



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

The Village Residence DROGHEDA Centre Number OSV0000538

Policy and Procedure for the Prevention and Management of Fire

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Introduction

Fire is a potential hazard for every person eliving in the Village Residence Drogheda. “The risk of injury and death from fire is significantly higher in older persons groups and for people with disabilities, due to impaired mobility, cognitive disabilities, frailty and use of medication, amongst other reasons (HIQA, 2021).

The safety of residents in the event of fire is the number one priority of this facility. This requires all staff and visitors to the centre to be aware and very knowledgeable of this fire policy and the fire procedures that must be implemented in the event of fire or smoke.

This service undertakes a person centred fire risk assessment checklist at the pre admission assessment and ongoing assessment within the centre. (See Appendix One).

It is crucial that all persons using the building, without exception, understand what is required of them and co-operate fully by reducing the risk of a fire outbreak by early detection and by a rapid and effective response by staff.

In the event of a fire occurring, staff need to take appropriate action in accordance with procedures laid down and therefore involvement in fire precautions is regarded as a basic duty and obligation. These include the fire checks of doors before entering IN EVENT OF FIRE ALARM ACTIVATION known as SHES. The procedure for evacuation of residents using RACES, and the use of fire fighting equipment using foam or CO2 known as PASS.

Saint Mary’s is a residential care facility that provides care for persons aged 18 years and over. The facility has 60 extended care registered beds with the Health Information and Quality Authority, (HIQA). 30 of these beds are located in Sunnyside and Meadowview and 10 beds in Butterfly Cottage, 10 beds in Red Robin Cottage and ten beds in Forget me Not Cottage.

The Village Residence is comprised of two single storey building with two (2) residential units with mixed gender:

For Fire Safety reasons, Sunnyside and Meadowview is divided into zones.

Zone 1 is the main entrance hall which also has within this zone the main IT room.

Zone 2 is all of Meadowview Unit which has fifteen residents. Four of these rooms are single rooms while the remainder are multioccupied rooms.

Zone 3 is the main Services corridor which contains hygiene Staff rooms, linen and resident clothing area as well as storage rooms.

Zone 4 is all of Sunnyside Unit and has accommodation for fifteen residents. Four of these rooms are single rooms and the remainder of rooms are multioccupied.

Zone 5 includes the main kitchen and Dining room as well as hygiene room for catering hygiene services.

Zone 6 includes the Electrical supply room and the boiler room which is gas run.

Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage is divided into eleven compartments

Butterfly Cottage has two compartments CP1 and CP2

Compartment CP1 contains four Zones

Compartment CP2 Contains Zone 6 and Zone 7

The Galley is in CP2 Zone 6.

The Main entrance foyer contains Two compartments CP7 and CP3. There is one Zone in CP3 and one Zone in CP7.

Red Robin Cottage contains two compartments CP4 and CP5. CP4 contains two Zone and CP5 contains 2 Zones. The Galley is in CP4 Zone 21.

The Galley in Forget me Not Zone 28 is in CP5

Forget me Not Cottage is divided into Two Compartments CP6 and CP7. There are four Zones in these compartments two in CP6, Two in CP7. As outlined above, the Galley in Forget me Not is in Zone 28 OF Compartment CP5 in Red Robin Cottage is zoned

Compartment CP9 CONTAINS CP9 1 Boiler house, CP92 Water Tank, CP9 3 Electrical panels. CP9 contains two Zones.

Compartment CP8 contains the staff hub including the staff rest room. There are two Zones in this compartment.

Meadowview and Sunnyside are two main fire zones within the Centre The Village Residence has a total of 17 fire compartments (ZONES) with fire resisting magnetic doors which further divided by sub-compartments. All bedroom doors, doors located along escape routes and doors to high-risk areas i.e. Main Kitchen; are all fire resisting magnetic doors that offer protection from smoke that close automatically when the fire alarm sounds. Each household has its own “final exit doors” that lead to a place of safety outside the building.

In the event of an emergency such as fire, residents can be moved from immediate danger to a safe area or a protected compartment. Horizontal, phased evacuation is the method of moving people away from the area of danger to a safer place on the same floor in Sunnyside and Meadowview.

In Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage residents can be moved from immediate danger to a safe area or a protected compartment. Horizontal, phased evacuation is the method of moving people away from the area of danger to a safer place on the same floor. In this case beds can be used

This type of evacuation is usually required where a resident cannot use exit stairs to get outside and must remain on a particular floor until assistance arrives. This is one reason why using fire doors properly is so important, as they help to create fire resistant compartments.

There is an automatic fire alarm system and the fire panel is located at the main entrance of Sunnyside and Meadowview. There is an automatic fire alarm system and the fire panel is located at the main entrance in Butterfly Cottage, Red Robin Cottage which when activated will alert the **On-Site Person in Charge**. It will be the identified On-Site Person in Charge that will co-ordinate the fire response by the onsite team and ensure that emergency services are contacted. (Refer to SJCC 064 – Evacuation Plan, page 7).

In addition to this, there are several break glass unit located throughout both buildings that can be activated in the event of a fire. The fire doors close automatically when the fire alarm is activated and the access doors that are coded/locked automatically open. Portable fire extinguishing equipment such as fire extinguisher cylinders and fire blankets are strategically placed throughout the building. There are fire hydrants located outside of both residences in The Village Residence.

These are situated:

- along footpath leading into the centre,
- the second one is located in the sitting area outside administration office and
- the third is based outside the child and family centre across from the main kitchen. These are painted bright yellow.
- There is one hydrant based at the waste segregation area
- There is one hydrant based along the services avenue between both buildings
- There is one hydrant based at the entrance just outside the emergency evacuation door of Butterfly Cottage.
- There is one further hydrant based outside the Village square looking over Boyne View House.

Saint Mary's accommodates adults with health and social care needs who have varying dependency levels ranging from those who are able to walk with minimal assistance to those who are wheelchair/ bed bound. The range of needs includes residents with complex needs inclusive of dementia care, cognitive impairment, residents with an acquired brain injury, and residents with end of life care needs. In designing this policy, it is essential that all staff have regular training in fire prevention, know what to do in the event of a fire, how to use fire extinguishing equipment and know what to do in the event of an evacuation. Also staff need regular updating on a daily basis on each resident's evacuation plan in the event of fire. In addition each resident's personal evacuation egress plan (PEEP) requires the input of all staff at least on a monthly basis.

Fire has been identified as a real risk to the safety of the residents living in a residential care area. **This policy primarily aims to prevent the outbreak of fire and thereby protect lives.**

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1.0 Policy Statement

It is the policy of the Village Residence to take all reasonably practicable procedures to protect the residents, staff, visitors and property from the dangers of fire.

2.0 Guiding Principles

Legislation underpinning this policy includes the following:

- **Fire Services Acts, 1981 and 2003 amendment**

- The Fire Services Act, 1981 and the Licensing of Indoor Events Act 2003 set out the duties of anyone who controls over the premises. The person with control may be the owner or manager. The owner/manager has a legal responsibility (under section 18(2) of the 1981, Fire Services Act and The Safety Health and Welfare at Work Act 2005) *“to take all reasonable measures to guard against the outbreak of fire on such premises and to ensure that as far as is reasonably practicable the safety of all persons on the premises in the event of an outbreak of a fire”* (Byrne, 2001, p184).
- The legislation also places duties on the employees under Section 18(3) of the 1981 Act states that *“every person must conduct himself or herself in such a way as to ensure that as far as reasonable practicable no other person on the premises is exposed to dangers from fire”* (Byrne, 2001, p184).

- **Building Control Acts 1990 and 2007**

- The Technical Guidance Document B: Fire Safety (2006) – deal with different aspects of fire safety which include, means of escape, the internal fire spread and external fire spread and access and facilities for the fire service (Department of the Environment, 2006).
- *“Whenever a building is newly constructed, materially altered, extended or has undergone a change of use, the provider should ensure that a registered professional working on its behalf has ensured that the design of the building complies with the building regulations and as such demonstrates compliance with the building control regulations”* (HIQA, 2021).

- **Safety, Health and Welfare at Work Act 2005**

- Employer has a legal responsibility to ensure the health and safety of employees and any third parties affected by the activities of the employees (HIQA, 2021)

- **The Health Act (2007) (Care and Welfare of residents in designated centres of Older People) regulations (2009) part 8** requires providers of designated centres for residential care to take precautions against the risk of fire, and to have suitable equipment and adequate arrangements in place for the prevention, detection and extinguishing of fires.

3.0 Policy Aims

3.1 To ensure maximum safety of all persons entering the Village Residence.

3.2 To eliminate or minimize the risk of harm by fire to all persons entering the Village Residence.

4.0 Policy Objectives

4.1 To ensure that the Village Residence complies with statutory legislation and guidance AS WELL AS Regulatory requirements..

4.2 To outline a fire management system which will include:

- Responsibilities
- Fire prevention
- Staff training on evacuation and the use of fire extinguishing equipment.
- Procedures in the event of hearing the fire alarm and in the event of discovering a fire.
- The provision and maintenance of fire alarm/ emergency lighting systems.
- The provision and maintenance of fire extinguishing equipment.
- The provision and maintenance of fixed fire equipment.
- The procedure for fire evacuation.
- Fire Register.
- To act as an educational tool in the induction process for new and existing staff.

5.0 Scope

This document applies to all staff, residents, visitors and any other persons entering The Village Residence.

6.0 Management of Fire Safety

The persons in charge of premises have a statutory duty to take all reasonable measures to prevent the occurrence of fire. Staff and all other persons in the building have responsibilities in relation to fire safety.

Managerial Responsibilities

6.1 Registered Provider (HIQA, 2021). Please refer also to the Fire Safety Register.

- The provider should have a well-defined and effective fire safety programme and take a proactive approach to implementing it.
- To include fire safety as a standard agenda for management meetings.

- To ensure the services keep up-to-date with new and emerging practices and technologies relating to fire safety.
- To review fire safety and its consequences on the quality of care and experience of the residents and children and include it in the annual review of the designated centre

6.2 Director of Nursing and/ or delegated deputies

- To ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.
- To ensure all reasonable measures/ controls are in place to guard against the outbreak of fire on the premises.
- To provide appropriate fire safety procedures ensuring the safety of persons in the premises.
- To ensure all staff receive annual training in fire safety procedures and practices appropriate to the workplace, by notifying the fire officer of staff training needs, and maintaining a copy of same.
- To ensure a record is maintained of all staff that has attended fire training. From these records, it will be possible to identify the number of persons who have attended and those who have failed to attend fire lecture/drills. Any staff member who fails or refuses to attend mandatory training may have disciplinary procedures initiated against them.
- To maintain the fire register which forms a comprehensive record of all fire safety arrangements for the premises.
- To identify persons responsible for carrying out the daily and weekly checks (i.e. fire alarm, fire doors, fire extinguishing equipment and emergency lights) and for maintaining a record of all equipment servicing, maintenance and repairs.
- To maintain a record of all visitors to The Village Residence (book located at the main reception).

6.3 Fire Safety Officer

- Responsible for the provision of fire prevention and safety training to staff in The Village Residence.
- To provide fire training for all staff, in a timely manner, as notified and requested by nursing administration.
- To provide advice and guidance to The Village Residence in relation to fire prevention and safety and to assist The Village Residence to comply with the legislative requirements in relation to fire safety.
- To monitor compliance with this guideline, legislation and good practice.

Fire Safety Officer: Fiona Flood
(087) 9234184
fiona.flood@hse.ie.

6.4 Responsibility of staff

It is the responsibility of every member of staff to:

- Familiarise themselves with and understand and adhere to the contents of this policy and its procedures. Staff must sign that they have read and understand the contents of the fire policy/procedures.
- Inform their line manager if there is any aspect of this policy and procedure that they do not understand.
- Take reasonable care of their own health and safety and others who may be affected by their acts or omissions.
- Co-operate with their employer or any person (under relevant statutory provisions) as far as is necessary to ensure that fire safety standards are maintained.
- Attend fire safety training at least once each calendar year and take an active part in such training.
 - Co-operate with their line manager in attendance at fire lectures and drills.

- Sign the register (attendance sheet) when they have attended a fire lecture/drill.
- Be familiar with and follow the established procedures for the management of any actual or suspected fire incident, however minor that incident may be.
- Familiarise themselves with (PEEP) Personal Emergency Evacuation Plan for each resident and (GEEP) General Emergency Evacuation Plan.
- Be aware of the position of and use of the fire equipment in the proximity of their place of work and throughout the building.
- Know where the escape routes are.
- Know and familiarise with different fire compartments in Saint Mary's.
- Know where the external fire assembly point is for each household and where to go in the event of complete evacuation.
The main *Fire staff response point* is the front hall of Sunnyside and Meadowview
- The main Fire staff response point is the front information desk of Butterfly Cottage, Red Robin Cottage and Forget me Not
- . Refer to the Evacuation Plan for each unit for the external assembly point for each "final exit doors".
- Follow safe working practices at all times.
- Staff should be familiar with the location and the proper usage of each fire sledge, and ensure that the instructions on sledge are facing outwards.
- Be vigilant to any potential fire risks, and bring these to the attention of their manager
- Be aware of good housekeeping in the unit, avoiding clutter in the workplace. All fire escapes and corridors must be maintained free of obstruction.
- To ensure continued clearing of combustible waste takes place and report all instances where combustible materials are found

in vulnerable places to their line manager following removal of same.

- To be aware of arson in the premises and report unauthorised persons in the premises to the line manager or person in charge of nursing administration.
- Ensure that there is no smoking in any areas of the grounds but especially in areas where oil tanks are based or where linen is stored or in areas where domestic waste is stored.
- Ensure that all residents who smoke have been risk assessed and wear the proper fire resistant smoking aprons.

6.5 Responsibilities of Line Managers

The Responsible persons for each department include the following:

The Clinical Nurse Manager

The senior nurse manager on duty on each unit over a 24 hour period.

Catering officer or deputy catering officer

General Administration's Manager

Maintenance personnel Tony McKenna and Malachy Callan and Christopher Woods.

Responsibilities:

- Clearly identify by highlighting on the duty roster who is in charge of their area on any given day. Where possible, a new staff member should not be in charge until they have had formal fire safety training (HIQA, 2021).
- Have an up-to-date daily written record of residents/staff in their area.
- Ensure staff are aware of their responsibility in the event of an evacuation such as closing doors/ windows and clearing all obstruction from the corridors.

- Ensure staff are aware of the importance of, and carry out good house-keeping practices in their work area.
- Ensure all staff including agency staff, student nurses and volunteers understand the fire arrangements within their workplace which include the following:
 - *Preparing for evacuation at the start of each shift*
 - *Ensure staff know the following:*
 - *what to do in the event of hearing the fire alarm*
 - *What to do on discovery of fire*
 - *Ensure staff know what the different extinguishers are for and how this equipment is operated.*
 - *Where the Fire alarm panel, fire extinguishers, fire detectors, break glass units, hose reels, fire escape routes, signage and hydrants are located.*
 - *Assembly point in the event of evacuation*
 - *Arrangements for complete evacuation (refer to Evacuation Plan, Responding to Non-Medical Emergencies or Safety Statement)*

7.0 Fire Prevention

7.1 For a fire to start three things are needed

- **A source of ignition**
Sources include smoking materials such as cigarettes, matches and lighter, faulty electrical equipment, cooking equipment, gas heaters and photocopiers.
- **Fuel**
Anything that burns is a fuel for fire. Sources of fuel identified in The Village Residence include laundry supplies, bedding, towels, flammable products such as cleaning products, cooking oils, aerosol canisters, waste products such as shredded paper and domestic waste.

- **Oxygen**

The main source of oxygen for a fire is the air around us. In addition, there are oxygen concentrators, oxygen cylinders and piped oxygen with emergency turn off valves.

THE EMERGENCY CUT OFF VALVE FOR Meadowview and Sunnyside household IS LOCATED ON SUNNYSIDE UNIT.

THE EMERGENCY CUT OFF VALVE FOR Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage is based at the staff hub in Forget me Not Cottage.

7.2 Control measures in place to reduce the risk of fire

Fire prevention involves the identification, elimination and reduction of potential fire hazards both inside and outside the building. The following controls are in place to reduce the risk of fire in the Village Residence.

A. Formal Fire Training

The provider (HSE) should aim to ensure that each member of staff has received formal fire safety training appropriate to The Village Residence and the evacuation needs of the residents. Training should be provided to all staff (including the provider or members of the provider entity, volunteers, part-time staff, temporary staff, or any other person who works in The Village Residence). Management must ensure that agency staff have received formal fire safety training specific to the Village Residence (HIQA, 2021).

Management must ensure that students have received formal fire safety training specific to the Village Residence (HIQA, 2021).

Purpose of the training

The aim of the training is to ensure staff are confident in their abilities to respond as required to different emergency situations or if a fire happens

in The Village Residence. It included the opportunities for informal training, such as practicing a fire drill and evacuation procedure.

Frequency (HIQA, 2021)

- Formal training should happen as soon as possible when people start their employment or whenever staff are transferred to the Village Residence from another of the provider's services.
- Refresher training should be **provided annually, or more frequently as may be necessary** to reflect the changing needs of residents, risk assessments and turnover of staff.
- Training should be provided when:
 - Changes have been made to the fire precautions or fire procedures.
 - Changes have been made to working practices and processes or people's responsibilities
 - The premises or layout of all households has changed due to the construction of Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage works taking place at the front of the Centre.
 - Deficiencies are identified in staff members' knowledge or skills.

Contents to be included in formal fire safety training (HIQA, 2021)

The minimum training to be provided is stated in the regulations and specifically includes the following training in all designated areas:

- Fire prevention
 - What to do in the event of discovering the fire
 - What to do on hearing the fire alarm
 - How to identify and report fire hazards
 - How to safely use the fire fighting equipment provided
- Emergency procedures
- Evacuation Procedures or arrangements

- How to use fire doors and compartmentation against fire and smoke
 - How and when to call out the Fire Brigade (**including use of EIRCODE**)
 - The fire assembly point
 - Who takes charge at the Fire Assembly point and what they do
- Building layout and escape routes
 - Ensuring that all escape routes, corridors and exit doors are free from obstruction
 - Ensuring that flammable materials i.e. cardboard boxes are quickly removed from within The Village Residence.
- Location of fire alarm call points or fire detection and alarm call points
- First Aid
- Fire control techniques

Training provider

- The person that will deliver the training to staff should be competent in the areas of fire procedures, evacuation techniques and evacuation aids.
- The trainer must be familiar with The Village Residence and any evacuation aids that will be used in the event of a fire emergency.
- Training details, including the content, attendees and dates, should be documented to ensure that there is appropriate oversight and governance of staff training. These records should be retained in The Village Residence Training Data Base.

B. Fire Extinguisher Training

Training in the use of fire extinguishing equipment is provided to all staff. This covers how to use the fire extinguishers and staff are taken step-by-step through the correct handling and use of various types of the portable fire equipment available in The Village Residence.

Guidelines for using a fire extinguisher.

PULL

AIM

SQUEEZE

SWEEP

USE PASS,

- Check that the extinguisher is suitable for use on the fire.
- Pull the pin and check that the extinguisher is operational at a safe distance from the fire.
- Keep your escape route behind you so you can withdraw at any time.
- Keep low and attack the fire from a safe distance initially.
- Once the extinguishing agent is seen to be having an effect, get in closer to the fire while keeping low.
- Ensure the fire is fully extinguished. Many fires have re-ignited having been considered extinguished.

Do Not Continue:

- If the fire continues to grow despite your efforts.
- If there are any gas cylinders involved in the fire.
- If there is foam or plastic materials involved which give off toxic fumes.

If in doubt, Get Out! Close the door behind you. Stay Out

C. Fire Drills

A responsible person from within the staff will be identified to organise regular fire drills. A record of all drills and those who participated must be maintained in the fire register.

Drills should take into account situations where one or more of the escape routes are deemed impassable due to fire or smoke. Nominated, competent staff should monitor progress and record their observations and the outcomes of the drill in the fire register. Fire drills will be held for day and night staff for the purpose of ensuring that:

- Staff are familiar with the alarm.
- Evacuation procedures are understood.
- Shortcomings are identified and improved.
- Persons with particular responsibilities react correctly in the event of an emergency.
- Staff are familiar with the ***staff main fire response point*** for St.Mary's (main front hall).
- All such emergency drills are observed, timed and recorded in the statutory fire register.
- Residents must not be put at any risk when organising fire drills. A staff member can simulate this role in a fire drill.

D. Emergency Procedures

In the event of hearing the fire alarm

- A nominated person from each UNIT, Meadowview, Sunnyside, Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage Catering and Administration staff should go immediately to the fire alarm/control panel based in the main entrance lobby to determine the location of fire on the fire panel. Check on Panel for Compartment Number, Zone Number and room Number. Confirm the Compartment Number, Zone Number and the room Number on map beside Alarm Panel
- Do not assume that someone else will check.
- Do not call nursing administration for confirmation about the fire.
- Confirm whether a fire does/does not exist and if so, the exact location.
- The fire alarm may only be reset on the instruction of the senior person on duty and only if it is confirmed that no fire exists.

Emergency procedure in the event of a fire. Use SHES, PASS AND RACES.

- a. **Raise the alarm** using the nearest break glass unit.
- b. **Check Panel** if alarm has activated. **Determine Zone and Room number and confirm by examining map location of Zone and Room Number.**
- c. **All staff be on standby alert awaiting on instructions from person checking panel.**
- d. **Fire Marshall dons high visibility vest and plans for assessment of room.**
- e. **Use SHES, AND BRING EXTINGUISHERS TO ROOM, Check for smoke leaking under door, check for heat on door, check for electricity using back of hand against metal handle. Shield yourself behind a wall and open door very gently and slowly.**

If safe to do so

1. Carefully open the door.
2. **IF A RESIDENT IS IN THE ROOM THE R A C E S PROCEDURE IS ACTIVATED STRAIGHT AWAY.**

R A C E S

R Stands for **REMOVAL** of resident which is the priority from the room. Elderly residents with dementia may become anxious and try to hide from fire so search the room thoroughly including behind curtains, toilets, wardrobes to ensure that no one else is left behind.

A Stands for **ALERT** the emergency services as quickly as this is crucial.

Provide information to the emergency services by outlining;

1. Location of the building. The Village Residence Dublin Road Drogheda. Eircode A92 X862.
2. Who is involved? Example we have 30 residents and four staff on duty.
3. What is causing the fire? Television mattress, curtains on fire or smoke.
4. Stay on phone until fire brigade personnel tell you as a staff member that it is safe to hang up the phone

5. Under no Circumstances - will any employee, except the Nurse in charge, use outside lines during the state of emergency or while necessary action is being taken following the emergency .
6. **C** stands for **CONTAIN** the smoke and fire. Attempt to extinguish the fire if it is safe to do so.
7. It also means closing the door after the room has been thoroughly checked. Roll up towel at the base of the door to create a smoke seal.
8. Place fire extinguisher in front of door to identify which room the fire or smoke is in.
9. **E** stands for **EVACUATE** by getting as many residents as possible out of the fire compartment as quickly as possible.
10. The Fire Marshall using the PEEPS will instruct on evacuation to a different Zone through horizontal evacuation or evacuation to the outside assembly point at all times during evacuation.
11. **S** stands for **SWITCH OFF**. Switch off the gas mains and oxygen mains.
12. Switch off gas mains in main kitchen
13. Switch off oxygen at panel in Sunnyside Unit.
14. Start also to move residents closest to the room where fire or smoke is visible or can be smelled involved first.
15. A pillow or towel is placed in front of each door that has been evacuated to indicate that the room has been checked or cleared.
16. The Fire Marshall clearly indicates to all other staff where residents are to be assembled.
17. It is important that all staff are directed to the assembly point at mental health assembly point via an exit door or in adjoining Zone 1 ZONE 2 Zone 3 or Zone 4 or Zone 5 depending on which Zone the smoke or fire is in.
18. A roll call is undertaken by the Fire Marshall of all residents and all staff.
19. If a resident is missing conduct a secondary sweep of the zone if it is safe to do so.
20. Check linen cupboards and all rooms.
21. The Fire Marshall must give a detailed handover to the chief fire officer on arrival. They will expect a situation report. Account that all residents are accounted for or that a staff member is doing a secondary sweep of building/Zone.
22. Outline where the suspected fire or smoke is coming from and where there is smoke build up from.
- 23.

E. Plans for Evacuation

The designated zones and co-ordinator

- The designated co-ordinator initiates the evacuation and delegates tasks accordingly. The designated co-ordinator is the **On-site person in charge** of the affected area/department at that particular time.
- The designated zones and co-ordinators for Sunnyside and Meadowview households are:
 - ZONE 1 – The nurse in charge The Administration- On-site nurse in charge of Nursing Administration.
 - Zone 2- The nurse in charge
 - Zone 3–The nurse in charge.
 - Zone 4 – The nurse in charge.
 - Zone 5 Catering/Staff zone -The person in charge of the kitchen and the nurse in charge of both units
 - Zone 6 ESB room and boiler house --The nurse in charge
 - In Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage
- Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage is divided into eleven compartments The nurse in charge
- Butterfly Cottage has two compartments CP1 and CP2 The nurse in charge
- Compartment CP1 contains four Zones The nurse in charge
- Compartment CP2 Contains Zone 6 and Zone 7 The nurse in charge
- The Galley is in CP2 Zone 6. The nurse in charge
- The Main entrance foyer contains Two compartments CP7 and CP3. There is one Zone in CP3 and one Zone in CP7. The nurse in charge
- Red Robin Cottage contains two compartments CP4 and CP5. CP4 contains two Zone and CP5 contains 2 Zones. The Galley is in CP4 Zone 21. The nurse in charge

- The Galley in Forget me Not Zone 28 is in CP5 The nurse in charge
- Forget me Not Cottage is divided into Two Compartments CP6 and CP7. There are four Zones in these compartments two in CP6, Two in CP7. As outlined above, the Galley in Forget me Not is in Zone 28 OF Compartment CP5 in Red Robin Cottage is zoned The nurse in charge
- Compartment CP9 CONTAINS CP9 1 Boiler house, CP92 Water Tank, CP9 3 Electrical panels. CP9 contains two Zones. The nurse in charge
 -
-
- If complete evacuation has to take place the overall co-ordinator is the On-site person in charge in Nursing Administration during the day. At night time the person in charge is the Nurse in Charge.

Phases of the evacuation plan

This process of evacuation is called progressive horizontal evacuation which involves moving residents from immediate danger to another zone/area which is separated by doors and walls which will provide at least 30 minutes of fire resistance. The order of the implementation of the plan may depend on the initial assessment of the emergency and on the particular circumstances.

The evacuation plan for The Village Residence will be subdivided into phases as follows:

Phase 1: Evacuation from the room or area of origin of the fire;

Phase 2: Evacuation to a place of relative safety;

Phase 3: Evacuation of parts of a building; and

Phase 4: Total evacuation of the building.

A place of relative safety is an adjacent fire compartment that is safe from immediate danger.

- The first priority is to move any residents who are in immediate danger to a safe area or zone.
- Once residents, staff and others have been removed, doors should be closed to prevent the spread of fire and smoke.
- Residents and staff then proceed to the nearest protected zone.
- If complete evacuation has to take place then resources of all available staff are required to assist in the movement of residents, staff and others to a place of safety and to a final exit outside the building. In The Village Residence staff will be summoned for assistance from all areas and from St. Mary's Residential hostel to help support residents who may be evacuated outside
- It is intended to carry out the evacuation of residents in the following order of priorities;
 - Residents/ People in immediate danger.
 - Ambulant clients requiring only a member of staff to guide or direct them.
 - Semi-ambulant residents requiring minimum assistance.
 - For Non-ambulant residents use wheelchair or sledge which are attached to the mattresses.
 - Bed evacuation should only be used where there is sufficient space within the designated area. Beds should not block on corridors or escape routes.
- The designated co-ordinator will ensure all staff and residents proceed to the staff main response point (front hall) or external fire assembly point as identified by each unit in The Village Residence.
- A roll call of all staff and clients is carried out at the assembly point. The prescription charts, the nursing notes, the sign in book and visitors' book will be used to ensure an accurate count of all the persons in the building.
- The on-site person in charge must be available to assist the fire service.

Arrangements in place for complete evacuation

In the event of a complete evacuation from the building, Boyne View House, St. Mary's Residential Mental Health Services, the Cottage Hospital, and the Cottage Day Hospital will all be utilised as per PEEPS.

7.3 Equipment and Systems See Fire Safety Register

7.3.1 Means of escape (HIQA, 2021)

In the Village Residence, the escape route may include travel through compartments, sub-compartments, day rooms, corridors and final exits. To make sure everyone can be safely evacuated from the unit, the escape routes mentioned should always be ready for use for escape.

- The escape routes throughout The Village should be suitable for the evacuation needs of the residents and the evacuation procedure i.e. evacuation using beds should not be used where corridors are too narrow for beds to be easily moved along them.

Bed evacuation is **NOT** an identified means of fire evacuation in SUNNYSIDE OR MEADOWVIEW AT THIS TIME

- There should be at least 4 independent escape routes available from any part of St. Mary's. There are five from Meadowview and Sunnyside
- There are two emergency fire exits from Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage.
- There are two escape routes from the staff hub.

- **There must never be equipment left on the corridor at the escape point going past the kitchen area. THIS AREA MUST BE KEPT FREE AT ALL TIMES.**
 - **Floor plans** that clearly indicate the alternative escape routes to places of safety and the location of fire fighting equipment should be displayed throughout The Village Residence
 - **The floor plan** highlights the following:
 - the location of the rooms
 - the position of all fire extinguishers
 - the location of manual call points for the alarm system
 - the location of smoke and heat detectors.
- A suitable number of sledges should be provided within the compartment, and hoists should be readily available if they are needed. **PEEP should state “wheelchair at bedside” if required.**
- There is a summary version of PEEPS in each folder in Meadowview, Sunnyside and in the Catering area, in Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage. Each PEEPS folder also contains photographic information on each resident. Each PEEPS folder also contains details of residents next of kin contact details.
- **Final exit doors** should only be fitted with a lock or fastening which is readily operated, without a key, from the side approached by people making their escape.
- **Doors on escape routes** should not be fitted with any locking device. If a locking device is required, it should be able to open without the need for a key, from the side approached by people making their escape.

- **To safeguard the residents in the Village Residence additional controls are required such as:** electrically powered lock is used in each unit (connected to the fire detection and alarm system, red/green manual call point/break glass) and door exiting alert. These are all labelled.
- The following precautions must be taken into account for all escape routes:
 - Corridors, steps and escape routes must not be obstructed and must be available for use at all times.
 - **THIS PARTICULARLY APPLIES TO AREAS ALONG FOOTPATH ALL AROUND THE Village Residence. THIS AREA HAS BEEN TESTED TO ENSURE THAT THE LARGEST CHAIRS CAN BE MOVED EASILY**
 - Escape routes must be clearly indicated and adequately illuminated.
 - Escape routes must not be used for storage of any type.
 - Upholstered furniture should not be provided in corridors.
 - Floor coverings must not present a slip/trip hazard on any escape route.
 - Final Exit doors and other escape routes should be checked periodically to ensure that they are clear, unobstructed and operational or ready for use. Also the escape route outside the final exit door external to the building is also clear and unobstructed. **These checks should be carried out daily.**

7.3.2 Emergency escape lighting and exit signage See Fire Safety Register for all fire safety equipment

- Emergency lighting and emergency exit lighting are provided inside and outside The Village Residence to direct everyone to final exits and to external assembly points (HIQA, 2021).
- Emergency lighting are provided throughout the building, including in circulation spaces such as lobbies and corridors, in large dayrooms and so on. Such lighting should also be provided outside the building, beside the final exits, to help evacuees during the hours of darkness to safely disperse or safely reach evacuation points once they reach outside (HIQA, 2021).

7.3.3 Fire Safety Sign and Notices

- The signs regulation 1995 stipulates that every employer must provide fire signs such as fire fighting and emergency escape signs (Ledden, 2004, p2).
- “Running man signs” should be clearly displayed and should be visible when the mains electrical supply fails. Emergency escape signs, fire fighting equipment signs should be in accordance with the provisions of, Safety, Health and Welfare at work (signs) regulations 1995. For a sign to comply with the legislation, it must be in pictogram form. The sign may be supplemented by text if considered necessary.
- Fire Extinguisher Action Notices should be displayed at all fire points.

- Fire Instruction Notices must be provided in all offices, entrance lobbies, all units and departments. There must be sufficient notices displayed to ensure that in the event of a fire occurring; staff, service users and members of the public will have access to same in their immediate vicinity.
- Exit signs must be provided which indicate the direction of escape and location of exit doors.

7.3.4 Fire Alarm System

- The Village Residence has an automatic fire smoke and heat detection and alarm system throughout the building with main function such as:
 - Detect any abnormal condition which indicates a fire, by either manual and/ or automatic means;
 - Warn occupants and staff in all parts of the building of the existence of smoke or fire;
 - Activate emergency services;
 - Alert staff to put their fire instructions into effect;
 - Enable staff to Call out the Fire Brigade in a timely manner.
- The main alarm control panel is located at the front hall which is checked daily to ensure that the panel indicates normal operation.
- Manual Call points such as break glass units are provided throughout each building at strategic locations. Upon activation of a Manual Call Point Unit, all fire alarms sounders will be activated.

7.3.5 Automatic Heat and Smoke Detectors are located throughout each building at various locations, the purpose being to detect a fire at an early stage.

- Automatic smoke detectors are provided in every room.
- Heat detectors are located in the main dining rooms and staff room.

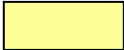


7.3.6 Audible Sounders are provided throughout each building to alert residents and staff in the event of a fire.





7.3.7 Portable fire extinguishing equipment

The class of fire will determine the type of extinguisher to be used.

- Extinguishers are serviced on an annual basis by Masterfire. The date of the inspection and signature of the competent person carrying out the service are noted on an adhesive label and fixed to the extinguisher.
- Staff are required to familiarise themselves with the location and type of fire extinguisher in their area.

Fire extinguishing equipment refers to any appliance either portable/fixed.

FOAM (AFFF)	CREAM 	Class 'A' 	WOOD, PAPER, FABRIC AND PLASTICS and GREASE, OIL, PAINT, PETROL, ETC.	Cools and smothers the fire. Note: <i>For Class 'A' fires aim spray at base of fire from a safe distance.</i> <i>For Class 'B' fires aim spray 'over' the fire to form a smothering blanket.</i> Not suitable on chip or fat pan fires.
		Class 'B' 		

				Do <u>Not</u> use on live electrical fires!
CARBON DIOXIDE	BLACK 	Electrical Fires  Class 'B' 	FIRES IN LIVE ELECTRICAL EQUIPMENT and GREASE, OIL, PAINT, PETROL, ETC.	<p>Smothers the fire by eliminating the oxygen supply. Aim at vents on appliance and use in pulses or shorts blasts.</p> <p>Note:</p> <p>For Class 'B' fires aim at the base of the fire to remove oxygen. Stand at a safe distance – no closer than 1.5 metres.</p> <p>Do not handle the discharge horn when in use!</p> <p>Do <u>Not</u> use on Class 'A' fires as this extinguishing medium will blow loose burning material and could spread the fire</p> <p>.</p> <p><u>Not</u> suitable on chip or fat pan fires.</p>
Extinguisher Type	Extinguisher Colour	Extinguisher Classification	This Extinguisher can be used on ...	Notes
 <small>FIRE BLANKET</small>	FIRE BLANKET	RED CONTAINER	SMALL CONTAINED SOLID OR LIQUID FIRES	<p>Smothers the fire by denying oxygen supply. Use by covering the fire container with the blanket.</p> <p>Note:</p> <p>Once used the fire blanket must be replaced.</p>

7.3.8 Fixed fire extinguishing equipment fire hydrants

The Village Residence do not use the internal fixed hydrants. Hydrants are located around the building.

7.3.9 Fire Doors

- All bedroom doors, doors located along escape routes and doors to high-risk areas are required to be fire doors (HIQA, 2021).
- All fire doors should be fitted with self-closers with the exception of fire doors to service ducts or cupboards which are normally kept locked and doors to toilets, bathrooms and shower rooms (HIQA, 2021).
- The gaps between the edges of the door leaf (the entire door which opens and closes) and door frame should be fitted with intumescent strips and smoke seals. The intumescent strips expand when heated by a fire, to seal the gap between the door and the frame, while smoke seals prevent the spread of smoke at lower temperatures.
- The fire doors in the Village Residence are connected to the fire detection and alarm system by a magnetic device. A magnetic device holds the fire doors open and they automatically close once the fire alarm is activated.

7.3.10 Compartmentation ZONES

To ensure safety of the people in the Village Residence one of the vital elements is restricting the spread of fire. This is achieved through compartmentation by sub-dividing the centre into a number of smaller fire-protected areas KNOWN IN THIS CENTRE AS COMPARTMENTS AND ZONES. "A compartment may be further sub-divided into smaller fire-protected areas called sub-compartments. This may be useful to help reduce the number of residents who may be exposed to the effects of fire or reduce the

numbers or residents who will need immediate evacuation (HIQA, 2021).

- Each unit or floor level of the centre must be divided into at least two compartments separated by construction which is 60-minute fire-resistant (HIQA, 2021).
- Each sub-compartment must be enclosed in a fire-resisting construction (walls, doors and floors and be able to impede the spread of fire) that achieves 30 minutes of fire resistance.

7.3.11 Personal Emergency Evacuation Plan (PEEP) and General Emergency Evacuation Plan (GEEP). (HIQA, 2021)

- In The Village Residence, personal emergency evacuation plans (PEEPs) will be prepared for each resident on admission to ensure that adequate provision is being made for his or her safe evacuation from the centre
- Personal emergency evacuation plans should be in suitable format and are readily available for staff if an emergency evacuation is required.
- **Personal Emergency Egress Plans are discussed daily at handover.**
- It is recommended that these plans should be reviewed regularly in line with the review of the assessed needs of residents or more frequently as care and support needs change. This is to ensure they reflect:
 - The current evacuation needs of the residents
 - Current location of the residents' bedroom
 - Evacuation procedures
 - Changes in the layout and use of the building or rooms

- Changes in staff and staff skill-mix.
- The provider must also consider any restrictive practices in place when assessing the evacuation needs and supports for residents.
- During handover, the staff should be notified of any changes in the evacuation needs of residents within each compartment in the Village Residence.
- Essential information on residents that would support continuity of care should evacuation and relocation of the residents if required is located in Fire Evacuation Folder in nurse's station in each unit.

Personal emergency evacuation plans (HIQA, 2021)

It is recommended that a personal emergency evacuation plan should include:

1. A current picture of the resident and relevant information relating to him or her
2. Information on the ability of the resident to understand the sound of the fire detection and alarm system going off
3. Information on the ability of the resident to evacuate of the building
4. A description of the staff assistance they will need, including the number and skills of staff for both daytime and night-time evacuation
5. The method of evacuation (wheelchair, walking-aids, sledge use or other evacuation aids) for both daytime and night-time evacuation. The Village Residence use a current **PEEP system, a roll call system which also identifies the PEEP and currently developing an evacuation card for each resident which can be found inside their door that staff can easily see.**
6. Supervision requirements after the evacuation
7. The date when the personal emergency evacuation plan was last reviewed.
8. Primary and secondary routes.

8.0 Identified Fire Hazards in The Village Residence

8.1 Electrical equipment

- Only qualified electricians are permitted to carry out any electrical work.
- ALL ELECTRICAL EQUIPMENT AND ELECTRICAL SUPPLIES CHECKED AND ASSESSED IN OCTOBER 2021 AND AWAITING CERTIFICATION OF SAME BY CLARKE'S ELECTRICAL.
- Suspected or faulty equipment including any signs of damage to equipment wires, cables, plugs, sockets, etc., are to be reported immediately by staff to the Head of the Department.
- All defective items are to be removed from service until repairs are carried out and reported to the Head of the Department.
- The overloading of sockets is to be prevented where possible within The Village Residence.
- A qualified electrician shall carry out regular PAT testing and servicing of electrical installations.

8.2 General Housekeeping

- Attention to good housekeeping practices can reduce the risk of fire from occurring. Residents in the unit cannot be evacuated quickly and safely if safe routes are obstructed or exits locked.
- Each Head of the Department should institute a fire safety check when staff leaves a place of work, to ensure that electrical equipment is safe, kitchen appliances are switched off and the area is secure with all fire doors shut.
- Corridors should be kept clear of combustible material and storage should be limited to designated rooms such as disposal rooms and storage rooms. These rooms should be locked shut when not in use.

- Regular cleaning of workplaces, machinery and equipment should be carried out to prevent the build-up of dust, dirt, etc.
- The use of highly flammable materials will be avoided where possible.

8.3 Kitchens

- Cookers, extractor fans, fume extraction hoods, filters, ducts and all equipment shall be regularly cleaned of oil, grease and dust by a competent contractor according to the manufacturer's instructions and maintenance contract.
- Gas, oil and electrical cut-off switches are provided in clearly marked and accessible areas at a safe distance from the equipment that they serve.
- Catering staff must be vigilant when cookers are on and they must not leave cookers unattended for periods of time.
- All catering staff must receive proper instructions in the correct method of operation of cooking equipment.
- Care must be taken when using pans, fryers, etc., with large quantities of oils and fats.
- All catering staff must be familiar with the location and correct use of fire fighting equipment such as fire blankets and fire extinguishers.
- Any defective equipment, such as electrical, frayed wires, pipes, etc., must be reported to the Maintenance Department.
- The catering manager and deputy (Senior Chef in St. Mary's Care Centre) is responsible for ensuring safe practices in the kitchen.

8.4 Medical Gas (cylinder)

Cylinders of compressed gases are safe if handled correctly and in accordance with the supplier's instructions. It is important that familiarity should not lead to the neglect of ordinary safeguards. The hazards associated with medical gases are:

- Gases can be flammable, flammable and toxic, toxic and irritant, and corrosive and irritant.
- Incorrect handling of accidental damage may result in the release of large volumes of flammable and/ or toxic gases.
- Uncontrolled discharge may cause the cylinder to rocket like a projectile.

The following precautions should be adhered to:

- Only gas cylinders in actual use may be kept inside the unit.
- Cylinders must be stored vertically and must be chained securely and prevented from falling. All gas cylinders whether empty or full should be chained.
- Keep cylinders away from heat, flammable materials, and corrosive chemical and fumes.
- All gas cylinders must be stored in accordance with the recommended practice for the gas concerned.

8.5 Piped Oxygen

In The Village Residence, piped oxygen is available in all bedrooms in both Sunnyside and Meadowview, Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage. The cut off valve for oxygen is located on Sunnyside. This can be opened by key or in an emergency by break glass method. The cut of valve for Butterfly Cottage, Red Robin Cottage and Forget me Not Cottage is based in Forget me Not Cottage at the staff hub

- The key to the Oxygen manifold is in the key box on Sunnyside Unit

Oxygen Enrichment & Fire Safety

The current COVID surge has resulted in an increased number of high flow oxygen (O₂) devices I use outside of ICU/ HDU areas in our hospitals. In some cases, these devices are I use on standard wards which may be reliant on natural ventilation or ventilation systems with lower air change rates than those of a typical ICU or Critical Care Environment. As such, there is an enhanced fire risk than those of a typical ICU or Critical environment. As such, there is an enhanced fir risk associated with O₂ enrichment in these areas.

Particular Issues that might increase the risk

- Mobile phones and tablets being charged at the bedside particularly with non-OEM chargers.
- O₂ therapy devices left switched on when not in use; for example, when residents are having their meal. Devices should not be placed on bed sheets without being switched off at the wall outlet.

Main causes of fires and explosions when using O₂ includes:

- O₂ enrichment from leaking equipment.
- Use of materials not compatible with O₂.
- Use of O₂ in equipment not designed for oxygen service.
- Incorrect operation of O₂ equipment.
- Pockets of O₂ entrapped in bed linen, for example when proning.
- Ignition sources in the vicinity of O₂ equipment.

Mitigating the Risk

- ✓ Ensure Clinical Engineering inspection sticker is present.
- ✓ Minimize O₂ concentrations through prudent use of O₂ and proper Ventilation.
- ✓ Ensure an adequate level of ventilation.
- ✓ Control heat/ ignition sources I the vicinity of residents on oxygen.
- ✓ Manage fuels; allow vapours to dissipate; prevent O₂ pooling under Resident.
- ✓ Keep areas clear of bedding, paper, and control waste.
- ✗ Do not use oil-base emollients on residents on high flow oxygen Unless there is specific clinical indication.

Actions in the event of an Oxygen Enriched Fire

- Site specific fire action and evacuation procedures.
- The location of your fighting equipment.
- Where & how to operate oxygen isolation points.
- Only trained personnel should attempt to rescue residents in the Immediate vicinity of a fire.

Oxygen cylinders can explode in fires.
Follow the designated procedures for

Storage and deployment.

HSE, 2021



NO SMOKING NO VAPING

8.6 Flammable Substances

The handling and storage arrangements for flammable substances must be in accordance with the manufacturer's warning labels and instructions. Hazard warning signs should always be placed on the entrance of the storage compounds.

- Flammable liquids/ creams must be used and dispensed in a safe place with adequate natural or mechanical ventilation.
- Sources of ignition, i.e. static electricity, unprotected electrical equipment, cigarettes, naked flames etc., are prohibited where highly flammable liquids are being used.
- All flammable materials are stored separately from high-risk areas.
- **Aerosol sprays** such as fresheners and deodorants must be stored in a **locked room or steel cabinet**. Aerosols must not be left up on window sills/near radiators.

8.7 Smoking

The Village grounds is promoting a “smoke-free environment”. However, there is a designated area for smoking for designated residents within the courtyard.

The following controls and safety measures are in place to prevent the risk of fire and must be adhered to and documented in the resident's care plan.

- Residents who smoke must be supervised at all times – under no circumstances should a resident be left unsupervised when using the designated area in all areas of the Village Residence. A vision panel is in the door to allow for safe supervision.
- Smoking Aprons must be used where required as per risk assessment. Where a resident refuses to wear a smoking apron this must be documented.
- The smoking area ash tray must be checked and deemed to be safe by the person who accompanies the resident. (i.e. empty and free from paper or flammable waste, and free from lit ashes when the smoker has finished in the area).
- A smoking risk assessment must be completed as required for each resident who wishes to smoke in order to identify potential risk and mitigate accordingly.

8.8 Waste

- Waste is not permitted to accumulate inside the building particularly around the fire escape routes whilst waiting collection. The housekeeping on duty each day is the responsible person for the waste management.
- Waste is not permitted outside the fire exits. It is not permissible to leave waste outside escape routes where they have the potential to impede escape.
- Waste bins should be located 3m away from the escape route.
- Waste is placed immediately into the appropriate containers. All waste bins must be of metal construction with a well-fitting self-

closing lid. Refuse sacks should be completely enclosed in a non-combustible container.

- Rubbish and waste materials should be removed regularly from each building to the designated waste areas outside the building. Pending removal, waste should be stored in non-combustible containers, at designated locations, away from sources of ignition.
- Staff should be aware of the importance of not accumulating rubbish or waste on any part of the premises.

8.9 Laundry

Any person working with laundry is responsible for the laundry and safe practices:

- Reporting any defect in the electrical system,
- Ensuring equipment is turned off after use,
- Removing 'fluff' from the dryer after each use.

8.10 Outside contractors

- Contractors carrying out maintenance work using welding and cutting equipment producing heat require a permit to work because of significant fire hazards they pose. The maintenance department is responsible for inspecting this permit prior to commencement of work. If these fire hazards are not controlled the risk of fire can be significant.
- Fire exits and fire fighting equipment must under no circumstance be obstructed or blocked by any act or omissions of theirs.

8.11 Textiles and furniture

All textiles and furniture purchased by the Village Residence should be flame retardant.

8.12 Candles/incense sticks

Open candles, incense sticks and oil burners are to be used with caution. However they are not advised and all use must be formally risk assessed. Battery operated candles are recommended as a safer alternative.

9.0 Other control measures in The Village Residence

9.1 Resident Pre-Admission assessment

- Before being admitted to The Village Residence, a pre-admission assessment will be completed to identify the specific evacuation needs of residents. This assessment is aimed at ensuring the service has the capacity, capability, experience and facilities necessary to support the residents and ensure their safety with the centre.
- When residents are admitted to the centre, the measures required to ensure their safety should already be in place and they **should only admitted when safe to do so.** This pre-admission assessment should include the following considerations:
 - The residents capacity and mobility
 - Any wishes from the resident to bring in their own furniture and equipment required for a safe evacuation from the centre
 - The availability of a suitable bedroom in a part of the Village Residence that meets the fire evacuation needs of the resident
 - Any revisions required to the fire precautions for The Village Residence.

9.2 Assigning a bedroom to a resident

- Whenever possible, residents should be consulted with about where they are accommodated within The Village Residence. However, the PIC or designee should clearly communicate with residents and their

families that bedrooms are primarily assigned based on ensuring residents can be safely evacuated in the event of emergency. These decisions take into account the capacity, care and support needs and dependency levels of residents.

- If a resident is being considered for admission to a shared room, consideration must be given to the challenges this may pose in terms of safe evacuation of all residents from these rooms.
- When assigning these rooms, consideration is required for the dependency of all residents- not only in the multi-occupancy rooms, but within the particular fire compartment that the multi-occupancy rooms are situated in. The CNM II in consultation with Nursing Administration should make a conscious effort to accommodate high and medium dependency residents in those bedrooms which are either the easiest to evacuate or which are located in part of the centre where the threat from fire is lowest.

9.3 Contract of Care

- Contracts of care – which are agreed between the resident and the Person in Charge in The Village Residence – should reflect the possibility that the resident may need to move bedroom in future if their mobility declines and to ensure their safe evacuation. In such cases, communication and consultation between the member of Nursing Administration/ CNM II and the resident is crucial to allay any fears or anxieties.

10.0 Fire protection equipment and maintenance of fire equipment

Fire protection equipment must be maintained, tested and inspected on a regular basis. The main objective is to ensure equipment will operate correctly in emergencies and correct any defects that may arise. A record of all checks must be documented in the Fire register on each ward and in the Fire register located in Nursing Administration. Any faults in the equipment must be reported immediately to the maintenance department/company and recorded in the fire register.

10.1 Fire Detection and Alarm systems

- *Masterfire* is responsible for carrying out a quarterly test in accordance with the requirements of I.S.3218.

Daily and weekly checks (Fire alarm system)

A responsible person has been identified to carry out daily and weekly checks of the fire alarm system. His duty is:

- To carry out a **daily inspection of the fire panel** to ensure that all panels indicate 'normal' operation. This check must be verified by signing the fire register. Any faults should be reported immediately to the maintenance department to link with the company responsible for maintenance which is Masterfire and the On-site person in charge of Nursing Administration. This report and action taken must be logged in the fire register. (Responsible person: Porter/ Nursing Administration for the main panel, and head of the departments/ designee for the other fire panels)
- To **activate the fire alarm weekly** (Every Thursday at 10.00 hrs). Responsible person: Tony McKenna
- To maintain documentary evidence of all checks.

10.2 Fire Extinguishers

Annual Service

- **Masterfire** is the responsible competent contractor contracted
- To carry out a full maintenance annual inspection of fire extinguishers in accordance with B.S.5306 or I.S.291.
- To record the date of the last service and attach label to the fire extinguisher.
- To provide clear signage as required in legislation.

Weekly checks of fire extinguishing equipment

- The Responsible person for weekly checking of fire extinguishing equipment is the person nominated on each ward and each department head is responsible for their own area. His/her duty is
- To carry out a visual inspection (every week) and check the fire extinguishers, fire blankets and break glass units.

10.3 Emergency Lighting quarterly service

Masterfire is responsible for carrying out three monthly inspections on the emergency lighting as specified in I.S.3217.

Weekly checks (Emergency lighting)

- The designated person on each ward is responsible for checking the emergency lighting and reporting any faults to Nursing administration

10.4 External Fire Hydrants

The maintenance department is responsible for the annual maintenance of hydrants as per B.S. 5306.

10.5 Fire Resisting Doors and Exit Doors

The maintenance department is responsible for the 6 monthly maintenance of escape routes/fire doors.

Weekly checks (Fire doors)

- The Responsible person for checking the magnetic fire doors is the person identified to carry out the weekly fire alarm check every Thursday. His/her duty is
 - To carry out a visual inspection of fire doors.
 - To activate the magnetic doors and check that doors will close.
 - To check if the lock releases during the activation of the fire alarm.
 - To ensure fire exits and corridors are not obstructed with waste/furniture.

10.6 Fire sledges

- Each household in the Village Residence is equipped with Fire sledges.
- Emergency evacuation sledges enables two people to evacuate a physically impaired person safely and easily down stairs in the event of an emergency.
- In the event of an evacuation, the Emergency evacuation sledges may be used for non-ambulant residents.
- The evacuation sledge is stored in its red bag on the wall for easy access in case of an emergency.
- Pull yellow tag to release sledge.
- Lay evacuation sledge fully on the floor, cotton side up.
- Lay the resident on the sledge.
- ENSURE RESIDENTS FEET ARE IN THE FOOT POCKET.
- Tighten security belts over the resident.
- Pull the resident to safety.

11.0 Safety register

A fire safety register has been established and maintained and will include the following information:

- Name of the person in charge.
- Details of specific fire safety duties that have been assigned to specific members.
- Records of instruction given to staff and by whom.
- Records of each fire and evacuation drill.
- Details of fire protection equipment (alarm, emergency lighting and extinguishers) on the premises.
- Records of inspection and testing of fire protection equipment and systems.
- Records of fire incidents and false alarms that occur.
- Records of all correspondence to other departments/persons with responsibilities in relation to fire safety.

SCHEDULE OF SERVICE/ CHECKS

	Frequency	Responsible
Fire detection and alarm systems	Quarterly	Masterfire
Main Fire Panel	Daily checks	General Operative/ Nursing Admin
Other Fire Panels	Daily checks	Head of the Dept. / Designee
Break Glass units/ Fire alarm activation	Weekly	General Operative
Fire Extinguisher	Annually	Masterfire
	Weekly	Head of the Dept. / Designee
Emergency lighting	Quarterly	Masterfire
	Weekly	Head of the Dept. / Designee
External Fire Hydrants	Annual Maintenance	Estates through Masterfire.
Fire Resisting Doors and Exit Doors	6 Monthly Maintenance	Masterfire.
	Weekly checks	Head of the Dept. / Designee
Emergency evacuation sledge	Daily visual inspection	Head of the Dept. / Designee

12.0 Consultation and Information

In-service training on the fire policy and procedures will be provided for all staff on induction. A copy of the policy will be given to all line managers who must satisfy themselves that they and their staff have read and fully understand the policy. A list of staff signatures to verify this must be maintained in Nursing Administration.

13.0 Revision and Audit

This guideline will be reviewed annually or more frequently where systems and or legislation change that impact on fire prevention and/ or safety.

- Fire safety is included as standard agenda for management meetings.
- Review of fire safety and its consequences on the quality of care and experience of the residents will be included in the annual review of The Village Residence.

Appendix 1: Person centred fire risk assessment checklist.

Appendix 2:

Saint Mary's Floor map (compartments)

Appendix 3:

External Fire Assembly Point for each Final Exits per Unit

Appendix 4:

Fire Instructions for The Village Residence

Appendix 5:
Map for Fire Hydrants