



# FIRE SAFETY POLICY

(Version 1.2)

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**1. AIM:**

The aim of this policy is to give clear instruction on what to do in the event of a fire.

**2. INTRODUCTION:**

This policy is needed to clearly outline the roles and responsibilities of staff in the event of an emergency.

**3. ROLES AND RESPONSIBILITIES**

It is the role of the Manager on duty and designated trained personnel to assist in the evacuation of the clinic, should the need arise. It is the Manager on duty's responsibility to ensure all staff are aware of their role in an emergency.

**4. EQUIPMENT**

There are fire extinguishers in the main hallway inside the front door, at the top of the stairs, and in the waiting room - they are water and co2. These are clearly marked and signage provides details on how to use them. There is also a fire blanket in the kitchen that details how to use it.

**5. HAZARDS and SAFETY:**

Please see fire safety risk assessment.

**6. PROCEDURE / SYSTEMS:** It is the company procedure that all staff will have sound knowledge fire safety.



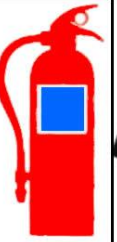







Our conduct within the clinic can affect the way in which the service remains safe and risks are reduced in the event of a fire.

**SAFETY NOTES:**

- Ensure the fire escapes are clear of hazards that may delay exit from the building (logged on the sign sheet on reception)
- Take note of location of fire extinguishers and how to use them. (We have Water and Co2 extinguishers)
- Take note of fire alarm points – main entrance and top of stairwell
- Fire doors are kept closed at all times.
- Fire alarm test – done weekly and logged in Health and safety log book
- Fire alarm serviced annually – sensors checked
- Fixed wire testing conducted every 5 years
- PAT testing carried out on appliances over 5 years old

We keep a Water and Co2 extinguisher at the clinic. These are safety checked annually.

## Know your Fire Extinguisher

<i>Symbols found on fire extinguishers and what they mean</i>						
		WATER	FOAM SPRAY	ABC POWDER	CARBON DIOXIDE	WET CHEMICAL
Wood, paper & textiles		✓	✓	✓	✗	✓
Flammable Liquids		✗	✓	✓	✓	✗
Flammable Gases		✗	✗	✓	✗	✗
Electrical Contact		✗	✗	✓	✓	✗
Cooking oils & fats		✗	✗	✗	✗	✓

**Procedures to be followed by employees in the event of an emergency are as follows:**

### **In the event of fire alarm:**

1. If the fire is immediately identified, in the first instance inform staff or use one of the appropriate fire extinguishers provided.

**Do not EVER put yourself in danger, always seek help from the nearest registered manager.**

If the fire is not manageable please use the break glass units provided, located on the ground floor next to the front door and on the first floor before entering the office. Evacuate the building using the nearest exit and go the Assembly Point (**next to the bike shed in the front car park**) please try to remain calm, do not stop to pick up personal belongings.

2. If the fire alarm sounds and the fire is not yet identified, advise patients to leave via the nearest exit and wait at the assembly point.

The reception staff will be responsible for bringing the booked client list for that day with them.

3. The main door at the front of the building is our main route for escape. If you are unable to reach this exit, the doors to the scan rooms are fire doors likewise the upstairs office doors are also fire doors. These should be kept closed and will give you a "Safe haven" until the emergency services arrive.

**4. The assembly point is the car park at the front of the building, there is an assembly sign next to the bike sheds.**

5. Once fire alarm has sounded, if there is no visible smoke or flames, the Manager in charge and a nominated person is to check the fire panel to assess if it is a fault or actual alarm.

- **Fault:** silence alarm & call engineer – Patients and staff can re-enter or

- **Actual** – If the fire has not yet been visually identified. Go from room to room working from the scan rooms to the front of the building to assess if there is a visible fire/smoke.

If there is **no evidence of a fire** the engineer needs to be called to assess for a fault.

If there is a fire found that can be safely tackled with the extinguishers this needs to be done.

If the fire cannot be tackled safely please leave the building and head to the assembly point.

6. If the break glass system is used the emergency services will **NOT** be contacted automatically.

When all persons are at the assembly point, the fire services should be contacted by the designated person.

7. Disabled People: Ambulance disabled will be guided out by their helper or our assistants to the designated assembly point (end of the bike sheds) wheelchair bound or non-mobile people, it will be the responsibility of the Office manager/manager on duty to coordinate their evacuation.

## 7 QUALITY CONTROL and AUDIT

This policy will be reviewed annually.

## 8. REFERENCES

HSE Health and Safety - Fire Safety

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