



FIRE SAFETY POLICY

Date: May 2026

FIRE SAFETY POLICY

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1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to ensure the safety of children, staff, and visitors from the risk of fire. The policy applies to all staff, agency workers, volunteers, and contractors working at Byram House, whether at 62 Deighton Road, 66 Deighton Road, or elsewhere. **The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road.** This policy applies equally across both residences.

Fire safety is a paramount concern in residential children's homes. Children may have a range of needs that affect their ability to respond to a fire alarm, including physical disabilities, sensory impairments, learning disabilities, or trauma-related responses. This policy is designed to comply with fire safety law, protect life, and ensure that all children are able to evacuate safely in an emergency.

The objectives of this policy are to:

- Comply with the **Regulatory Reform (Fire Safety) Order 2005**, the **Fire Safety (Residential Evacuation Plans) (England) Regulations 2025** (effective 6 April 2026), and all relevant British Standards.
- Establish clear roles and responsibilities for fire safety management.
- Ensure that a **suitable and sufficient fire risk assessment** is completed for both residences and reviewed at least annually, or after any significant change.
- Maintain all fire safety systems (alarm, lighting, extinguishers, fire doors) in good working order through weekly, monthly and annual testing and servicing.
- Ensure that **Personal Emergency Evacuation Plans (PEEPs)** are in place for any child or staff member who may need assistance to evacuate.
- Conduct **fire drills** at least four times per year, including at least one **night-time drill** in each 12-month period.
- Train all staff in fire safety on induction and annually, with additional training for designated **Fire Wardens**.

This policy must be read in conjunction with the **Health and Safety Policy**, **Lone Working and Waking Night Policy**, and **Monitoring Quality Policy**.

2. How this Policy Benefits the Home

This Fire Safety Policy benefits Byram House in the following ways:

- **Legal Compliance** – It ensures the home meets its duties under the **Regulatory Reform (Fire Safety) Order 2005**, the **Fire Safety (Residential Evacuation Plans) (England) Regulations 2025**, the **Children's Homes (England) Regulations 2015**, and **Working Together to Safeguard Children 2026**.
- **Child Safety** – It provides a structured framework for identifying fire risks, implementing protective measures, and ensuring that all children can evacuate safely, including those with mobility, sensory or cognitive impairments.
- **Staff Preparedness** – It requires regular training and fire drills (including night-time drills), so that all staff know how to respond in an emergency.
- **Accountability** – It defines the roles of the Responsible Person, Registered Manager, Fire Warden, and all staff members, with clear record-keeping requirements.
- **Proactive Maintenance** – It establishes daily, weekly, monthly and annual checks of fire safety equipment, ensuring that defects are identified and rectified promptly.
- **Inspection Readiness** – The **SCCIF 2026** expects the home to have a robust fire safety management system. This policy provides clear evidence.
- **Training Framework** – It sets out a comprehensive training plan for all staff, including specialist training for Fire Wardens.

3. Definitions & Legislation

3.1 Definitions

Term	Definition
Home	Byram House, comprising 62 Deighton Road and 66 Deighton Road.
Company	IMS Care LTD.
Byram House	The name used throughout this policy to refer to the home and its staff.
Responsible Person	The person with overall accountability for fire safety compliance (the Registered Provider/IMS Care LTD).
Fire Risk Assessment	A systematic assessment of fire hazards and risks to people, required by Article 9 of the Regulatory Reform (Fire Safety) Order 2005.
PEEP	Personal Emergency Evacuation Plan – an individual plan for a person who needs assistance to evacuate in a fire.
RPEEP	Residential Personal Emergency Evacuation Plan – a new statutory requirement from 6 April 2026 under the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025.
BS 5839-1	British Standard for fire detection and alarm systems for buildings. Category L1 requires detection in all areas.
BS 5266	British Standard for emergency lighting.
Fire Warden	A designated staff member trained to assist with fire safety management, evacuation and fire drills. The term is used in current fire safety guidance for care settings.

Progressive Horizontal Evacuation (PHE)	A phased evacuation strategy where occupants move from the fire compartment to an adjacent compartment, then to a place of safety.
Fire Log Book	A document recording all fire safety checks, tests, drills, training and maintenance.

3.2 Key Legislation and Statutory Guidance (presented in a table)

Legislation / Guidance	Key Provisions	Relevance to this Policy
Regulatory Reform (Fire Safety) Order 2005	The primary fire safety legislation for England and Wales. Requires a suitable and sufficient fire risk assessment (Article 9), maintenance of fire safety systems, fire drills, and training of staff.	This policy operationalises the FSO for the home.
Fire Safety (Residential Evacuation Plans) (England) Regulations 2025	Effective 6 April 2026. Introduces Residential Personal Emergency Evacuation Plans (RPEEPs) for residents who may need assistance to evacuate.	The home must identify relevant residents, offer person-centred risk assessments, and agree emergency evacuation statements.
Children's Homes (England) Regulations 2015 – Regulation 23	Health and wellbeing standard – includes fire safety as part of a safe environment.	The home must provide a safe environment, including fire precautions.
BS 5839-1:2017	Fire detection and fire alarm systems for buildings. Category L1 requires automatic	The home's fire alarm system must meet L1 standard.

	detection in all areas (including bedrooms, escape routes, common areas).	
BS 5266-1:2016	Emergency lighting – code of practice for emergency lighting.	The home's emergency lighting must be installed and tested to this standard.
BS 5306-3:2017	Fire extinguishers – commissioning and maintenance.	Sets out the requirement for annual servicing and extended service intervals (5 or 10 years).
BS EN 3 (current version)	European standard for portable fire extinguishers. Requires a red body with a coloured band to indicate type.	All extinguishers must meet this colour coding.
Working Together to Safeguard Children 2026	Multi-agency framework.	Fire safety arrangements must be integrated with safeguarding plans (PEEPs).
Social Care Common Inspection Framework (SCCIF) 2026	Ofsted's inspection framework for children's homes.	Inspectors will review fire safety arrangements, training records, and PEEPs.
Equality Act 2010	Requires reasonable adjustments for disabled persons.	PEEPs and RPEEPs must make reasonable adjustments to enable safe evacuation.

4. The Policy

4.1 Policy Statement – Legal Framework and Responsibilities

Byram House is committed to complying fully with the **Regulatory Reform (Fire Safety) Order 2005** and all associated fire safety legislation. The home will:

- Ensure that a **suitable and sufficient fire risk assessment** is carried out for both residences (62 and 66 Deighton Road) by a competent person, and that it is reviewed at least annually or after any significant change.
- Implement all fire safety measures identified by the risk assessment.
- Provide and maintain appropriate **fire detection, warning, escape lighting and fire-fighting equipment**.
- Ensure that all staff receive suitable fire safety training on induction and annually thereafter.
- Conduct **fire drills** at least four times per year, including at least one night-time drill.
- Maintain a **Fire Log Book** recording all tests, inspections, drills, training and maintenance.

Failure to comply with this policy may result in disciplinary action.

4.2 The Responsible Person and Management Structure

Under the Regulatory Reform (Fire Safety) Order 2005, the **Responsible Person** is the registered provider (IMS Care LTD). The Responsible Person has overall accountability for fire safety compliance.

The Responsible Person has appointed the following persons to assist:

Role	Responsibility
Registered Manager	Day-to-day management of fire safety; ensures that risk assessments are up-to-date; oversees fire drills and staff training; maintains the Fire Log Book.
Fire Warden(s)	Designated staff member(s) trained to assist with fire safety management, evacuation and fire drills (see section 4.10).
All Staff	Comply with fire safety rules; participate in fire drills; report any fire hazards or defects immediately; assist in evacuation as directed.

4.3 Fire Risk Assessment – Requirements and Annual Review

The Responsible Person must ensure that a **suitable and sufficient fire risk assessment** is carried out for both residences (62 and 66 Deighton Road). The risk assessment must:

- Identify fire hazards (sources of ignition, fuel, oxygen).
- Identify people at risk (children, staff, visitors), with particular attention to **young persons and people who are vulnerable**.
- Evaluate the risks and determine the adequacy of existing fire precautions.
- Record the significant findings (if five or more employees are in the home) and identify any groups especially at risk.
- Be reviewed **regularly** and kept up-to-date, and particularly if:
 - There is reason to suspect the assessment is no longer valid.
 - There has been a significant change to the premises, the use of the premises, or the organisation of work.
 - A new child with specific evacuation needs is admitted.

The fire risk assessment will be conducted by a **competent person** (which may be an external specialist fire risk assessor). The Registered Manager will ensure that the risk assessment is completed and recorded, and that all actions identified are implemented within agreed timescales.

A specific individual risk assessment should be provided for persons under 16 years old, taking into account their age, understanding, and any disabilities or health conditions. This will inform the child's PEEP.

4.4 Fire Safety Systems – Design, Installation and Maintenance

4.4.1 Fire Alarm System (BS 5839-1 L1)

The home is equipped with a **Category L1 automatic fire detection and alarm system** to BS 5839-1. This standard requires detection in every room (including all bedrooms, living areas, corridors, kitchens, and storage spaces) to provide the earliest possible warning of fire.

Required tests and maintenance:

Test	Frequency	Responsible Person
Weekly alarm test – operate a manual call point to ensure the alarm sounds	Weekly	Registered Manager or designated staff
Visual inspection of alarm panel for normal operation	Daily	Shift leader
Full system inspection and service (by competent contractor)	Every 6 months	External contractor
Full system service and certification	Annually	External contractor

The weekly alarm test must be recorded in the **Fire Log Book**, including the date, time, call point tested, and any faults noted. A different call point must be tested each week to ensure all call points are periodically checked.

The alarm test must be conducted at a time that will not cause undue distress to children, but staff must not fail to conduct it.

4.4.2 Emergency Lighting (BS 5266)

Emergency lighting must be installed in all escape routes, staircases, common areas, and any area where a person may need to evacuate in darkness. Lighting should remain operational for at least **3 hours** during a power failure.

Required tests and maintenance:

Test	Frequency	Responsible Person
Visual check that luminaires are intact and illuminated	Daily (part of opening checks)	Shift leader
Monthly functional test – simulate mains failure for a short period to confirm operation	Monthly	Registered Manager or designated staff
Annual full discharge test – simulate mains failure for the full rated duration (3 hours)	Annually	External contractor

All monthly and annual tests must be recorded in the Fire Log Book. Faulty units must be repaired without delay.

4.4.3 Fire Extinguishers – Types, Placement and Maintenance (Updated)

All fire extinguishers must comply with **BS EN 3** (red body with a coloured band to indicate contents). The home must not use **AFFF foam extinguishers** – these are banned from **4 July 2025** due to environmental concerns (PFAS chemicals). They must be replaced with environmentally friendly alternatives.

Extinguisher types approved for use in children’s homes:

Extinguisher Type	Colour Code (BS EN 3)	Fire Class	Primary Location in Home	Maintenance Notes
Water Mist	Red body (may have no band or a white/black band)	Classes A, B, C, electrical and cooking oils (Class F)	Corridors, near exits, kitchens	Recommended replacement for AFFF foam. Safe for use in occupied spaces.
Fluorine-Free Foam (F3)	Red body with a cream band	Classes A & B (flammable liquids)	General areas (where water mist not installed)	Acceptable eco-friendly replacement for AFFF.
CO₂ (Carbon Dioxide)	Red body with a black band	Class B & electrical fires	Near electrical equipment (fuse board, server room)	Limited effect on Class B; not for kitchens.
Wet Chemical	Red body with a canary yellow band	Class F (cooking oils and fats)	Kitchen (if deep-fat frying)	Mandatory where deep-fat frying occurs.

Prohibited extinguishers (not to be used indoors):

- **Dry powder** – Not recommended for indoor use in children's homes because it obscures vision and can cause breathing difficulties. If present, they must be replaced with water mist or F3 foam.

Maintenance schedule (BS 5306-3):

Task	Frequency
Basic visual check (in place, seal intact, pressure gauge in green)	Monthly (record in Fire Log Book)
Annual service by competent person (BAFE registered)	Annually

Extended service (internal inspection and discharge test) – Water, Foam, Wet Chemical	Every 5 years
Extended service (pressure test) – CO ₂	Every 10 years

The Registered Manager will ensure that the fire risk assessment specifies the type and number of extinguishers required, and that all units are maintained by a **BAFE-registered contractor**.

4.4.4 Fire Doors and Compartmentation

All fire doors must:

- Be fitted with **self-closing devices** that are working correctly.
- Not be wedged or held open (unless using a legally compliant hold-open device linked to the fire alarm).
- Have **intumescent seals** in good condition.
- Be clearly identified with **fire door signage** (blue and white “FIRE DOOR KEEP SHUT” signs).

The Registered Manager will ensure that fire doors are visually checked daily (by shift staff) and that weekly checks are recorded.

4.5 Daily, Weekly, Monthly and Annual Checks – Summary Table

Frequency	Check / Action	Responsible Person	Record in Fire Log Book
Daily	Fire alarm panel – confirm normal operation	Shift leader	Yes
Daily	Fire exits – ensure clear and unobstructed	Shift leader	Yes
Daily	Fire doors – check closed and not wedged	Shift leader	Yes

Daily	Emergency lighting – visual check of luminaires	Shift leader	Yes (or on daily checklist)
Weekly	Fire alarm test – operate a call point	Designated staff	Yes
Weekly	Fire extinguishers – visual check (presence, seals, pressure)	Designated staff	Yes
Weekly	Emergency lighting – additional visual check	Designated staff	Yes
Monthly	Emergency lighting – functional test (short duration)	Registered Manager / designee	Yes
Monthly	Fire extinguishers – detailed visual check (including weight for CO ₂)	Registered Manager / designee	Yes
Every 6 months	Fire alarm – full system inspection and service	External contractor	Certificate kept
Annually	Fire risk assessment – review (or sooner if changes)	Registered Manager / external assessor	Yes
Annually	Emergency lighting – full 3-hour discharge test	External contractor	Certificate kept
Annually	Fire extinguishers – annual service	External contractor (BAFE)	Certificate kept
Every 5 years	Fire extinguishers – extended service (internal inspection)	External contractor	Certificate kept
Quarterly	Fire drill (at least 4 per year, including 1 night drill)	Registered Manager	Yes (drill record)

4.6 Fire Evacuation Plan and Fire Action Notices

The home has a written **Fire Evacuation Plan** for each residence (62 and 66 Deighton Road). The plan includes:

- The fire alarm signal (continuous ringing).

- The **progressive horizontal evacuation (PHE)** strategy – moving from the fire-affected compartment to the adjacent compartment, and then to a place of safety (e.g., the other residence if safe).
- Assembly points (clearly marked, outside the building).
- Roles and responsibilities of staff during an evacuation (including who will call 999).
- Procedures for children who cannot evacuate independently (see PEEPs, section 4.7).

Fire Action Notices are displayed prominently on the inside of each fire exit door and in communal areas. The notice (compliant with current fire safety signage) instructs:

FIRE ACTION

On discovering a fire:

- Operate the nearest fire alarm call point (break glass).
- Leave the building by the nearest safe exit.
- Do not use lifts.
- Go to the assembly point.
- Do not re-enter the building until told to do so by the Fire Warden or Fire Service.

On hearing the fire alarm:

- Leave the building immediately.
- Follow the instructions of staff and Fire Wardens.
- Go to the assembly point.

Notices must be kept unobstructed and legible at all times.

4.7 Personal Emergency Evacuation Plans (PEEPs) – Including RPEEPs (2026)

A **Personal Emergency Evacuation Plan (PEEP)** is an individual plan for a person who may need assistance to evacuate in a fire. This includes children with:

- Reduced mobility (e.g., wheelchair user, child with walking difficulties).
- Hearing impairment (may not hear the alarm – alternative methods needed).
- Visual impairment (may need guidance).
- Cognitive impairment, learning disability or autism (may not understand the alarm or become distressed).
- Trauma-related responses (may freeze, hide or run away).

PEEPs must be developed for:

- **Every child** whose fire risk assessment indicates a need for assistance.
- **Every staff member** who requires assistance to evacuate (e.g., a staff member with a temporary or permanent disability).

The PEEP must include:

- The individual's name, room number (if applicable) and details of their needs.
- The person(s) responsible for assisting them in an evacuation (specific staff members).
- The method of evacuation (e.g., use of evacuation chair, carrying, verbal prompting).
- The evacuation route (primary and secondary).
- Any equipment required (and where it is stored).
- A plan for practice (the PEEP must be tested during fire drills, where safe and appropriate).

From 6 April 2026, the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025 will introduce a statutory requirement for **Residential Personal Emergency Evacuation Plans (RPEEPs)** for certain residential buildings. For children's homes, this will apply where a child's ability to evacuate without assistance is affected by a physical or cognitive impairment.

Action required from April 2026:

1. **Identify relevant children** – use reasonable endeavours to identify children whose ability to evacuate without assistance may be affected.
2. **Offer a person-centred fire risk assessment (PCFRA)** – for each identified child, carry out a PCFRA in addition to the general fire risk assessment.
3. **Seek to agree an emergency evacuation statement** – work with the child (and their parent/social worker where appropriate) to agree a simple statement of how they will evacuate safely.
4. **Implement reasonable and proportionate mitigation measures** – e.g., provision of evacuation aids, additional staffing, or room placement.
5. **Record and share minimal prescribed information** – share a small amount of essential information with the fire and rescue service (only with explicit consent).
6. **Review at least annually** or when there is a significant change.

The Registered Manager will ensure that PEEPs (and RPEEPs where applicable) are in place for all relevant children, are reviewed at least annually, and are tested during fire drills.

4.8 Fire Drills – Frequency and Night-time Requirements

Fire drills are essential to ensure that staff and children know what to do in an emergency.

Frequency:

- At least **four fire drills per year** (one per quarter).
- At least **one night-time fire drill** in any 12-month period.
- Additional drills must be held:
 - When a new child who may need assistance is admitted.
 - When there are significant changes to the building or evacuation procedures.

- When a drill reveals problems or confusion.

Night-time drill requirements:

- The drill must be conducted at a time when the normal daily/evening routine has finished and children are settled for the night, or early in the morning just prior to rising.
- Staff must determine whether children wake readily to the sound of the fire alarm. If a child fails to awaken, a staff member must be assigned to wake them.
- The time taken to evacuate the building should be recorded (target: complete evacuation of the building or movement to a place of relative safety within **2½ minutes** of the alarm sounding).
- The drill must be recorded, including the date, time, evacuation time, any difficulties encountered, and actions taken.

Fire drills must not be announced in advance (element of surprise) but must be planned to avoid causing undue distress to children with trauma histories. The Registered Manager will use professional judgement to balance the benefits of an unannounced drill with the potential for re-traumatisation.

4.9 Staff Training – Induction, Annual Refresher, Fire Warden Training

All staff (including agency workers) must complete fire safety training as follows:

Training Element	Frequency	Content
Fire safety induction	Upon appointment (within first week)	Fire evacuation procedures; fire alarm operation; escape routes and assembly points; fire extinguisher awareness (do not use unless trained); fire door integrity; reporting of hazards.
Annual refresher	Every 12 months	Update on any changes to procedures; review of PEEPs; fire drill outcomes; refresher on fire extinguisher use.

Fire Warden training	On appointment (initial) and annually	Fire legislation; fire risk assessment; Fire Warden duties; PEEPs; fire evacuation coordination; practical fire extinguisher use.
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Training records (including dates, content and trainer) must be kept in the **Fire Log Book** and on individual staff files (Bright HR).

Fire Warden training must cover:

- Fire legislation and the cost of fires.
- Understanding the fire triangle and behaviour of fire.
- Classification of fires and appropriate extinguishers.
- Fire Warden roles and responsibilities.
- People's behaviour in a fire situation and how to assist.
- Use of evacuation equipment (if applicable).
- Practical training on using a fire extinguisher (using a training unit or live extinguisher on a controlled fire – by competent trainer).

4.10 Fire Warden – Appointment, Duties and Competence

The Registered Manager will appoint a sufficient number of **Fire Wardens** (also known as Fire Marshals) to ensure that there is a designated Fire Warden on each shift, including night shifts. Fire Wardens must be aged 16 or over.

Fire Warden duties include:

- Monitoring fire safety through frequent visual checks of fire escape routes, fire doors and exits for obstructions, defects and signage.
- Monitoring fire equipment (extinguishers, alarm call points) and reporting defects.
- Ensuring that those in their area can hear the fire alarm.
- Assisting the Registered Manager with the fire risk assessment and emergency plan.

- Giving fire briefings to occupants and ensuring that everyone understands fire action instructions.
- Assisting with Personal Emergency Evacuation Plans (PEEPs).
- Controlling the evacuation of their area and supporting fire drills.
- Reporting faults and unsafe practices.

Fire Wardens must complete annual fire warden training and refresh their competence through regular drills.

4.11 Record Keeping – The Fire Log Book and Other Documents

The Registered Manager will maintain a **Fire Log Book** (paper or electronic, on Clear Care or a dedicated system). The Fire Log Book must contain:

Record	Contents
Fire risk assessment	Date of assessment, next review date, significant findings, action plan.
Weekly alarm test log	Date, time, call point tested, result, action taken if faulty.
Emergency lighting tests	Dates of monthly and annual tests, results, repairs.
Fire extinguisher checks	Monthly visual checks, annual service certificates, extended service certificates.
Fire drill records	Date, time, type (day/night), evacuation time, any difficulties, lessons learned.
Staff training records	Dates, content, attendees, trainer.
Fire Warden appointment	Names of appointed Fire Wardens, training dates.
PEEPs and RPEEPs	List of children with PEEPs, review dates.
Maintenance certificates	Fire alarm system service, emergency lighting, extinguisher servicing.
Fire door checks	Record of monthly fire door checks (if not covered elsewhere).

All records must be retained for the current inspection cycle (minimum 3 years) and be available for inspection by Ofsted and the fire and rescue service.

4.12 Business Continuity and Liaison with Emergency Services

- The Fire Log Book and a copy of the fire evacuation plan must be kept in a readily accessible location for the fire and rescue service.
- The fire alarm system will be maintained by a contractor who can provide **24-hour call-out**.
- In the event of a fire or significant false alarm, the Registered Manager will liaise with the fire and rescue service and complete an incident report.
- Business continuity arrangements are set out in the home's **Business Continuity Plan (BCP)** , which includes alternative accommodation arrangements if the building is uninhabitable.

5. How the Home Trains its Staff About this Policy

Byram House provides structured training to ensure all staff understand and can implement this Fire Safety Policy effectively.

Training Element	Frequency	Method / Content
Induction	Upon appointment	Face-to-face training covering: fire evacuation procedures (both residences), fire alarm operation, escape routes and assembly points, fire extinguisher awareness (including the ban on AFFF foam), fire door integrity, reporting hazards, PEEPs awareness, and the dual-site operation (62 & 66 Deighton Road).

Annual refresher	Every 12 months	Classroom or virtual session covering updates to legislation (including RPEEPs from April 2026), review of fire drill outcomes, refresher on fire extinguisher use, and changes to PEEPs.
Fire Warden training	On appointment (initial) and annually	Accredited Fire Warden training (internal or external) covering fire legislation, risk assessment, Warden duties, PEEPs, evacuation co-ordination, and practical extinguisher use.
Fire drills	At least 4 per year (incl. 1 night drill)	Practical drill and debrief; staff are required to participate.

Staff are required to:

- Read and sign this policy annually.
- Complete all mandatory training.
- Participate in all fire drills (unless a justified exemption is agreed by the Registered Manager).
- Immediately report any fire hazard or defect.

6. Related Policies and Guidance

- Health and Safety Policy
- Lone Working and Waking Night Policy
- Monitoring Quality Policy
- Incident Reporting Policy
- Notifications Policy (Regulation 40)
- Children's Homes (England) Regulations 2015
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (Residential Evacuation Plans) (England) Regulations 2025
- BS 5839-1 (Fire detection and alarm systems)
- BS 5266-1 (Emergency lighting)
- BS 5306-3 (Fire extinguishers – maintenance)
- BS EN 3 (Portable fire extinguishers)
- Working Together to Safeguard Children 2026
- Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026

7. Appendices

Appendix A – Weekly Fire Alarm Test Log

Date	Call point tested (location)	Alarm sounded? (Y/N)	Faults noted (Y/N)	Action taken	Staff signature

Appendix B – Monthly Emergency Lighting Test Log

Date	Location of test (e.g., 62 Deighton Rd – main hallway)	Lighting operated correctly? (Y/N)	Any failures? (Y/N)	Action taken	Staff signature

Appendix C – Fire Drill Record Template

Drill number	Date	Time	Type (Day / Night)	Evacuation time (min:sec)	Any difficulties?	Actions taken / lessons learned	Staff completing drill
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8. Policy Approval and Review Details



Home	Byram House	
Reviewed by	Danyaal Iqbal / Mustafa Amin	Deputy Manager / Registered Manager
Approved by	Stacey Wagstaffe	Responsible Individual
Date	May 2026	