

## Harrow Shared Lives Scheme Policy & Procedure No. 28

### Fire Safety (Summary for people in Shared Lives arrangements)

A Code of Practice for Fire Safety has been agreed for Shared Lives (SL) Schemes and all SL Workers should have a working knowledge of this. A summary has been written specifically for Shared Lives Carers. Copies of both documents can be obtained from NAAPS. This is a summary of the main points that people in Shared Lives arrangements may find useful to know.

The Harrow Shared Lives Scheme promotes and safeguards the health, safety and welfare of everyone working in or using it, through its safe working practices. The possibility of fire is a significant risk to everyone, whether at home or at work, so a strategy is required for minimising the risk.]

#### How would this happen?

SL Carers receive training and information about health and safety and fire safety before they begin any Shared Lives arrangements. Their work is supported and monitored by SL Workers through reviews and visits to Shared Lives arrangements, so any ongoing training needs can be identified and met too.

Your Service User Plan will say how your SL Carer should support you. If any special fire risks have been identified (for instance, if you have limited mobility or if you are a heavy smoker) your Service User Plan will include a risk assessment and risk management plan for this.

Your SL Carer will have made a plan of what to do if there is a fire at their house. This will include knowing:

- how to raise the alarm in the house so that everyone can get out quickly;
- where escape routes are and keeping these unobstructed;
- how to call the Fire and Rescue Service;
- where the fire fighting equipment is kept in the house and how to use this.

The SL Carer will tell you about the fire plan when you first come to stay and will remind you about it from time to time.

Your SL Carer's home will have at least one smoke alarm on each floor. The Carer will test these every week and the batteries will be replaced at least once a year. A fire blanket will also be kept in the home.

SL Carers will take care that all portable heaters, boilers and central heating systems and other electrical or gas appliances will be checked or serviced regularly and used in safe ways.

Your SL Carer will have a bedtime routine for making sure that all gas and electrical appliances are turned off, all cigarettes etc are safely extinguished and all room doors are closed.

If there are any unusual circumstances about your SL Carer's home, or about the risks for you and other people in the home, these will be discussed with the local Fire and Rescue Service and their advice followed.

If a fire breaks out, your SL Carer's first priority will be to make sure that you and everyone else get out of the house safely.

For fire safety at the Scheme's office(s), the Manager will make sure there is a plan for raising the alarm and getting everyone out of the building. Smoke alarms will be tested regularly and the building will have fire fighting equipment and first aid equipment. All workers will be aware of the fire evacuation procedures.

**See these other policies and procedures and documents for further information on:**

- Accidents and dangerous occurrences
- First aid
- Health and safety
- Risk assessment and risk management
- Safe working practices (including moving and handling)
- Service User Plan
- Individual planning, monitoring and review
- Training and development