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## **Hamida House – Fire Safety and Emergency Evacuation Plan**

**Home Name:** Hamida House

**Provider:** HND Children's Care Ltd.

**Address:** 2 Earlswood Road, Birches Head, Stoke-on-Trent, ST1 6UF

**Home Type:** One-bed solo placement children's home

**Date Implemented:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

### **Purpose of the Fire Safety Plan**

The purpose of this Fire Safety and Emergency Evacuation Plan is to ensure that all children, staff, visitors, and professionals at Hamida House are protected from the risks associated with fire and other emergency situations. The plan outlines the procedures, responsibilities, safety systems, preventative measures, evacuation arrangements, and emergency responses that must be followed to maintain a safe environment and ensure compliance with:

- The Children's Homes (England) Regulations 2015
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety legislation
- Ofsted expectations and safeguarding requirements
- Local Fire and Rescue Service guidance

Hamida House operates as a solo placement children's home providing care for one child with potentially complex emotional, behavioural, developmental, and

safeguarding needs. The fire safety arrangements within the home are therefore designed to ensure that evacuation procedures remain clear, safe, individualised, and responsive to the specific needs, risks, behaviours, and vulnerabilities of the child placed within the home.

## **Fire Safety Principles**

Hamida House is committed to:

- Maintaining a safe living and working environment.
- Preventing fire risks wherever possible.
- Ensuring staff and children understand emergency procedures.
- Ensuring children can evacuate the home safely and quickly.
- Providing clear guidance for staff during emergencies.
- Maintaining appropriate fire detection, alarm, and firefighting equipment.
- Carrying out regular fire safety checks, testing, drills, and servicing.
- Supporting children in a calm, trauma-informed, and reassuring manner during emergencies.
- Ensuring individual risks and vulnerabilities are reflected within evacuation planning.

## **Description of the Property**

Hamida House is a detached two-bedroom bungalow operating as a one-child solo placement residential children's home. The property consists of:

- One child's bedroom
- One staff sleep-in / office room
- Lounge / communal living area
- Kitchen and dining area
- Bathroom facilities
- Hallway and entrance areas
- Secure rear garden
- Front entrance, only entrance

As the property is a bungalow, all primary living areas are located on one level, which supports straightforward evacuation procedures and improves accessibility during emergencies.

## **Fire Safety Equipment and Systems**

The home is fitted with appropriate fire safety systems and equipment, including:

- Interlinked smoke alarms throughout the property
- Heat detector alarms in the kitchen area
- Carbon monoxide detectors where required
- Emergency lighting where applicable
- Fire extinguishers appropriate to identified fire risks
- 1 Fire blanket located within the kitchen area, 1 Fire blanket located within the Living room area and another in the Staff Bedroom
- Clearly identifiable exit routes
- Electrical safety systems and testing arrangements
- Fire doors where required
- Fire signage where appropriate

All fire safety equipment will be regularly inspected, tested, serviced, and maintained by competent professionals in accordance with legislation, manufacturer guidance, and fire safety regulations.

Records of all servicing, maintenance, alarm testing, fire drills, and fire safety checks will be maintained within the home.

## **Fire Risk Assessment**

A comprehensive Fire Risk Assessment will be completed for Hamida House and reviewed:

- Annually as a minimum
- Following any fire incident or near miss
- Following significant environmental changes
- Following changes in occupancy or staffing
- Where a child's needs or behaviours increase fire-related risks

Additional individual fire risk assessments may also be completed for children where necessary, particularly where risks involve:

- Fire setting behaviours
- Smoking risks
- Unsafe use of electrical equipment
- Emotional dysregulation
- Mental health concerns
- Reduced mobility
- Autism Spectrum Disorder
- Sleep difficulties
- Trauma-related behaviours
- Resistance to evacuation

Risk assessments will identify control measures, supervision arrangements, and individual evacuation strategies necessary to maintain safety.

## **Responsibilities**

### **Registered Manager**

The Registered Manager is responsible for:

- Ensuring compliance with fire safety legislation and regulations.
- Ensuring suitable fire risk assessments are completed and reviewed.
- Ensuring fire equipment is serviced and maintained.
- Ensuring staff receive appropriate fire safety training.
- Ensuring fire drills are completed and recorded.
- Ensuring children understand fire evacuation procedures.
- Reviewing incidents, concerns, or fire-related risks.
- Liaising with external fire safety professionals where necessary.

### **Staff Responsibilities**

All staff are responsible for:

- Understanding and following this Fire Safety Plan.

- Completing fire safety training and refreshers.
- Participating in fire drills.
- Maintaining awareness of evacuation routes.
- Reporting fire hazards or equipment faults immediately.
- Supporting children safely during evacuations.
- Ensuring exits remain clear and accessible.
- Conducting routine fire safety checks where required.

### **Child Responsibilities**

Children will be supported in an age-appropriate manner to:

- Understand basic fire safety guidance.
- Understand evacuation procedures.
- Understand the importance of responding to alarms immediately.
- Avoid unsafe fire-related behaviour.
- Report concerns relating to fire safety where appropriate.

Staff will ensure children receive reassurance, support, and clear guidance during fire drills or emergencies.

### **Fire Prevention Measures**

Hamida House promotes proactive fire prevention measures, including:

- No smoking within the home.
- Safe storage of flammable materials.
- Regular electrical safety checks.
- PAT testing of portable appliances.
- Safe cooking practices.
- Supervision of high-risk activities where necessary.
- Routine checking of alarms and safety systems.
- Ensuring escape routes remain clear.
- Appropriate storage of medication and hazardous substances.
- Staff awareness of individual child risks relating to fire safety.

Children presenting with increased fire-related risks will be supervised and supported in accordance with individual risk assessments and safeguarding arrangements.

### **Evacuation Procedure**

In the event of a fire alarm activation or fire emergency:

1. Staff must remain calm and immediately assess the situation.
2. Staff will immediately guide the child to evacuate the property safely using the front door
3. Staff will not stop to collect personal belongings unless essential for immediate safety.
4. If safe to do so, staff may close doors behind them to help contain smoke or fire.
5. Staff will ensure all persons within the property are accounted for.
6. Staff will proceed to the designated assembly point.
7. Emergency services will be contacted immediately by dialling 999.
8. No person will re-enter the property until authorised by the Fire and Rescue Service.

Where a child refuses to evacuate, staff will use de-escalation, reassurance, and therapeutic communication strategies wherever possible while prioritising life safety.

Where immediate risk to life exists, staff will take proportionate action in accordance with safeguarding responsibilities, emergency procedures, and professional judgement.

### **Assembly Point**

The designated fire assembly point for Hamida House is:

**Front pavement area opposite the property / agreed safe external location away from the building.**

Staff must ensure:

- The child remains supervised and emotionally supported.
- Headcounts are completed immediately.
- Emergency services are updated regarding any concerns.
- Relevant managers are notified as soon as practicable.

### **Night-Time Fire Procedures**

As Hamida House operates twenty-four hours per day, waking night staffing arrangements are in place.

Night-time procedures include:

- One waking night staff member remaining awake throughout the night.
- One sleep-in staff member available within the property.
- Regular environmental monitoring and safety checks.
- Immediate response to any fire alarm activation.
- Clear communication between waking night and sleep-in staff.

Staff must ensure evacuation routes remain clear at all times during night hours.

Children presenting with increased night-time risks, sleep difficulties, emotional dysregulation, or behaviours that may affect evacuation safety will have these needs reflected within individual risk assessments and evacuation planning.

### **Fire Drills**

Fire drills will be completed:

- At least monthly
- Following admission of a new child where appropriate
- Following staffing changes where necessary

- At varying times of day and night where appropriate
- Following any significant fire safety concern

Fire drills will be recorded and reviewed to ensure:

- Staff understand procedures.
- Children understand evacuation expectations.
- Evacuation times remain safe and effective.
- Any issues or learning points are identified and addressed.

Children will be prepared for fire drills in a supportive and trauma-informed manner to reduce anxiety or distress.

### **Fire Safety Training**

All staff will receive fire safety training during induction and refresher training thereafter.

Training will include:

- Fire prevention
- Evacuation procedures
- Use of fire extinguishers
- Emergency response procedures
- Individual child evacuation risks
- Night-time evacuation procedures
- Managing emergencies within a solo placement environment
- Recording and reporting requirements

Training records will be maintained within staff files and monitored through supervision and quality assurance systems.

### **Visitors and Contractors**

Visitors, professionals, and contractors attending the home will:

- Be made aware of evacuation arrangements where appropriate.
- Follow staff instructions during emergencies.
- Sign in and out of the property where required.

- Avoid obstructing fire exits or escape routes.

Contractors undertaking works involving electrical systems, heat sources, or fire-related risks will be appropriately monitored and risk assessed.

### **Recording and Reporting**

The following records will be maintained:

- Fire alarm testing records
- Fire drill records
- Fire equipment servicing records
- Fire risk assessments
- Staff training records
- Incident reports
- Environmental safety checks

Any fire incident, false alarm, equipment fault, or significant concern will be recorded, reviewed, and reported appropriately.

Where necessary, notifications will be made to:

- Ofsted
- Placing authorities
- Fire and Rescue Service
- Relevant safeguarding professionals
- Health and Safety professionals

### **Individual Child Evacuation Planning**

As Hamida House operates as a solo placement home, individual evacuation planning is essential.

Each child's:

- Emotional presentation
- Trauma history

- Behavioural risks
- Mobility needs
- Communication needs
- Learning needs
- Neurodevelopmental needs
- Sensory needs
- Night-time behaviours
- Missing-from-home risks
- Fire-setting behaviours

will be considered within placement planning, risk assessments, and evacuation procedures.

Where additional support or arrangements are required to ensure safe evacuation, these will be clearly documented and regularly reviewed.

### **Review of the Fire Safety Plan**

This Fire Safety and Emergency Evacuation Plan will be reviewed:

- Annually as a minimum
- Following any fire incident or evacuation
- Following significant changes to the property
- Following changes in legislation or guidance
- Following changes to the child's needs or risks
- Following recommendations from external professionals or inspectors

**Date of Review:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_