

## **Fire Equipment Policy and Procedure**

Amended on 8.03.2016

### **Purpose**

- To ensure that the premises are adequately covered by a working fire alarm system.
- To comply with statutes, regulations and quality standards.

### **Scope**

- All of the premises owned or controlled by **The Manor House**.

### **Policy**

- A fire alarm, compliant with the standards currently requested by the Fire Service, is installed.
- A maintenance contract is in place covering the fire alarm, emergency lighting and fire-fighting apparatus (e.g. extinguishers) with approved organisations.
- The fire alarm will be tested weekly, on Sunday at midday, and the event recorded in the Fire Log book.
- One test in four will be unannounced, to test staff responsiveness and procedures.
- In the event of an alarm, the senior Carer on duty will in all cases take charge and control all staff.
- All employees will receive instruction in Fire Procedures every 6 months.
- There will be one fire practice (simulated, not actual evacuation of Service Users) each year for day staff and one for night staff.
- Extinguishers will be demonstrated at the annual fire practice.

### **Procedure**

- Keep a Fire Record book, into which the following must be entered:
  - All records of maintenance of fire equipment;
  - Copies of all service reports on fire equipment;
  - Records of all tests, and their results;
  - Records of all fire procedure instructions;
  - Records of all fire practices;
  - Records of all false alarms, and causes.
- Keep a regularly reviewed diary of fire related procedures to ensure that they are carried out at the required intervals.