

Fire risk assessment



For the safety of service users, staff and visitors to Hillview Farm certain procedures have been put in place to ensure that in the event of a fire all those occupying the home are within a safe environment.

Escape routes are kept clear of obstruction and a plan of the home is placed near to the entrances/exits of the home. Access can be gained out of all the doors due to them having thumb turn locks fitted internally to the doors, service users have been shown how to use these locks.

All staff carry keys to the home at all times for entry into the home. Other routes out are through the utility room door to the rear of the house and from the patio doors in the two lounges and the garden door to the side of the house, again the doors are fitted with thumb turn locks. All service user bedrooms have internal thumb turn locks and externally for entry to their rooms they each carry a key, staff are able to access the bedrooms in an emergency with a spare key if necessary.

Fire Doors

Fire doors that are opening into the main staircase of the home and the central corridor of the annex are in compliance with British Standard 476 part 22; they are able to resist the passage of smoke at an ambient temperature and are fitted with intumescent and smoke seals. The doors are self-closing. All doors will be checked and maintained throughout the year, ensuring that their closure is compliant to fire safety regulations; they will at no time be propped open.

Emergency Lighting

Emergency lighting is in place throughout the house, internal maintenance staff inspects the system weekly, and the green indication light is checked daily by residential staff to ensure each unit is working.

Smoke alarm and fire detection system

A mains operated system with battery system back up is installed and the system is interlinking with the main house and the annex, checks on the system are done weekly and recorded. The system is cleaned every 6 months.

For the safety of the service users there is a member of staff on throughout the day within the home and two on in the evening one is a sleeping in member of staff and the other goes home at 10pm.

All furnishings are fire retardant.

Other information concerning risks within the home.

The premises provide two publications in Fire Precautions (workplace). Fire Safety an Employers Guide and for Service users the NHS Estates Health Technical manual.

Risk assessments within the home are on going.

All appliances electrical and gas are checked by a registered Corgi contractor annually, PAT tests are carried out also. Records of this are kept within the fire file in the home.

All fire fighting equipment is tested by a professional company annually; records of this are kept in the fire file within the home.

Fire drills are carried out monthly and testing of the detectors are done weekly within the home, involving both service users and staff.

In house fire training is carried out monthly by a competent member of staff; these sessions are recorded and cover use of fire fighting equipment, fire exit routes, and procedure of evacuating the home. A qualified instructor runs training sessions annually.

All fire-recording books are completed whenever a test or drill occurs.

Judy Hempstead
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