the preparation of the PEEP document including a signature from them or their advocate.

11. Grab bags:

The purpose of the bag is to provide essential information that could assist colleagues and/or the fire service during a fire. The bag should be held near to a commonly used exit such as the front door so it can be taken by colleagues during an evacuation.

The bag may contain a number of items such as:

- Fire Evacuation Plans
- PEEPs
- Torch
- Key contact details / Essential information
- Business Contingency plans
- Basic first aid kit

The home's manager must ensure the grab bag is maintained and colleagues are aware of its contents.

End