



## Review Sheet




Last Reviewed  
10 Sep 2025



Last Amended  
23 Sep 2024



This policy will be reviewed as needs require or at the following interval:  
Annual

Business Impact:	 <b>LOW</b> Minimal action required. Circulate information amongst relevant parties.
Reason for this Review:	Scheduled review
Changes Made:	No
Summary:	This policy will support staff with fire safety requirements. It has been reviewed with no changes and references have been reviewed to ensure they remain current.
Relevant Legislation:	<ul style="list-style-type: none"> <li>• The Care Act 2014</li> <li>• Civil Contingencies Act 2004</li> <li>• The Electricity at Work Regulations 1989</li> <li>• Equality Act 2010</li> <li>• The Gas Safety (Installation and Use) Regulations 1998</li> <li>• Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015</li> <li>• Health and Safety at Work etc. Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> <li>• The Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>• The Health and Safety (Miscellaneous Amendments) Regulations 2002</li> <li>• The Control of Substances Hazardous to Health Regulations 2002</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• Building Safety Act 2022</li> <li>• The Fire Safety Act 2021</li> <li>• The Electricity at Work (amendment) Regulations 2018</li> <li>• The Gas Safety (Installation and Use) (Amendment) Regulations 2018</li> <li>• Health and Safety (Safety Signs and Signals) Regulations 1996</li> <li>• The Fire Safety (Employees' Capabilities) (England) Regulations 2010</li> </ul>
	<ul style="list-style-type: none"> <li>• Author: Department for Levelling Up, Housing and Communities, (2024), Annex A: Technical guidance for applicants of building safety funding applying for funding via PAS 9980:2022 [Online] Available from:</li> </ul>



Underpinning Knowledge:	<p><a href="https://www.gov.uk/government/publications/building-safety-fund-guidance-for-new-applications-2022/annex-a-technical-guidance-for-applicants-of-building-safety-funding-applying-for-funding-via-pas-99802022">https://www.gov.uk/government/publications/building-safety-fund-guidance-for-new-applications-2022/annex-a-technical-guidance-for-applicants-of-building-safety-funding-applying-for-funding-via-pas-99802022</a> [Accessed: 10/09/2025]</p> <ul style="list-style-type: none"> <li>• Author: BSI, (2022), PAS 9980:2022 Fire risk appraisal of external wall construction and cladding of existing blocks of flats. Code of practice [Online] Available from: <a href="https://www.bsigroup.com/en-GB/standards/pas-9980/">https://www.bsigroup.com/en-GB/standards/pas-9980/</a> [Accessed: 10/09/2025]</li> <li>• Author: HSE, (2014), Health and safety in care homes (HSG220) [Online] Available from: <a href="https://www.hse.gov.uk/pubns/books/hsg220.htm">https://www.hse.gov.uk/pubns/books/hsg220.htm</a> [Accessed: 10/09/2025]</li> <li>• Author: Housing Ombudsman Service, (2024), Fire Safety in Your Home [Online] Available from: <a href="https://www.housing-ombudsman.org.uk/useful-tools/fact-sheets/fire-safety/">https://www.housing-ombudsman.org.uk/useful-tools/fact-sheets/fire-safety/</a> [Accessed: 10/09/2025]</li> <li>• Author: DCLG, (2023), Fire Safety Risk Assessment (Residential Care Premises) [Online] Available from: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-residential-care-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-residential-care-premises</a> [Accessed: 10/09/2025]</li> <li>• Author: Department for Communities and Local Government, (2023), Fire Safety Risk Assessment: Means of escape for disabled people [Online] Available from: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people">https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</a> [Accessed: 10/09/2025]</li> <li>• Author: Home Office, (2023), Fire Safety: Guidance for those with legal duties [Online] Available from: <a href="https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business">https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business</a> [Accessed: 10/09/2025]</li> <li>• Author: Health and Safety Executive, (2024), Health and Social Care - Frequently asked questions - Fire and electrical safety [Online] Available from: <a href="https://www.hse.gov.uk/healthservices/faqs.htm">https://www.hse.gov.uk/healthservices/faqs.htm</a> [Accessed: 10/09/2025]</li> <li>• Author: GOV.UK, (2015), Fire Safety Risk Assessment - Means of Escape for Disabled People [Online] Available from: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people">https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</a> [Accessed: 10/09/2025]</li> </ul>
Suggested Action:	<ul style="list-style-type: none"> <li>• Encourage sharing the policy through the use of the QCS App</li> </ul>
Equality Impact Assessment:	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



## 1. Purpose

**1.1** To outline the arrangements in place at business premises owned or managed by Wellspring Recruitment and Care Services Limited in order to ensure the protection of its staff, Service Users and other users of its premises from the risk of fire.

To ensure Wellspring Recruitment and Care Services Limited meets its statutory obligation to effectively assess and reduce fire risk throughout its services.

**1.2** To describe how Wellspring Recruitment and Care Services Limited minimises the risk of fire as much as possible and provides guidance to staff on what action to take in the event of a fire incident at its premises.

**1.3** For the purposes of this policy, premises refers to an office or work environment and not to a Service User's home.

### 1.4

Key Question	Quality Statements
SAFE	QSS4: Involving people to manage risks QSS5: Safe environments
SAFE	QSS6: Safe and effective staffing
SAFE	QSS1: Learning culture
WELL-LED	QSW5: Governance, management and sustainability
WELL-LED	QSW6: Partnerships and communities

### 1.5 Relevant Legislation

- The Care Act 2014
- Civil Contingencies Act 2004
- The Electricity at Work Regulations 1989
- Equality Act 2010
- The Gas Safety (Installation and Use) Regulations 1998
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Building Safety Act 2022
- The Fire Safety Act 2021



- The Electricity at Work (amendment) Regulations 2018
- The Gas Safety (Installation and Use) (Amendment) Regulations 2018
- Health and Safety (Safety Signs and Signals) Regulations 1996
- The Fire Safety (Employees' Capabilities) (England) Regulations 2010



## 2. Scope

### 2.1 Roles Affected:

- All Staff

### 2.2 People Affected:

- Service Users

### 2.3 Stakeholders Affected:

- Commissioners
- Local Authority
- Visitors
- Property Partners (Where applicable)



## 3. Objectives

**3.1** To ensure that appropriate measures are in place to manage the risks to staff and Service Users of Wellspring Recruitment and Care Services Limited from fire occurring within the premises.

To ensure staff understand that fire prevention is of vital importance to Wellspring Recruitment and Care Services Limited, and that fire has the potential to present significant risks to health and safety.



## 4. Policy

**4.1** Wellspring Recruitment and Care Services Limited ensures that there are robust mechanisms in place to minimise the risk of fire.

In order to manage the risks from fire to its staff, Service Users and other premises users, Wellspring Recruitment and Care Services Limited will:

- Ensure that Wellspring Recruitment and Care Services Limited has a named individual responsible for reviewing and implementing its fire policy, procedure and strategy
- Assess the risks of fire at all of the premises of Wellspring Recruitment and Care Services Limited and implement appropriate control measures
- Ensure good housekeeping to minimise the risk of fire
- Provide means of detection and early warning in the case of fire



- Ensure that those persons, who for any reason, would require assistance in the event of a fire are identified and are the subject of Personal Emergency Evacuation Plans (PEEP)
- Inspect and/or test fire safety equipment at appropriate intervals
- Provide and maintain a safe means of escaping from the premises in the event of a fire
- Maintain all equipment and installations intended for fire detection, firefighting, limiting fire spread and development (such as fire doors and compartmentation) and safe means of escape (such as fire safety signs and emergency lighting)
- Implement a procedure for the action to be taken in the event of a fire
- Train and instruct staff in fire safety including the carrying out of fire drills, the use of evacuation chairs and sledges for example
- Keep records of all fire safety matters (see 'Records' in the Procedure section)
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements
- Identify people with any disability or impairment who may require assistance in the event of a fire
- Comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005



## 5. Procedure

### 5.1 Fire Safety Responsibilities within Wellspring Recruitment and Care Services Limited

An appropriate senior manager nominated by Wellspring Recruitment and Care Services Limited fulfils the role of Fire Safety Manager and is responsible for the development of an effective fire safety management strategy, which enables:

- The preparation and upkeep of the organisation's Fire Safety Policy which should include being able to provide advice and guidance on fire safety
- The recording of fire safety arrangements within Wellspring Recruitment and Care Services Limited, demonstrating how fire safety is managed within the premises
- The provision of reports and recommendations which enable Wellspring Recruitment and Care Services Limited to consider the removal or reduction of identified risks to an acceptable level within Wellspring Recruitment and Care Services Limited
- Adequate means for quickly detecting and raising the alarm in case of fire within Wellspring Recruitment and Care Services Limited
- Means for ensuring emergency evacuation procedures for all areas, at all times when premises are occupied, without reliance on external services wherever possible
- Staff to receive fire safety training appropriate to the level of risk and the duties they may be required to perform as well as in the use of any special measures, i.e. use of evacuation chairs or sledges
- The reporting of fire-related incidents to appropriate organisations
- The development of partnership initiatives with other bodies and agencies involved in the provision of fire safety



## 5.2 Fire Risk Assessments

Olajumoke Omolola has completed (or appointed a competent Fire Risk Assessor to complete) a suitable and sufficient assessment of risks from fire at Wellspring Recruitment and Care Services Limited and it is documented in full (including all the findings).

The Registered Manager has recorded the identity of any individual (their name), and/or if applicable their organisation (name) engaged by them to undertake/review any or all of the fire risk assessment.

This Fire Risk Assessment has been conducted and addresses the necessary steps below:

**Step 1 – Identify the fire hazards within the premises** - Wellspring Recruitment and Care Services Limited has identified:

- Sources of ignition such as naked flames, heaters
- Sources of fuel such as built-up waste, display materials, textiles or overstocked products
- Sources of oxygen such as air conditioning or oxygen supplies

**Step 2 – Identify people at risk** - Wellspring Recruitment and Care Services Limited has identified those people who may be especially at risk such as:

- People working near to fire dangers
- People working alone or in isolated areas (such as in roof spaces or storerooms)
- Children, or parents with babies
- The elderly or frail and people who are disabled

**Step 3 – Evaluate and act** - Evaluate the level of risk in the premises

- Are there a suitable number of escape routes?
- Are fire signs and notices required?
- Is there a fire alarm system?
- Replace highly flammable materials with less flammable ones
- Make sure that flammable materials are separated from sources of ignition
- Have a safe Smoking Policy
- Have a fire safety plan

**Step 4 - Record, Plan, Inform, Instruct and Train**

- Have you planned what everyone will do if there is a fire?
- Have you communicated this plan to all your staff?
- Have you considered part-time or temporary staff?
- Are your fire alarm systems and equipment maintained?
- Does your action plan assist you in reducing the fire hazards?

**Step 5 - Review**

- Review the Fire Risk Assessment regularly and specifically in the event that there are any changes to the premises, its usage, personnel or equipment
- The Fire Risk Assessment will be reviewed in the event of any fire or fire related near miss

Further guidance can be found on the GOV.UK website: [UK Government - Fire Safety: guidance for those with legal duties.](#)



### 5.3 General Fire Responsibilities within Wellspring Recruitment and Care Services Limited

Wellspring Recruitment and Care Services Limited has taken suitable steps to ensure the following:

- That the establishment can be evacuated safely in the dark or in the event of a power failure
- Fire Evacuation notices and photoluminescent directional signage are displayed (EN7010:2012 + A7:2017) and all escape routes and exits are adequately signed
- Where buildings are above 11 metres, ensure wayfinding signage is displayed to assist fire crews
- All escape routes and exits are free from obstruction
- All firefighting facilities are appropriate and readily available
- All fire detection and warning systems and installations are properly maintained and necessary records maintained
- Staff training is completed and recorded. Fire evacuation drills are completed and recorded
- That all passenger lifts have signage to say "In the event of fire DO NOT USE" unless they are specially designed as fire lifts

### 5.4 Evacuation Procedures within Wellspring Recruitment and Care Services Limited

#### Actions Required Prior to Evacuation

- In the absence of Olajumoke Omolola, the person in charge is to assess the need for evacuation ensuring the safety of visitors and staff
- The evacuation plan is reviewed taking into account the evacuation procedures for individuals
- Staff to be briefed on the reason, method, route and onward plan prior to evacuation

#### Actions Required During Evacuation

- The person who identifies the fire should summon emergency help by calling 999 and activate the fire alarm
- The person in charge should ensure that, at all times, a list is available of the people who have been evacuated and those still in the building
- The staff and visitors' register to be held by the person in charge
- Designated personnel should be allocated to the external doors in the case of fire alarm activation ensuring that no inappropriate persons are allowed to enter the premises
- In the event that the Emergency Services are involved, the lead will be taken by the senior officer on site

#### Actions Required After Evacuation

- The person in charge should collate all information regarding the whereabouts of staff
- In the event of a full evacuation of the premises, a designated person is to ensure the security of the building during this time
- Staff who were not in the office at the time should be notified of what their location of work will be until it is declared safe to return to the building
- Notify Social Services and other organisations of temporary working arrangements as necessary

#### Actions Required Prior to any Return to the Premises



- The person in charge should confirm that the premises are safe to return to having taken instruction from the Emergency Services personnel involved
- Any transport to return staff to the premises should be arranged
- All areas of the premises to be checked for safety and cleanliness prior to any return
- Contact to be made with Social Services and other organisations advising of the return to premises

## 5.5 Arson

Arson is a serious threat to all buildings at risk. Much of the arson is associated with vandalism and burglaries. If small fires have been started on the premises of Wellspring Recruitment and Care Services Limited or neighbouring premises, they should be taken seriously and the Police and Fire Brigade notified.

A risk assessment should be undertaken to ensure that control measures are in place as far as possible.

### Security to Reduce the Risk of Arson

- Where possible, keep the number of entry points to a minimum. However, there must still be an adequate number of escape routes in the event that a fire breaks out
- Perimeter fences, walls and gates need to be strong and high enough to keep out intruders
- Doors and windows must be in a state of good repair and locked when not in use
- Locks and padlocks must be of good quality
- Keys must be distributed only to a restricted number of people
- Gaps under doors must be kept small (less than 3mm if a fire door)
- Letterboxes should have metal containers fitted on the inside
- Stored material of any kind should be kept away from perimeter walls or fences where it could be set alight

### Advice for Employees

- Warn staff about the threat from arson
- Staff should challenge anyone who should not be on the premises and report any suspicious activities
- Be mindful of tailgating at security access points by unauthorised personnel
- Manage contractors on the premises
- Ensure that visitors sign the visitors' book so that it is clear who is on the premises at all times

## 5.6 Common Causes of Fire and How to Guard Against Them - Electricity

Neglect and misuse of electrical wiring, fittings and equipment can easily cause fires in the workplace. Overheating of electrical circuits, poor wiring connections, use of unauthorised electrical appliances, multi-point adaptors and problems with the use of extension leads are all hazards which frequently result in fires starting. Therefore:

- Ensure that all electrical circuits and equipment in the workplace are inspected and tested on a regular basis. (Remember, there is a requirement to do this under the Electricity at Work (Amendments) Regulations 2018)
- Ensure that any faults in wiring or fittings in Wellspring Recruitment and Care Services Limited are repaired promptly by a qualified electrician (18th Edition)



- Switch off electrical equipment when it is not in use and particularly at the end of the day's work
- Remember to unplug laptops, mobile phones and any other devices when not needed and NEVER leave them plugged in over night
- Consider a safe holding area for devices, or request that staff do not leave laptops in the building overnight to reduce the risk of fire
- Do not allow staff to plug in their own electrical items unless they have been subjected to Portable Appliance Testing (PAT). This includes but is not limited to phone chargers, hair appliances, for example
- Electrical equipment used by staff for the delivery of services will be inspected for damage and condition prior to each use to ensure it is electrically safe
- All equipment provided by Wellspring Recruitment and Care Services Limited will be subject to portable appliance testing, or a suitable alternative inspection and maintenance regime based on the type of equipment and risk presented
- Advice and guidance will be provided by Olajumoke Omolola to any Service Users or staff who bring additional equipment into Wellspring Recruitment and Care Services Limited, highlighting their responsibilities; this will be documented as part of the fire risk assessment

## **5.7 Common Causes of Fire and How to Guard Against Them - Rubbish and waste materials**

- Rubbish and waste materials that are left to accumulate can easily contribute to the spread of fire; they are also a place for malicious fires to be started
- Ensure that all waste materials are removed from the workplace on a regular basis and placed in a suitable container located in a safe position outside the building. Ideally, this container will be of metal construction and fitted with a lockable lid. Arrange for the container to be emptied regularly
- Do not burn rubbish on bonfires, even if it is thought safe to do so. Bonfires can easily get out of control and spread fire to nearby buildings or structures

## **5.8 Common Causes of Fire and How to Guard Against them - Smoking**

In accordance with the Health Act 2006, there is a 'No Smoking' policy at the premises. However, where possible, outdoor provisions for those who wish to smoke have been made. This outdoor area is a safe distance away from the main building and does not cause obstruction to the main entrance to the building or the exit from the building. Attention to fire safety will include the provision of suitable equipment being placed in the area to facilitate safe disposal of lighted cigarettes, i.e. a metal bucket filled with sand.

- E-cigarettes should not be left unattended while being charged and never overnight when the premises is empty
- Products should be purchased from reputable sources
- Care Workers should be mindful that if they use hand sanitiser, to minimise the risk of fire, they should rub their hands until dry, which indicates that the flammable alcohol has evaporated prior to igniting a cigarette

## **5.9 Common Causes of Fire and How to Guard Against Them - Cooking**

- Electrical kitchen items should be PAT tested and all kitchen equipment should be maintained in line with manufacturers' instructions
- Ensure that combustible materials such as cloths, towels and loose-fitting clothing (especially sleeves) are kept well clear of hobs
- Toasters and microwave ovens must not be sited in office areas; they will only be available in kitchens. Ensure that they are regularly cleaned, particularly toast crumbs which can stick to the heating elements



- Pans for example should not be left unattended. Pan safe devices can be fitted to cookers which cut out above a given temperature
- Where applicable: Avoid undertaking deep fat frying unless a thermostatically controlled pan is provided. Even then, pans should not be left unattended. There must be at least a 1 hour cooling off period and fire watch before the kitchens are locked for the night; this is to be part of the closing checks

### 5.10 Common Causes of Fire and How to Guard Against Them - Heating appliances

Portable heaters can often be hazardous, especially if placed too close to combustible furniture, fittings or materials. Convector heaters are safer than radiant fires. If heaters have to be used:

- They are securely guarded and properly fixed to prevent them from being knocked over
- They are placed well away from any materials which could easily ignite
- Never stand papers or books on them or drape clothing over them
- Do not allow ventilation grilles to become obstructed
- Clean portable heaters on a regular basis
- Gas emergency cut offs must be linked to the main fire alarm system and isolate immediately the fire alarm is activated. They must be located on exit routes and clearly signed

### 5.11 Common Causes of Fire and How to Guard Against Them - Combustible materials

If combustible items, such as packing materials, are used or stored in the workplace, it is recommended that:

- The amounts brought into the premises should be kept to a minimum and sufficient for the day's work only
- Any bulk supplies of such materials should be in a secure store, preferably outside the main premises
- Fabrics contaminated with combustible substances such as hand gels, petroleum jelly, or essential oils may ignite spontaneously when exposed to the temperatures generated in a tumble dryer
- Items contaminated with combustible substances must first be washed in hot water with extra detergent to reduce the contamination

### 5.12 Emollients

There is a fire risk associated with the use of emollient creams by Service Users.

Staff should refer to the Administration of Medicines Policy and Procedure at Wellspring Recruitment and Care Services Limited for further details.

### 5.13 Fire Drills

Staff may not follow appropriate action in an emergency if they have never experienced that action. Fire drills are carried out to check that staff at Wellspring Recruitment and Care Services Limited understand and are familiar with the operation of the emergency fire action plan, and to evaluate effectiveness and identify any weaknesses in the plan.

- The frequency of drills for each building will reflect the level of risk and take place at least twice a year. Each member of staff will participate at least once a year. During drills, fire scenarios are introduced to reflect what could occur in a fire and the types



of problems that staff may be faced with, such as an unusable escape route due to fire

- During drills, a member of staff who is told of the supposed outbreak should operate the fire alarm and the staff should then rehearse the routine as fully as possible
- Where there is the possibility that someone may misinterpret the fire drill and call the Fire and Rescue Service, it will be appropriate to inform the Fire and Rescue Service prior to the commencement and on conclusion of a drill in order to prevent its unnecessary attendance
- If the fire warning system is connected to a remote alarm receiving centre, the receiving centre should be informed (to prevent the Fire and Rescue Service being called) and then advised when the drill is terminated
- When carrying out a fire drill it may prove helpful to:
  - Inform visitors if they are present
  - Nominate observers to assess the appropriateness of actions and identify problems such as communication difficulties, the use of a frequently used route instead of the most appropriate escape route and difficulties with door fastenings
- REMEMBER - fires are more likely to occur at night so night staff also need to be involved in night time fire drills

## 5.14 Records

To ensure compliance with the regulations:

- Wellspring Recruitment and Care Services Limited is required to maintain accurate and up-to-date records of all fire drills undertaken
- The training statistics must be updated for all office-based staff to ensure that fire safety training has been undertaken and a plan of ongoing training and drills is formulated
- Fire equipment should be regularly checked with the dates of such checks and any actions recorded
- The sharing of information will only be carried out in line with UK GDPR, data protection policies and procedures at Wellspring Recruitment and Care Services Limited

## 5.15 End-of-Day Checks

Ensure that:

- The building is secured by a named individual at the end of each working day
- Doors and windows are secure
- No combustible material is left lying around
- No unauthorised people are on the premises
- Alarms are switched on
- External lighting is switched on
- Cookers must be monitored for at least 1 hour after all cooking is completed to ensure that all heat exchanges are reduced with just the standard fridges/freezers operating



## 6. Definitions

### 6.1 Fire Risk Assessment

- This document assesses the people, buildings and other fire safety risks associated with the work environment and considers measures to make it safe and manageable
- A documented evaluation of the risks from fire within a premises or workplace
- Requirement of fire safety legislation, the Regulatory Reform (Fire Safety) Order 2005 in England

### 6.2 Compartmentalisation

- Sections of a building have fire breaks or shields which prevent the spread of fire for a given period of time
- Each compartmentalised area will have at least one fire door

### 6.3 Personal Emergency Evacuation Plan - PEEP

- This is an agreement in writing which both the assessor and the Service User formulate together to keep Service Users safe in the event of a fire and how to remain in a place of safety
- Where possible, dependent on need, Service Users must be on the ground floor where their need is significant, if they have to be rescued from a burning building by the fire authority
- Staff who have medical, mobility or mental health considerations have individual risk assessments to assess their specific needs in the event of a fire. This is periodically reviewed to reflect changes in the work environment and/or their general wellbeing
- Vulnerable Service Users who have medical, mobility or mental health considerations also have individual risk assessments to assess their specific needs in the event of a fire

### 6.4 Directional Signage

- These are signs which assist in leading people to a place of safety in the event of an evacuation

### 6.5 Fire Drill

- A practice drill to emulate a real situation
- Ensures that all staff, Service Users and visitors are familiar with what to do in the event of a real fire situation at the premises
- Ensures that the fire plan works and establishes if improvements are needed

### 6.6 Fire Extinguishers

- Used to put out SMALL fires if safe to do so and if staff have been trained in their safe use

### 6.7 Wayfinding Signage

- Signage used to identify the floor level and direction of rooms within a building
- These should meet the requirements of BS9991 (Fire Safety in the design, management and use of residential Buildings)
- Signage is to assist fire crews in locating individuals trapped in a building



## 7. Key Facts - Professionals



Professionals providing this service should be aware of the following:

- Managers of Wellspring Recruitment and Care Services Limited will have access to all emergency contact details and phone numbers and will ensure that these are kept up to date
- All staff must have regular fire safety training in line with the training plan at Wellspring Recruitment and Care Services Limited. Staff must be aware of their own roles and responsibilities in the event of a fire related emergency
- All staff of Wellspring Recruitment and Care Services Limited should be aware of any suspicious activities which pose a fire risk and escalate these to Olajumoke Omolola or their line manager immediately
- All staff of Wellspring Recruitment and Care Services Limited should know where the Fire Risk Assessment is located and their responsibility in implementing it



## 8. Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- Wellspring Recruitment and Care Services Limited will ensure that it has good procedures in place to make sure that you receive your care as planned and that you know how to contact Wellspring Recruitment and Care Services Limited



## Further Reading

**UK Government - The Building Safety Act:**

<https://www.gov.uk/guidance/the-building-safety-act>

**UK Government - Check your fire safety responsibilities under Section 156 of the Building Safety Act 2022:**

<https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>

**UK Government - Fire Safety Risk Assessment - Residential Care Premises (although this is for residential care premises, it might be a useful resource for other services):**

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-residential-care-premises>

**UK Government - Fire Kills Lets Prevent it: Make your home safe (easy read):**

[https://assets.publishing.service.gov.uk/media/62876fdb90e071f68b19dac/Fire\\_-\\_make\\_your\\_home\\_safe\\_v4\\_easy\\_read.pdf](https://assets.publishing.service.gov.uk/media/62876fdb90e071f68b19dac/Fire_-_make_your_home_safe_v4_easy_read.pdf)



**A linked resource (AfterAthena Podcast - Fire safety responsibilities: updated guidance) can be found in the Resources tab of this policy**



### Outstanding Practice

To be "outstanding" in this policy area you could provide evidence that:

- The wide understanding of the policy is enabled by proactive use of the QCS App
- Wellspring Recruitment and Care Services Limited reviews current practices in light of any changes to working practices, redevelopments of the building or changes to the nature of the premises function
- There is communication between staff, management and key stakeholders
- Any concerns regarding fire safety are shared during handovers and in supervision
- Managers ensure that all staff are aware of the Fire Risk Assessment and what is required in order to ensure that, where gaps in knowledge base are identified, these are addressed through supervision and training



### Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Fire Logbook - MR04	For recording all fire safety management activities, maintenance, tests, inspections and occurrences.	QCS



Fire Logbook - MR04

# FIRE LOGBOOK

## Wellspring Recruitment and Care Services Limited



## 1. INTRODUCTION

This Fire Safety Logbook is provided as a tool to assist Wellspring Recruitment and Care Services Limited in ensuring that the fire safety precautions in place on the premises are adequately maintained. Although there is no statutory requirement to maintain a fire safety logbook, Article 17 of the **Regulatory Reform (Fire Safety) Order 2005** requires the 'responsible person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

Effective record keeping will help you to effectively manage the fire strategy for your premises and will also provide evidence to enforcing authorities that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.

Information provided within this logbook is intended as guidance only and does not guarantee conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005. **The frequency and nature of inspection and testing regimes should be guided by your own fire risk assessment.**

This logbook should be kept up to date and readily available on the premises, for inspection by the Fire and Rescue services where necessary.

**It is strongly recommended that, where necessary, maintenance contracts are taken out with competent persons** (e.g. NICEIC or ECA registered electrical engineers or those registered with BAFE for firefighting equipment).

Further information with regards to your legal responsibilities relating to the fire precautions in your premises can be found in the relevant HM Government guide to Fire Safety Risk which can be downloaded for free from:

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>



## 2. KEY RESPONSIBILITIES/USEFUL CONTACTS

OVERALL RESPONSIBILITY FOR FIRE SAFETY:	Olajumoke Omolola
RESPONSIBILITY FOR MAINTENANCE PROGRAMMES: <ul style="list-style-type: none"><li>• Maintenance of fire safety provisions</li><li>• Fire Alarm</li><li>• Emergency Lighting</li><li>• Fire Fighting Equipment</li><li>• Escape Routes</li><li>• Fire Safety Signs/ Notices</li></ul>	
FIRE WARDENS:	NAME: AREA OF RESPONSIBILITY: CONTACT:
	NAME: AREA OF RESPONSIBILITY: CONTACT:
FIRE ALARM MAINTENANCE ENGINEERS:	





EMERGENCY LIGHTING ENGINEERS:	
FIRE FIGHTING EQUIPMENT MAINTENANCE AND REPAIRS:	
BUILDING MAINTENANCE:	



### 3. FIRE ALARM SYSTEM

Fire alarm testing and inspection should be carried out in accordance with the manufacturer's instructions and the current British Standard.

**Daily:** Inspect the alarm panel for normal operation of the system (not normally recorded). Report any faults/ defects to the responsible person.

**Weekly:** Operate a manual call point at approximately the same time each week, using a different call point for each subsequent test. Where appropriate, inform the monitoring control centre prior to the test.

Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test, checking that all doors are being released and close fully onto the door rebates. Additional inspection, servicing and maintenance should be undertaken in accordance with manufacturer's recommendation and guidance.

**Periodic Inspection and Testing:** To be carried out by a Fire Alarm Engineer (or another nominated competent person). Requirements for these inspections and tests will depend upon the type and design of the system, the environment in which it operates and other factors that may affect the long-term operation of the system. The recommended period between successive inspection and servicing visits should not exceed six months.

**Fire detectors:** Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation. Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard.

**Note:** All checks, tests and maintenance including faults and remedial action taken should be recorded. The date on which each fault is rectified should also be recorded.





--	--	--	--	--	--	--



#### 4. EMERGENCY LIGHTING

**Daily** - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

**Monthly** – Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.

Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

**Annually** – Testing, service and inspection by a competent Electrical Engineer in accordance with the current British Standard for Emergency Lighting (BS5266).

**Note:** Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation.

All checks, tests and maintenance including faults and remedial action taken should be recorded. The date on which each fault is rectified should also be recorded.



**EMERGENCY LIGHTING INSPECTION, TESTING AND MAINTENANCE RECORD**

Date	Description of Inspection, Testing or Maintenance	Result	Action Required	Date Action Completed	Signature








## 5. FIRE FIGHTING EQUIPMENT

### Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

**Monthly** - It is recommended that regular inspections of all extinguishers are carried out by the responsible person or other nominated, competent person on at least a monthly basis. Each extinguisher should be checked to ensure:

- Extinguishers are located in the correct place
- Extinguishers are visible and unobstructed
- Operating instructions are legible and face outwards
- Extinguishers have not been used and there is no obvious damage
- That pressure gauges/indicators are reading within operational and safety limits
- That the seals and tamper indicators are not broken or missing

Where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

Corrective action should be arranged where necessary.

**Annually** - Portable fire extinguishers should be inspected by a competent person in accordance with the manufacturers' instructions and the British Standard. Annual servicing is recommended.

### Hose Reels

Should be inspected at intervals depending on the environment/fire risks by a competent person for obvious leaks and corrosion. Regular visual checks should also be carried out to ensure that the hose reel is unobstructed, clearly visible and operating instructions are present.

**Annual:** Service and Inspection by a competent person. **Further information can be found in the current British Standard.**

**Note:** All checks, tests and maintenance including faults and remedial action taken should be recorded. The date on which each fault is rectified should also be recorded.








## 6. FIRE TRAINING AND FIRE DRILLS

Safety training should be given to employees so that they are aware of the following:

- What to do if they discover a fire
- How to raise an alarm
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it is safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors

Fire safety training should be delivered at induction and at periodic intervals thereafter (it is recommended that this is on an annual basis or in the event of new or increased risk or changes to the emergency plan). Records of fire safety training should be retained on individual personnel records.

Safety drills should be carried out:

- Fire drills are to be held at least every six months (both day and night) or whenever there is a significant change in staff. PLEASE REMEMBER – Routine fire drills are essential; only through regular fire drills can one ensure that the reactions of members of staff are automatic in a true emergency. All staff must be involved in at least one fire drill per year
- All employees **MUST** evacuate the premises regardless of seniority or commitments








## 7. FALSE ALARMS

False alarms should be recorded and positive action taken to manage the problem.

Categories of False Alarms:

- Unwanted alarms
- Equipment False Alarms
- False alarms with good intent
- Malicious false alarms

**The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.**

All premises should have an emergency plan which includes a strategy for fire alarm activations and procedures so the Fire Service is not called when there is a false alarm

Please contact your fire alarm maintenance and system monitoring providers for further advice.

You should discuss procedures with your alarm receiving centre to ensure that, where appropriate, they contact you to ascertain whether the actuation is caused by a fire, or a false alarm, before contacting the Fire Service. You should also consider a designated key holder outside of your normal operating hours.

We strongly recommend that where your alarm monitoring company does pass a call to the Fire Service, designated key holders are also alerted, at the same time as the initial call, and are requested to attend the site within 20 minutes.





--	--	--	--	--



## 8. MISCELLANEOUS TESTS AND CHECKS

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals.

The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire door self-closing devices operate efficiently.

Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

**Note:** All checks, tests and maintenance including faults and remedial action taken should be recorded. The date on which each fault is rectified should also be recorded.

