



## STANDING OPERATING PROCEDURE

<b>Subject</b>	<b>Fire Safety - Community (SOP037)</b>
<b>Applicable to</b>	All Hospice staff working in the community
<b>Date issued</b>	20 Sept 2023
<b>Next review date</b>	20 Sept 2026
<b>Lead responsible for Policy</b>	Director of Finance and Resources
<b>Policy written by</b>	Governance Lead
<b>Notified to</b>	Health & Safety Group 20 Sept 2023
<b>Authorised by</b>	Health & Safety Group 20 Sept 2023
<b>CQC Standard</b>	
<b>Links to other Policies/Procedures</b>	<a href="#">Fire Safety Policy OP005</a> <a href="#">Risk Assessment Policy OP004</a>
<b>Summary</b>	This procedure provides guidance to staff working within community settings on how to prepare for the risk of a fire and what to do if there is one.
<b>Target Audience</b>	All Hospice staff working in the community

### 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.

<p>1.</p>	<p><b>Introduction</b></p> <p>In the event of a fire, the preservation of life is the priority. Any delays such as waiting to confirm the cause of the alarm severely increases the risk to life for both staff and patients.</p> <p>Fire spreads rapidly with smoke and toxic fumes causing breathing difficulty, disorientation, unconsciousness and finally death. Timely action is imperative.</p> <p>In the Community staff need to be vigilant and think fire safety on every visit they make.</p>
<p>2.</p>	<p><b>Responsibilities</b></p> <p><b>Care</b></p> <p>RN Lead Nurses/Coordinators should ensure that their staff carry out a site safety risk assessment at any patients home that will take into account fire safety risks. In particular their risk assessment should pay attention to:</p> <ul style="list-style-type: none"> <li>• the means of escape</li> <li>• use and storage of oxygen</li> <li>• combustion risks, excessive flammable items</li> <li>• the capability and co-operation of the client.</li> </ul> <p>Please see the Aide Memoire in Appendix 1 (Community Staff Fire Safety Induction/Check sheet).</p> <p>If staff are concerned for a patient’s welfare they should contact Notts Fire and Rescue Service (Appendix 2).</p> <p><b>Wellbeing</b></p> <p>The Head of Wellbeing should ensure that staff carry out a site safety risk assessment at any temporary workplace (e.g. Community Centre) that will take</p>

	<p>into account fire safety risks. In particular their risk assessment should pay attention to:</p> <ul style="list-style-type: none"><li>• the means of escape</li><li>• combustion risks</li><li>• excessive flammable items</li><li>• the capability and co-operation of client/s.</li></ul> <p>Please see the Aide Memoire in Appendix 1.</p> <p>They will also need to ensure they are aware of the Fire Safety Policy of the building they are using, when the practice alarms will be held and where the evacuation points are.</p>
3.	<p><b>Training</b></p> <p>Training is an essential element of fire safety precautions. All staff must complete annual fire safety training via Bluestream.</p> <p>Managers should ensure their staff receive induction training to consider what risks are within the community, this training should include:</p> <ul style="list-style-type: none"><li>• the safety instructions that staff must give to clients who are using oxygen therapy</li><li>• how staff can report a risk or near miss or safety concerns (Nottinghamshire Hospice <a href="#">Reporting of Accidents and Incidents Policy OP002</a>)</li><li>• that staff must always visually assess (dynamic risk assessment) the availability of exit routes in any premise they visit during the course of their duties. The Hospice Facilities and Transport Manager is available to give advice on any related concerns.</li></ul>

### Community Staff Fire Safety Check Sheet

- Clear routes of escape and operation of door furniture (handles and locks), at no time allow a bolt or lock to be put in place during a visit
- For any emergency do I have a communication device to raise the alarm?
- Safe use and storage of oxygen
- Assess if any combustion and/or flammable risks are a potential danger to the patient, other house occupants or Hospice staff,
- Excessive storage that threatens escape for the staff member, the client and other persons in the household,
- What is the capability and co-operation of the client?

### Managers Induction Check Sheet To Give Staff

- The safety instructions that staff must give to clients, who are using oxygen therapy (e.g. No Smoking, do not use in the same room as a gas hob or open flame, keep away from grease and oil, and alcohol gel)
- How staff can report an incident, risk or near miss or safety concerns ([Reporting of Accidents and Incidents Policy OP002](#))
- That staff must always visually assess (a dynamic risk assessment) the availability of exit routes
- Staff to understand that at no time will they place themselves in danger, it is more important that they are able to escape and raise the alarm to the emergency services
- If staff consider a patient home, or the situation, is not safe they should leave the premise, and they should always report this to the Coordinator and as an incident via Vantage ([Reporting of Accidents and Incidents Policy OP002](#)).

## **Notts Fire and Rescue**

### **Professional referrals**

The Notts Fire and Rescue Service Prevention team aims to work with professionals who are in contact with, care for, or visit, members of our community who may be at risk of fire or incidents in the home.

To make a quick professional referral, please use the online form at <https://www.notts-fire.gov.uk/professional/professional-referral/> using the

Agency code: agency

Password: CharliePMx1

If your referral is urgent, please contact the Service Support Hub via telephone 0115 838 8100.

### **Online training module to complete at**

<https://www.notts-fire.gov.uk/professional/charlie-p-training/>

The training delivered by NFRS will inform you how a CHARLIE P Matrix is a useful assessment tool and how to refer someone for a Safe and Well visit in their home.

[Make a Safe and Well referral - NFRS \(notts-fire.gov.uk\)](https://www.notts-fire.gov.uk/professional/charlie-p-training/)