

<b>SHANNON COURT</b>		
	Date reviewed Sept 2020	
	Next Review: 09/23	
<b>FIRE PREVENTION POLICY</b>		

**This Policy will define the rules for the prevention of fire within the Home and APPLIES TO ALL STAFF OF THE HOME WITHOUT EXCEPTION.**

All staff must comply with the following rules:

1. The Home's policy on smoking is defined in the Smoking Policy. Compliance with this Policy is mandatory.
2. Non magnetic fire doors must be kept closed at all times.
3. Fire exits must be kept clear at all times and not blocked with wheelchairs and other items.
4. When using gas and electric appliances:
  - 4.1 Exercise appropriate care and caution, and where appropriate ensure such appliances are operated in accordance with manufacturers' instructions;
  - 4.2 When finished using an appliance:
    - 4.2.1. Ensure that it is switched off before leaving it.
    - 4.2.2. Ensure that naked flames are not left on cookers.
    - 4.2.3. Ensure that electric irons are not left unattended when switched on. Apart from the immediate fire risk, there is a serious risk of burning if it is accidentally picked up.
    - 4.2.4. Ensure that desk / bedside lamps are not covered with a cloth or other material at any time.
5. Ensure that there are no clothes, etc. "left to dry" by hanging over open gas cookers or hobs.
6. Fire extinguishers must be kept in the positions marked on the Fire Plan and at no time moved to other areas or used as door-stops. These must be checked annually by the contracted company.
7. Fire escape and exit routes will be clearly marked in pictorial fashion throughout the Home.
8. All staff must ensure that they:
  - 8.1 Know the exact locations of all fire extinguishers and fire-fighting equipment, and be familiar with their mode of use;

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- 8.2 Know the exact positions of all fire exits and escape routes;
  - 8.3 Know the fire drill and assembly points outside the buildings;
  - 8.4 Be aware of their particular responsibilities for the areas in which they work. Particular attention should be given to assisting disabled people and visitors who may not be familiar with the orientation of the Home.
9. Where possible, furniture, fixtures and fittings must be made of fire-resistant or fire-retardant fabrics and materials.
  10. The Home manager must ensure that all fire systems and alarms are tested weekly by staff of the Home. Records will be kept of all such testing as part of the Home Manager's responsibilities.
  11. All fire fighting equipment will be checked annually by a qualified fire extinguisher maintenance engineer. This will be planned as part of the procedure for Servicing, Maintenance and Calibration of Equipment and the specialist engineers will be listed on the Home's Preferred Suppliers List.
  12. Lounges should be inspected last thing at night to check for the following:
    - 12.1 Waste paper bins emptied, preferably outside the building.
    - 12.2 Ensure all electrical appliances (T.V.s etc) are switched off.

**If at any time you have a query regarding fire prevention and safety, fire exits or about the fire drill, please speak with the Deputy Manager, Helen Amos, at the earliest opportunity.**