
Accessible Fire Procedures Policy



January 2010

Aims

To make sure everyone knows about what can start fires and what to do if they are in a fire



To help stop fires happening so that everyone is safe



How fires start and spread

3 things are needed to make a fire;

- 1) Ignition (something that lights the fuel)
- 2) Fuel (e.g. petrol)
- 3) Oxygen (air)

So we should make sure these things are not present at the same time

Fires spread in 3 ways;

- 1) Heat from the fire can get stuck in the building and so it gets hotter and hotter (convection)
- 2) Things in a building take on the heat (metal things) and help it to spread to other objects (conduction)
- 3) When anything close to the heat burns (radiation)

A lot of smoke is made in a fire and this can be dangerous if people breathe it in. It may also cause people not to see the ways out



Protection

The Consortium will make sure things are safe



Fire Risk Assessments need to be done by the manager. This will help decide how much people should do if there is a fire

A copy of this needs to go to the Health and Safety Officer

City & County of Swansea
Fire Safety- Record of Fire Risk Assessment
Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessment

Premises Name:-

Address:-

UPN :-

General Description of the Premises	
Use of the premises (eg. residential, Office etc)	
Times premises are occupied (remember cleaners!)	
Maximum numbers of persons at any one time	

Fire Log Book

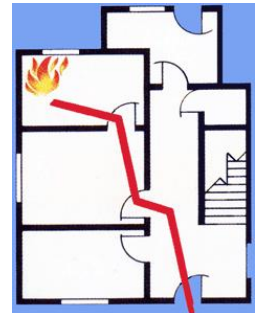
This is a book which has lots of information about stopping fires happening and what to do in a fire. It has a;



Fire Safety Plan – tells you what to do in a fire



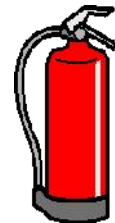
Means of Escape Checks – making sure nothing gets in the way of exits



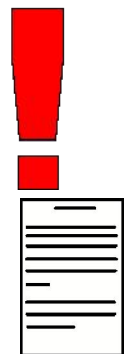
Fire Drills – showing people how to get out of the house if there is a fire. Staff should write down when this was last done



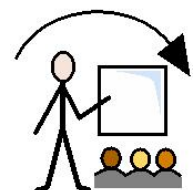
Checking Fire Extinguishers – every month these need to be tested



Smoke Alarm Checks – making sure there is still a noise when it is pressed



Contractor Servicing Records – contractors are people that come in to check all the equipment. The record shows when they last visited



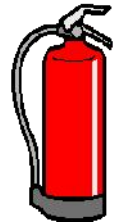
Staff Training Record – when people were last reminded of how to be safe in a fire

Equipment

Staff should not touch any of the equipment (e.g. a fire extinguisher) unless they are meant to

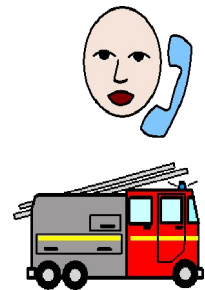


Fire extinguishers are meant to be in the house for Fire Services to be able to use them if they attend a fire at the scheme. Staff should know where they are kept.



Precautions

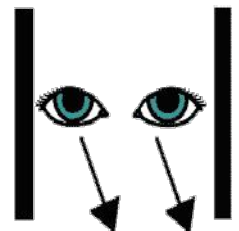
It is the Consortium's job to make sure all staff know about how to be safe in a fire e.g. how to call the fire brigade and how to get out of the building etc.



Procedures

If you see a fire;

- 1) Shout FIRE and set off any alarms
- 2) Leave the room and close the door
- 3) Call 999 and ask for the fire brigade
- 4) Make sure others are ok but only if you can stay safe



If you hear the alarm;

- 1) Check the fire is not by you
 - 2) Go outside to a safe distance
 - 3) Check others are away from the fire if you can stay safe
 - 4) Make sure the fire brigade have been called
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