**FIRE SAFETY (HEALTH AND SAFETY POLICY)**

All Shekinah Support units are equipped and certified in line with fire safety compliance. This includes preventive measures as well as fire equipment and personnel training. Shekinah Support staff will continue to make regular checks on smoke alarms and carbon monoxide alarms every week and this is logged in the Unit’s fire safety log. Other equipment such as fire blankets and extinguishers are also checked every month ensuring that they are in working order and full of the extinguishing substance.

Each Unit has a designated fire marshal who is supervised by the safety officer or the General Manager who ensures weekly checks are conducted.

Staff as well as the resident young people are trained on preventative measures with fire. Hazards and potential triggers are made clear. Routine Safety practices for daily occupancy of the unit are explained. Identifying types of fire or their causes are also important so as to be aware of what measures to take for evacuation or what equipment to use if trained to do so. Smoke itself creates a hazardous and harmful situation as such, training does not concentrate solely on heat and flames.

Emergency measures are explained so individuals are aware of how they can minimise the effects of smoke on their lungs while attempting to evacuate the unit.

**Extinguisher equipment**

Each unit as standard is equipped with smoke/gas detectors in the kitchen, ground floor landing areas and first floor corridor areas. They are the recommended and approved detectors that come as standard as provided by the Fire Assessment services who have inspected each property and approved all the recommended equipment and completed the fire risk assessment.

There are co2, ABC powder and water fire extinguishers to help put out various forms of fire and they are located in the kitchen and ground floor landings as well as the first - floor corridor. This fire extinguisher and smoke alarm placing extends to any additional floor in any of the units open for occupancy. They are located in the same areas on each floor. In the fire safety logs staff are required to maintain a fire fighting equipment inspection record. The safeguarding manager oversees the consistency of such records. The Area Manager inspects such records on their weekly visit to all the units.

**Emergency lighting**

The fire safety log/book is used to log weekly/monthly tests. When emergency lighting is installed, it must operate on demand. It must therefore be routinely tested and maintained. The best practice standard is set out in BS5266-8. It specifies (1) A daily visual check of the power supply to confirm that the battery power levels are being maintained (2) A monthly test to confirm that each emergency lighting unit will switch to emergency mode and that the battery is able to power the light. Designated staff will be required to complete these checks alongside weekly fire alarm tests. (3) An annual test of each unit including a full duration discharge.

Emergency lighting and fluorescent exit signs are strategically placed to lead residents to the main exit of each unit.

**Training & induction**

Shekinah Support will include health and safety training in the induction process with all young people placed in care. This includes the fire drill, congregation zone, and explanation on what to do when the fire alarms are triggered. Residents will be aware of escape exits and lighted signs. They are also told who the appointed fire marshal is.

Residents are also shown what constitutes a fire hazard and how that applies to the rules of the homes. They are also shown what extinguishers are used for different forms of fire. The fire action notice is placed in the kitchen and corridors of each unit

They are made aware of the assembly point and this is added to the Fire action notice.

Residents are also shown how to minimise risks in terms of objects left in dangerous or obstructing positions. Safety with the use of home appliances and electricity is also covered.

Residents are asked to leave the unit using the emergency protocols, not attempting to retrieve or save personal items from a fire, not to attempt extinguishing the fire unless they are specifically trained to do so and the risks are proportionate.

As part of staff training – all members of staff are expected to attend the fire   
safety training as delivered by the approved contractor. Staff also need to   
complete a refresher course every 24 months.

**Fire evacuation records**

The evacuation tests or drills are completed a minimum 6 - month period. This is completed by the designated fire marshal or safety officer. This needs to include how participants reacted to the fire alarms, are they clear and effective? Was the alarm sounded promptly? Did all staff understand the routine and react promptly?

If there were any issues with the evacuation process, there needs to be corrective measures

put in place and recorded in the fire safety logs.