

## **Fire Safety Policy**

Review Date 26<sup>th</sup> November 2019  
Next Review Due 26<sup>th</sup> November 2021

**Physiotherapy2fit Ltd is committed to ensuring that, as far as it is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on the basis of their age, disability, gender, race, religion/belief or sexual orientation. Should a member of staff or any other person require access to this policy in another language or format (such as Braille or large print) we will do our best to provide this in a format the user is able to access. Physiotherapy2fit Ltd will do its utmost to support and develop equitable access to all policies. The Director is responsible for ensuring staff are aware of Physiotherapy2fit Ltd policies and that staff adhere to them. It is also the Director's responsibility to keep staff up to date with new policy changes.**

**Staff are responsible for ensuring they are familiar with policies, know where to locate the documents on Physiotherapy2fit's main website, and seek out every opportunity to keep up to date with them**

**Independent contractors are expected to identify a lead person to be responsible for ensuring staff employed within their place of work are aware of Physiotherapy2fit Ltd policies.**

### **Introduction**

This policy applies to all Staff working at Physiotherapy2Fit.

### **Policy Statement**

All staff must be familiar with the fire procedures as required by the Regulatory Reform Fire Safety Order 2006.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed. Staff should familiarise themselves with the designated assembly points and all fire exits.

When staff are required to evacuate the premises, they will ensure that they:

- DO exit quickly and calmly by the nearest exit route
- DO go directly to open air
- DO close the door behind you
- DO NOT stop to collect personal belongings



## **Assembly Point**

The Assembly Point is:

Unit 1a Grove Park shopping centre, Gadby Road, Sittingbourne, Kent, ME10 1TH – Post box in front of the building at corner of the road.

St Marys Island GP Surgery, Edgeway, Chatham, ME4 3EP- Car park

Unit 2 The Courtyard, Holding Street, Rainham, ME8 7JP- At bottom of the courtyard to the side of the building.

Roko Gillingham, Will Adams Way, Watling Street, Gillingham, ME8 6BY-Car park

Blackthorn Medical Centre, St Andrews Road, Maidstone, Kent, ME16 9AN- Car park

Swallows Leisure Centre, Central Avenue, Sittingbourne, Kent, ME10 4NT- car park

Vine Surgery – car park

The Park Club – car park

## **Procedure**

ANY PERSON SUSPECTING OR DISCOVERING A FIRE SHOULD:

- Raise the alarm
- Dial 999 - ask for the Fire Brigade
- If circumstances dictate or if ordered to do so, leave the building by the nearest available exit route
- Only tackle the fire if capable using the right extinguishers

ANY PERSON HEARING A CONTINUOUSLY SOUNDING FIRE ALARM MUST:

- Leave the building by the nearest available exit route
- Go directly to the assembly point
- Never re-enter the building until instructed to do so by Senior Staff Member or fire officer.

When the fire brigade arrive the senior member of staff will operate as the nominated fire officer. They will make themselves known to the fire officer in charge and pass on relevant information.



## **Evacuation Procedures for Disabled Persons and Wheelchair Users**

On hearing the fire alarm ensure that any disabled or wheelchair patients are assisted to evacuate the building by the nearest available exit and proceed to the assembly point.

### **Deaf and Hearing-Impaired Persons**

Visual signs are situated throughout the building. Deaf or hearing-impaired persons are encouraged to advise colleagues if they are likely to be working in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised.

### **Blind and Visually Impaired Persons**

Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

### **Evacuation Drills**

In accordance with fire safety legislation, the manager will carry out fire evacuation drills yearly. These drills will monitor the effectiveness of local evacuation procedures.

### **Training Instruction and Information**

All new employees shall be given local fire safety induction training. This will include identification of escape routes, location of fire extinguishers, call points to show where assembly points are located as well as any local hazards they need to be made aware of. Existing members of staff should have yearly training.

### **Duties of the Nominated Fire Officer or Deputy**

The Nominated Fire Officer will confirm that the fire brigade has been called. The Nominated Fire Officer will proceed to the assembly point and determined if all staff and patients have been accounted for. On the arrival of the fire brigade the Nominated Fire officer will make him/herself known to the fire officer in charge and pass on any relevant information such as if any staff are not accounted for.

The Fire Marshall for Physiotherapy2Fit is Amy Miller and her deputy is Caitlin True.



## **Duties of the Fire Marshall**

### Standard Duties:

- Ensure safe systems of work are in place with regard to fire safety
- Report any defects that may compromise fire safety
- Report any obstructions to fire doors or fire escape routes
- Ensure that new members of staff are made aware of the fire procedures, means and direction of evacuation and location and operation of fire exit doors
- Report any defects.

### During an Emergency:

- Ensure that the alarm has been sounded
- If possible, locate the person raising the alarm and determine the extent of the fire
- Ensure that all staff and patients are aware of the emergency
- Ensure that everyone leaves the building immediately and in an orderly fashion
- Ensure that the doors are closed as people leave the building
- Ensure that no persons remain in the building
- Ensure that no persons enter the building during the emergency procedure

## **Maintenance**

- Check that the fire fighting equipment is maintained and in position
- Monitor that the fire alarm is tested on a weekly basis and recorded
- All records and certificates held in a log.