



STANDING OPERATING PROCEDURE

Subject	Testing of the Fire Alarm system (SOP032)
Applicable to	Maintenance Department.
Date issued	20 Sept 2023
Next review date	20 Sept 2026
Lead responsible for Policy	Director of Resources and Finance.
Policy Reviewed by	Facilities and Transport Manager.
Notified to	Health & Safety Group 20 Sept 2023
Authorised by	Health & Safety Group 20 Sept 2023
CQC Standard	
Links to other Policies/Procedures	Fire Safety Policy OP005 H&S Policy RM0001.pdf Risk Assessment Policy OP004.pdf
Summary	Procedure to be undertaken to test the fitted fire alarm system within the Woodborough Road site.
Target Audience	All maintenance staff.

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

1.	<p>INTRODUCTION</p> <p>The regular testing of the fire alarm system is a legal requirement and these procedures must be undertaken weekly. Staff are to follow the process guide stage by stage as below. All tests and the results are to be recorded in the fire safety management plan folder; held in the maintenance office.</p>
2.	<p>INFORMING</p> <ul style="list-style-type: none"> • Place the laminated Fire Alarm test notice on the reception table. • Email Fire Alarm test time and date to WoodboroughRoadUsers <p style="text-align: center;"><i>“There will be a test of the fire alarm onat”</i></p> <p style="text-align: center;"><i>“No action is to be taken. Staff are asked to inform patients and visitors who may be on site at this time.”</i></p>
3.	<p>NOTIFYING</p> <ul style="list-style-type: none"> • Call the ABEL alarm receiving centre to let them know a test is about to be conducted. <p style="text-align: center;">0116 265 4201</p> <ul style="list-style-type: none"> • Ask for the Nottinghamshire Hospice Fire Alarm system to be put on test. <p style="text-align: center;">Password is 1857</p> <ul style="list-style-type: none"> • Inform the call handler of the time or duration you wish to conduct the test. <div style="background-color: red; color: white; padding: 10px; text-align: center; margin-top: 10px;"> <p>If you cannot contact the ABEL alarm receiving centre, the fire alarm test must <u>not</u> be conducted.</p> </div>

<p>4.</p>	<p>SOUNDING THE ALARM</p> <ul style="list-style-type: none"> • Identify the call point number and location to be tested from the Fire Safety Management Plan folder. • Take the call point test keys and the Fire Alarm Control Panel keys from the key blister. • Move to the identified call point. • At the EXACT time, insert the correct test key to sound the alarm. • Allow the alarm to sound for at least 1 minute. <p>In the event of the alarm <u>not being triggered</u>, re-attempt to sound the alarm using the key again. If this fails, there will be a fault with the alarm. <u>The test is to cease immediately.</u></p>
<p>5.</p>	<p>SILENCING THE ALARM</p> <ul style="list-style-type: none"> • Go to the Fire Alarm panel in room D25. • Insert the control panel key and turn to the right. • Press the “Silence Alarm” button. • The sounders will stop ringing. • Check the corresponding zone for the call point being tested is indicated on the panel. • Check the automatic entrance doors to the foyer and reception are in the held open position. <p>In the event of the incorrect zone being displayed or the foyer doors not being open, there will be a fault with the alarm.</p> <p>Refer to fault reporting for further action.</p>
<p>6.</p>	<p>RESETTING THE ALARM</p> <ul style="list-style-type: none"> • Ensure the control panel key is still in place and turned to the right. • Hold the “Reset” button down for 5 seconds. • Turn the control panel key to the left and remove.

	<ul style="list-style-type: none"> • The tester must then conduct a visual check of the automatic fire compartmentation doors and all fitted Dorgard equipment to ensure that they have operated correctly; thus allowing the doors to close. • Remove the laminated fire alarm test notice from reception and return all keys to the blister. <div data-bbox="357 488 1358 645" style="background-color: red; color: white; padding: 5px; text-align: center;"> <p>In the event of the automatic doors or Dorgard equipment not functioning correctly it is to be recorded as a fault.</p> </div>
7.	<p>RESTORE FIRE ALARM MONITORING</p> <ul style="list-style-type: none"> • Call the ABEL alarm monitoring centre. <p style="text-align: center;">0116 265 4201</p> <ul style="list-style-type: none"> • Ask for the Nottinghamshire Hospice Fire Alarm system to be SYSTEM RESTORED. <p style="text-align: center;">Password is 1857</p> <ul style="list-style-type: none"> • Confirm the alarm signal was received by the monitoring centre.
8.	<p>RECORDING OF TEST</p> <ul style="list-style-type: none"> • Complete the Weekly Fire Alarm Test log sheet (PPM1) held in the Fire Safety Management Plan Folder. • Where a test is completed with no faults, No Further Action (NFA) is to be recorded in the comments. • Where a fault is noted, the full details are to be entered in the alarm fault record in the same folder. This should include any action taken.

9.

FAULT REPORTING

- Alarm System or door faults are to be reported immediately to the Facilities and Transport Manager. In their absence the Director of Resources and Finance must be informed.
- In the event of a non-rectifiable fault with the Fire Alarm system, ABEL alarms are to be informed via their alarm monitoring centre. They will arrange an emergency engineer to attend site.
- Where any fault cannot be rectified within the same working day, a mitigation plan is to be agreed with the Director of Resources and Finance; including the completion of a risk assessment if required.
- Once a fault has been rectified, the record sheet is to be updated to reflect this action. This must record the date of completed works/action, who conducted the repair/rectification and any other details as required.