Fire Safety policy – version 12.1

Date communicated for use:	Date of next review:
23rd June 2026	May 2029

About this policy and who it is for

1.1 Registered managers are responsible for the safety and security of registered care homes, registered domiciliary care services, offices and day centres. Managers are responsible for agreeing with the tenants or homeowners the service delivery and the procedures needed to keep people in their homes safe. Where people are supported 24/7 and have little or no control over their home, Managers will assume responsibility for the safety of people supported from fire.

1.2 All colleagues must follow this policy wherever they work and explain relevant information to colleagues, contractors and visitors, which must be included in the **Contractor and Visitor Safety Information Sheet**.

1.3 This policy is a Dimensions Group policy. This means it applies to all its subsidiaries as listed in **Dimensions Policy Statements**. It also contains details about, our regulators, equality, diversity and inclusion, data protection, and policy reviews.

The documents, forms and other policies mentioned in **bold** in this policy can be found on the Hub (Dimensions intranet).

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Policy statement (why we have this policy)

2.1 The Dimensions Group is committed to the safety from fire for all our colleagues and the people we support, and others, for example, visitors and contractors, will ensure that our duties under:

- The Regulatory Reform (Fire Safety) Order 2005, commonly referred to as the Fire Safety Order
- The Fire Safety Act 2021, and
- The Fire Safety (England) Regulations 2022
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
- The Nightwear (Safety) Regulations 1985
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

are fully complied within all our homes and workplaces.

The policy also aims to meet the recommendations of the **National Fire Chiefs Council Guidance for Specialised Housing**. This is the most appropriate guidance to reduce the risks faced within our Supported Living and Domiciliary Care homes, and Dimensions will aim to meet all the advice and guidance provided as far as is reasonably practicable.

All premises and equipment we use must be suitable for the purpose for which they are being used.

Premises must be fit for purpose in line with statutory requirements and should take account of national best practice.

2.2 In order to satisfy the requirements of the guidance and regulations, all workplace managers and supervisors will ensure that a suitable and sufficient fire risk assessment is undertaken by a competent person and reviewed in line with paragraph **5.4**.

2.3 This policy will ensure that the people we support, visitors, contractors and colleagues will be alerted to any fire as quickly as possible, and, be safely and quickly evacuated. It also aims to ensure that the Dimensions Group complies with its statutory responsibilities as stated in **2.1** and to help promote a positive fire safety culture.

2.4 This policy makes clear the Dimensions Group's commitment to provide, as far as is reasonably practicable:

- a safe living and working environment for all the people we support, tenants, colleagues, visitors, members of the public and contractors

- the necessary instruction, advice, guidance and support to prepare colleagues to avoid, prevent and if necessary, respond to such situations, and to abide by all relevant legislation and codes of practice.

The impact of not following this policy

3.1 Not meeting our responsibilities in relation to health and safety, may lead to:

- risk of harm or injury including death
- prosecutions
- enforcement action.

As well as the legal implications to those holding positions of responsibility for fire safety across the organisation, harm or loss of life resulting from negligence will cost the organisation its reputation, impact the business and result in a lack of confidence from people we support and their families alike. Property damage, and loss, would also have a significant impact on the homes of people we support, including forcing people we support to be moved, the loss of personal belongings, and effects on the welfare and wellbeing of people we support, tenants, and colleagues.

3.2 In addition, while health and safety duties are primarily placed on the organisation, individual Directors, Board Members, Trustees, senior managers and other similar officers may be held personally liable under Section 37 of the Health and Safety at Work etc. Act 1974 if a health and safety offence takes place because of their actions, agreement, involvement, or failure to take reasonable steps to prevent it.

3.3 In such circumstances, both the individual and the organisation may be prosecuted, with potential penalties including fines, imprisonment and, in the case of Company Directors, disqualification from acting as a director.

3.4 The Health and Safety Executive or other regulators can take legal action to ensure our allocation of responsibilities is suitable and/or incur significant fines. A list of our regulators is available in **Dimensions Policy Statements**.

3.5 As a registered provider of social housing, Dimensions is regulated by the Regulator of Social Housing. Dimensions must comply with all the Regulatory Standards, including the 'Safety and Quality Standard.' This in turn incorporates the 'Decent Homes Standard'. Should Dimensions' homes fall below any of the required Standards, the Regulator may take action and require Dimensions to take steps to improve. This could

damage Dimensions' reputation and potentially, even its ability to operate as a registered provider of social housing.

Policy content

Purpose of policy

4.1 The purpose of this policy is to ensure all colleagues, people supported by Dimensions, and any visitors to homes or other premises controlled by Dimensions are safe from fire, all risks from fires will be reduced as far as reasonably practicable through implementation of our fire strategy. These measures are outlined throughout this policy.

This policy is in place to enable Dimensions to achieve the following:

- **Safety:** The primary purpose of a fire safety strategy is to protect people we support, tenants, colleagues, visitors, and anyone on the premises from the dangers of fire. It ensures that Dimensions colleagues know how to implement fire safety procedures.
- **Prevention of Injury and Death:** Effective policy, procedure, colleague training and any fire precautions needed to ensure the safety of the people support, colleagues, and anyone having access to the premises Dimensions manage or own.
- **Legal Compliance:** The Regulatory Reform Fire Safety Order (2005) as amended is in place to provide a framework for safety in workplaces and homes, ensuring the safety of occupants by mandating appropriate fire precautions and assessments.
- **Minimisation of Property / Financial Damage:** Protection of assets and financial protection is key to ensuring the people we support continue to receive the level of support they require and ensure business continuity is maintained.
- **Moral Duty:** Knowing that there are robust fire safety measures in place gives the people we support, colleagues and others confidence in Dimensions ability to keep people safe.

Fire Risk Assessments / Person Centred Fire Risk Assessments

5.1 To minimise the risk of fire occurring and to ensure the appropriate fire safety measures are in place to enable the safe evacuation from a premises, a fire risk assessment (FRA) must be conducted for locations where there is legal requirement to do so.

5.2 A fire risk assessment is a process that will identify all the fire hazards within a building, together with the people who may be at risk from those hazards. It will evaluate the risks to the people who will use the building

and provide ways to remove or reduce those risks to as low as reasonably practicable. It should also consider the needs of the persons who will use the building, particularly with respect to mobility and their safe and effective evacuation in the event of a fire.

5.3 The fire risk assessment will provide a record of those risks, detailing actions that will be required to reduce the risks, as far as is reasonably practicable. This record will meet the requirements of the regulations, guidance, and best practise and demonstrate to any enforcing authority that the risks from fire have been suitably and sufficiently assessed.

5.4 Fire risk assessments should be carried out at regular intervals as demonstrated in the **table** with an annual review to be completed by Managers where the FRA is not due to be re-issued in that year by a fire risk assessor.

5.5 Managers and other colleagues must carry out the fire safety actions necessary for the building and the safety of people within the building. The aim of these fire safety actions is to:

- minimise the risk of fire occurring
- prevent a fire escalating into a serious incident where possible, should it occur
- provide instruction and training to all colleagues, so that the correct action is taken in the event of fire, or any other emergency requiring the building to be evacuated
- ensure the appropriate evacuation procedures are in place, identifying the relative and ultimate places of safety as necessary
- ensure the correct operation of fire alarm systems (smoke and heat detectors), emergency lighting, sprinklers or other suppressions systems by maintaining and testing fire safety installations as required
- ensure the availability of a fire blanket and other fire extinguishers, as necessary. (See **Fire Extinguishers for the Home**).

Who will undertake the Fire Risk Assessment

5.6 For Dimensions owned properties and properties where there is an agreement for Dimensions to carry out the fire risk assessment, the fire risk assessment must be carried out by our approved appointed contractor (see **table** below for Dimensions owned and leased properties and **flowchart** for all ownership arrangements). The results must be communicated to all colleagues involved and to the landlord for the property. This meets Dimensions responsibilities under the Fire Safety Order and aims of the **National Fire Chief Council Fire Safety in Specialised Housing guidance**.

5.7 Where Dimensions is not the landlord or leaseholder and there is no agreement in place stipulating that Dimensions is responsible for completing the FRA, this should be carried out by the landlord. This applies to Registered Care Homes and Group Living homes.

5.8 Many of the homes in which we provide support are classed as single private dwellings, even when support is provided 24/7. Under the Regulatory Reform (Fire Safety) Order 2005, the colleague sleep-in room is considered a workplace.

In practice, however, many landlords will not complete a fire risk assessment because the building itself is not legally required to have one.

Despite this, Dimensions still has a duty of care to colleagues to ensure all risks—including fire—are assessed and reduced as far as is practicable. Therefore, a **Location Risk Assessment** must be completed to demonstrate this.

This is not a specialist fire risk assessment, and it should not duplicate the building's FRA. Both documents serve different purposes and allow responsible persons to meet their obligations.

5.9 Fire safety guidance for care settings states that fire risk assessments must pay particular attention to people at special risk, including those with disabilities, medical conditions, sensory impairments, or behavioural risks.

A **Person Centred Fire Risk Assessment (PCFRA)** is necessary because individuals living in supported living or care home environments may have:

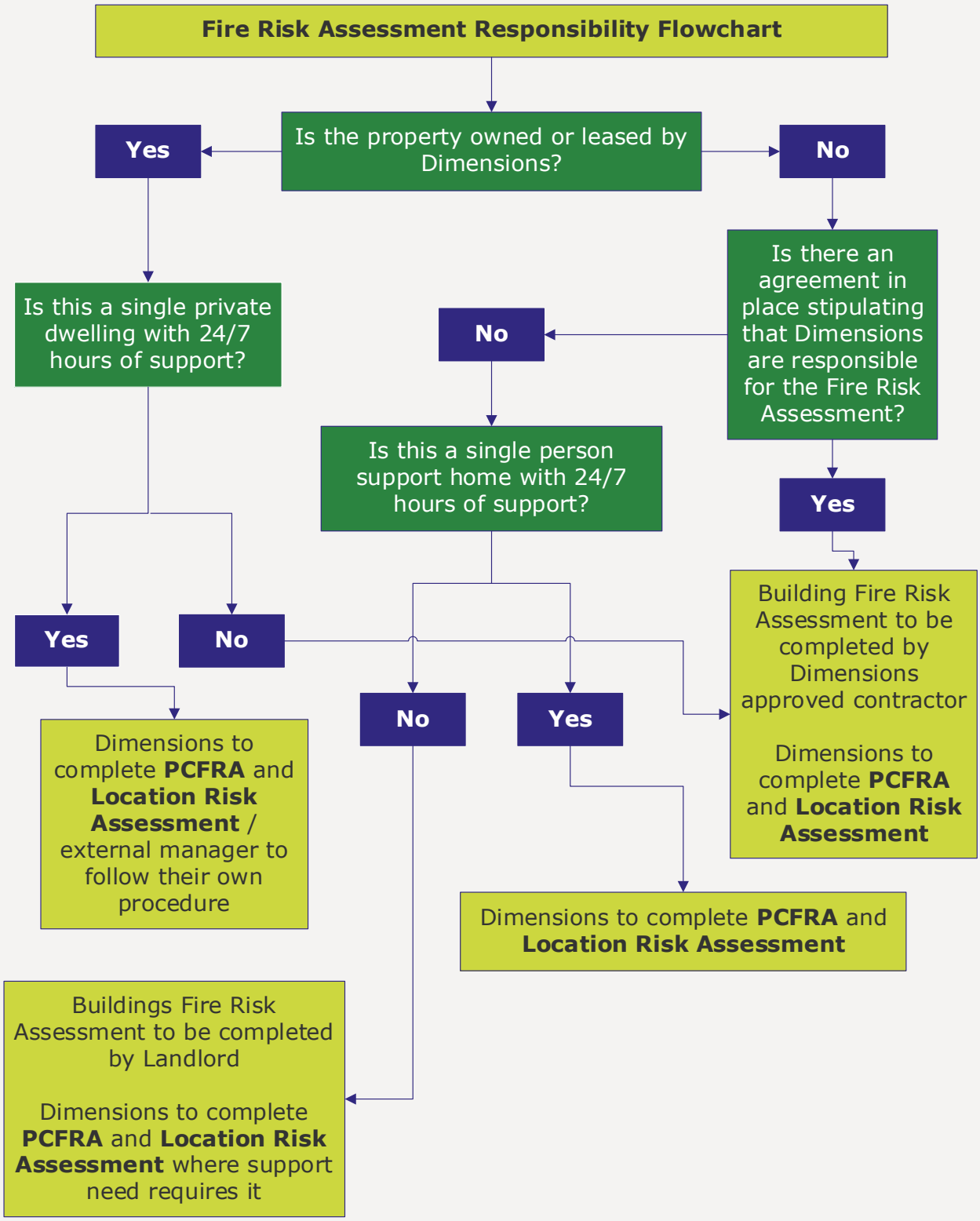
- limited capacity to understand fire risks
- reduced mobility
- cognitive impairment (for example, dementia, learning disabilities)
- limited ability to detect or respond to fire
- behaviours that increase ignition risk (for example, smoking, hoarding)

Because of these factors, a general building FRA alone is not sufficient to ensure their safety. For this reason, it is Dimensions' policy that all people we support must have a **PCFRA**.

The **PCFRA** form is available on the Dimensions Hub and should be provided upon reasonable request, such as by a landlord or fire safety inspector.

5.10 Where Dimensions provide home-based Outreach Services, we may be responsible for supporting a person with evacuating or with fire safety. If this is the case, then a **Person Centred Fire Risk Assessment** personal emergency evacuation plan must be carried out.

5.11 The flowchart below summarises who will be responsible for carrying out what type of risk assessment as above.


Fire Risk Assessment Responsibility Flowchart
Is the property owned or leased by Dimensions?
Yes
No
Is this a single private dwelling with 24/7 hours of support?
Is there an agreement in place stipulating that Dimensions are responsible for the Fire Risk Assessment?
No
Yes
Is this a single person support home with 24/7 hours of support?
Yes
No
Building Fire Risk Assessment to be completed by Dimensions approved contractor
Dimensions to complete PCFRA and Location Risk Assessment
No
Yes
Dimensions to complete PCFRA and Location Risk Assessment / external manager to follow their own procedure
Dimensions to complete PCFRA and Location Risk Assessment
Buildings Fire Risk Assessment to be completed by Landlord
Dimensions to complete PCFRA and Location Risk Assessment where support need requires it

Type of Property / Home	Initial FRA	Every Two Years	Every Three Years
Registered Care Home and Day Service	Competent Contractor	Competent Contractor	
Group Living Support (two or more people supported)	Competent Contractor		Competent Contractor
Single Person Supported 24/7 care provided.	**PCFRA** to be Completed by manager and reviewed annually **Location Risk Assessment** to be completed and reviewed annually		
Outreach Locations	**PCFRA** to be completed by manager when we have a responsibility to provide support with fire safety such as evacuating the person we support and colleagues from a property.		
Other Homes / Offices	Contact H&S Advisor		

5.12 All buildings fire risk assessments must be reviewed annually by the Locality Manager or Assistant Locality Manager unless a new FRA is planned to be scheduled by the Landlord. The Locality Manager should set up an annual review in Radar confirming that the FRA is still suitable and sufficient.

For **Location Risk Assessment** and **Person Centred Fire Risk Assessment**, these must be reviewed annually.

Following the FRA or its review there may be required actions to be carried out by the Locality Manager in conjunction with the Landlord. Progress in completing of the required actions must be assessed and its completion evidenced on a regular basis by the Locality Manager via Radar and during H&S Audits by the H&S Advisor. Where the Landlord is Dimensions, the appointed contact is the Housing Compliance Manager, **housing.compliance@dimensions-uk.org**.

The building fire risk assessment must be kept as a hard copy on site until this is renewed by the Landlord and then archived thereafter. The **PCFRA** may be kept electronically providing all colleagues that work in the premises can access it. The FRA or **Location Risk Assessment** may require re-issuing in the following circumstances:

- there is reason to believe that it is no longer valid
- there is a change in layout or structural alterations to the building, affecting the escape routes
- there has been a change in the activities carried out in the premises, resulting in an increased risk from fire
- there has been an increase in the number of persons supported in the home, or a reduction in staffing levels
- the mobility of the occupants has reduced significantly, increasing the time needed to evacuate the premises
- changes in the behaviours of persons supported, making it more likely they will refuse to evacuate in the event of a fire
- a change in legislation, or any fire related incident in the premises that identifies a planning anomaly.

Should any of the above occur, Locality Managers are to contact the landlord for the property and ask them to review the building fire risk assessment or a review of the **Person Centred Fire Risk Assessment** and or **Location Risk Assessment** should be arranged by the manager. This will depend on the changes that have occurred and the person responsible. Reviews can be undertaken remotely or by conducting a formal visit, depending on the situation.

5.13 Under Article 22 of the Regulatory Reform (Fire Safety) Order 2005: *Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—*

(a) co-operate with the other responsible person concerned as far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order;

(b) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

5.14 To meet this requirement, the fire risk assessment, and all associated documentation, together with any required control measures will be shared with all other responsible persons connected with the premises – this could be landlords or housing associations, local authority commissioners or any other organisations working within the premises.

What must I do to keep people safe from fire?

6.1 As landlords, the Dimensions Group shall:

- Ensure the fire alarm, emergency lighting, firefighting equipment, suppression systems, plant, equipment, and other installations are checked, tested, and maintained in accordance with good maintenance practice and in accordance with relevant British Standards or guidance applicable. However, some tenancy agreements may alter these responsibilities; the Locality Manager needs to ensure that records of checks are made, regardless of whether they are completed by Dimensions colleagues or an external or internal contractor
- Appoint, where appropriate, competent third party approved contractors and maintenance personnel, to ensure that fire safety systems are maintained to an acceptable standard and that existing buildings are adequately maintained in accordance with the relevant British Standard.

6.2 Clear and detailed evacuation procedures must be put in place to ensure that any relevant persons occupying a building will know what to do in case of a fire. This will include procedures for colleagues/visitors detailing how to carry out a safe evacuation of the building in the event of a fire. It is recommended that the **Fire Evacuation Template** is used for this however this is optional and created as a guide.

6.3 The procedure for raising the alarm and for the safe evacuation of the building will be easily accessible to colleagues. In offices and registered care homes this must be clearly displayed. In other Dimensions Group occupied premises, the evacuation procedure must be made available to everyone but does not need to be on display.

6.4 The manager will ensure that all their colleagues are aware of and comply with the following procedures:

- all colleagues will be given instruction on the procedures to be followed to evacuate the building safely, as soon as practicable after starting work within a building

- all colleagues must carry out a minimum of two evacuation drills per year (approx. every six months). This applies to colleagues working day or night shifts. Where colleagues work in more than one location, two drills must be carried out within each location the colleague works, due to the different circumstances and persons/risks involved. (See **Evacuation Information & Guidance** for further detail)
- for colleagues that work both day and night duties one of these six monthly drills needs to be carried out at night, or simulating night-time conditions with minimum staffing levels
- to ensure that all colleagues working within each home/location meet the above conditions, it may be necessary to carry out more than two drills per year at each home/location; the requirement is that colleagues take part in the required amount of practice evacuations, not that a home has a particular number of drills
- new premises must have their fire evacuation procedures/plans confirmed as effective, as soon as possible after the premises is occupied. This must include procedures/plans for both day and night circumstances
- fire alarm systems must be tested weekly by colleagues and serviced by an engineer as required by the system. Where a fire alarm is tested by an external landlord / contractor as arranged by the landlord, Dimensions do not need to duplicate these tests. We must however ensure we have records of these tests, and these can be provided either by the contractor testing the system or Dimensions colleagues recording these using the weekly fire alarm test on Radar
- where a fire alarm panel is fitted, the system must be serviced by a competent person every six months. (See **Fire alarm testing tips** for further details)
- domestic smoke detectors do not require servicing but must be replaced as recommended by the manufacturer (usually every 10 years). Domestic smoke detectors should be cleaned at least annually, using a vacuum cleaner with a soft brush head
- firefighting equipment (extinguishers and fire blankets) are to be checked by colleagues monthly for signs of damage and annually by a competent engineer, where appropriate. (See **Fire Extinguishers for the Home** for further details)
- where emergency lighting is provided this will be checked by colleagues each month, to confirm the lights will operate when needed. The system will be tested at least annually, for a period of one hour or longer, as required. This test must only be carried out by the competent contractor. (See **Emergency lighting testing tips** for further details)

- where a rechargeable torch is provided in lieu of emergency lighting, this must be checked monthly to ensure correct operation. The torch should be fully discharged and recharged on at least an annual basis, to ensure a safe battery condition is maintained
- fire alarm panels (where provided) and fire exits will be visually checked daily to ensure that they are clear and operating correctly. A weekly record of the fire alarm check must be recorded in Radar
- colleagues will be instructed on the fire precautions necessary within the workplace to prevent a fire starting
- all fire doors must be checked for correct operation **(Dimensions 5 Step Fire Door Check**) on a quarterly basis, as part of the Health and Safety Walkthrough checks. (See **Fire Door Information & Guidance** for further details)
- where tumble dryers are used, the home manager must ensure that there is a system in place so that colleagues remove the lint from tumble dryer filters after each use
- where there is existing ducting leading through wall to the external area, this should be cleaned annually from lint and debris by a competent contractor and records kept.

6.5 Records of evacuations carried out are to be kept in Radar. Records of maintenance and servicing of the fire alarm, emergency lighting, and equipment testing (PAT) or other fire safety systems, must be copied to **housing.compliance@dimensions-uk.org** and kept in the workplace for a minimum of three years (within Folder C6).

6.6 Records of fire evacuation drills are essential evidence for demonstrating that colleagues have completed the necessary number of drills to maintain their competence to evacuate persons supported, as well as to evidence that the evacuation plan is effective. The records should reflect that a safe and effective evacuation can be carried out at all times, particularly at night when staffing levels will be at minimum levels. (See **Guidance on Completing Fire Evacuation Drill Records in Radar** for further details).

Where issues are identified via the evacuation drills, for example, evacuation times or other factors that impact on a safe evacuation, these must be escalated to the Locality Manager to address. Advice can be sought from the Health and Safety Team. There may be times where needs of a location changes and we are not able to evacuate persons in a timely manner with the current staffing levels. If this is the case, we must liaise with responsible parties. Failure to do so may lead to enforcement action from a Fire Safety Inspector. Actions that can be taken include but are not limited to:

- revisiting the evacuation strategy to adopt an evacuation procedure that works
- contact the landlord to highlight our concerns and explore additional safeguards available, for example, sprinklers or water misting systems or improved compartmentation
- contact the placing authority to inform that we are not able to maintain our legal obligations to evacuate people we support in a safe and timely manner.

6.7 Colleagues are expected to co-operate with their manager about fire safety; anyone found misusing fire equipment, including fire doors, may be subject to disciplinary procedures.

6.8 The Furniture and Furnishings (Fire) (Safety) Regulations 1988 were introduced to control fires in domestic premises. The Regulations place requirements on the flammability of domestic furniture and beds. It is the responsibility of manufacturers of furniture to ensure compliance with this legislation and label it to indicate its compliance.

Any furniture and bedding procured by Dimensions wherever possible should comply with this legislation and the relevant British Standards:

- BS 7175 (blankets, quilts and duvets)
- BS5815-3 (quilt covers)
- BS 7176 (upholstered furniture)
- BS 7177 (bed bases, and mattresses)
- BS 5867 (curtains and drapes).

We must also ensure that wherever practicable and where we procure nightwear that it conforms to The Nightwear (Safety) Regulations 1985 and relevant British Standards (BS 5722). If the nightwear does not meet this standard, then it must have a label printed in red 'Keep Away from Fire.' However, it is strongly recommended where there is an increased risk of fire to a person we support that nightwear purchased does conform to this standard.

6.9 Fire prevention is an essential component in reducing the potential causes of fire and accordingly in minimising the risk of a fire. All premises occupied by The Dimensions Group shall implement fire prevention measures that will include:

- fire risk assessments of the premises
- acting on the required actions of fire risk assessments, PCFRAs, H&S Audits

- the prevention and control of arson
- the control over contactors working in and visitors to Dimensions Group occupied premises
- all Dimensions Group premises will be non-smoking, with risk assessments completed where a person supported smokes
- suitable waste disposal and collection arrangements
- routine housekeeping and cleaning checks (tumble dryers, cooker hoods etc.)
- visual inspection of all electrical equipment before each use, to ensure it is safe and in good condition
- ensuring that all work equipment is properly installed, commissioned, inspected and maintained to ensure its safe operation.

6.10 Managers, or other nominated colleagues, are to deliver fire safety instruction to new colleagues. This instruction needs to inform colleagues of both person-centred and in-house evacuation procedures. Colleagues delivering this instruction will have completed the Fire Training for Managers and Supervisors Webinar training. Fire Training for Managers and Supervisors Webinar Training must be refreshed every three years.

6.11 All colleagues are required to complete the online fire safety instruction within the first 12 weeks of employment, and refresh this annually. Online Fire Safety instruction is carried out via Learning Connect.

Personal Emergency Evacuation Plans

7.1 A **Personal Emergency Evacuation Plan (PEEP)** is a customised plan designed to ensure the safe evacuation of a person we support or a colleague during an emergency.

7.2 In most circumstances, persons requiring support, assistance or guidance to evacuate must have a **PEEP** completed detailing what extra assistance is required to evacuate. This will take into account any disability, long term health condition, mobility problems, medication, which may cause side effects and prevent a safe evacuation, any sensory impairment or any problems communicating or understanding instructions. Any colleagues that may require extra assistance to evacuate buildings because of any mobility problems or sensory impairment must also have a **PEEP**, highlighting what extra help is needed.

7.3 For people supported by Dimensions, **PEEP**s must be recorded in iPlanit wherever we have responsibility for supporting them to evacuate their home.

PEEPs for the people we support must also be physically accessible in the person's home, so they can be quickly used during an evacuation or provided during inspections by fire safety officers. A **PEEP Grab Bag Summary** may be used for this purpose, using the summary template available on the Hub. These documents are typically stored in the grab bag—see the standardised filing system for further guidance.

7.4 For colleagues that provide support in a person's home, there is a **PEEP** template available on the intranet (**Fire Safety Policy – Personal Emergency Evacuation Plan - Colleague Use**) and must be used where a colleague requires assistance to respond to and or evacuate in the event of a fire. This must be completed with the colleague by their line manager and stored / shared where both the colleague and manager can access it along with anyone who is responsible for evacuating the colleague. For business support colleagues that require assistance to respond to and or evacuate in the event of a fire, there is a **PEEP** template available (**Fire Safety policy – Personal Emergency Evacuation Plan - Business Support Colleague**) which must be completed with the colleague by their line manager and stored / shared where both the colleague and manager can access it along with anyone who is responsible for evacuating the colleague. Where it is anticipated that a Business Support Colleague may require some assistance to evacuate, a **Personal Emergency Evacuation Plan Questionnaire** must be completed. This questionnaire will be used to determine if a **PEEP** is necessary and identify what assistance to evacuate may be necessary. The Line Manager can contact the H&S Advisor for the region is additional support is needed to complete **PEEP**s for colleagues.

7.5 The safety of all occupants of Dimensions premises is paramount and will depend on the successful implementation of fire safety procedures. Pre-planning for a fire is key to the success of safeguarding the occupants. All Dimensions-occupied buildings are required to have an emergency fire evacuation plan that addresses the following issues:

- colleague actions on discovering a fire and on hearing an alarm. Include which colleague will take charge as well as designated actions for specific colleagues, when more than one colleague will assist in evacuation. (For example, who checks the alarm panel or calls Fire Service etc.)
- check Fire Alarm Panel (if appropriate) and determine best evacuation route. (route will be dependent on zones affected)
- call the Fire Service using 999 as soon as possible, when safe to do so. Provide postcode of premises and the **what3words** code. This tool enables sharing a precise location from global points on a map without using long and detailed address instructions. By selecting the exact location of the home or office from the map, three words will be generated which can be shared with the Fire and Rescue

team. Evacuation is the priority in most circumstances, rather than calling Fire Service immediately, particularly where only one colleague is available for the evacuation. The operation of any autodial or telecare system should be explained within the evacuation plan

- the evacuation plan must link to actions in **PEEP**s – AlbacMats / Evacuation Mats
- evacuation chairs etc. – no lifts within buildings are to be used, unless they are specifically designed as fire evacuation lifts, as detailed in the FRA. (See **AlbacMat information** note)
- places of relative safety must be identified where extended evacuation times are expected, if available (this is usually internally and behind fire protected walls, ceilings and doors)
- the plan must cover day and night evacuation routes/exits. Alternatives included where appropriate
- include plan of building identifying all escape routes, assembly points and alternative assembly points
- when/how to use any extinguishers provided
- a 'grab bag' may be provided containing the following items as necessary:
    - contact numbers of Managers, family members, neighbouring homes etc.
    - medication details
    - spare keys for vehicles and other entry points for premises
    - building plan (laminated if possible) indicating location of gas, electric, water shut off points and sprinkler control valve if fitted
    - copy of Home/Location Emergency Plan
    - torch and any other small items that maybe useful to reduce stress of persons supported
    - a roll call must be carried out when the evacuation is complete.
- a colleague should be identified to liaise with the Fire and Rescue Services (FRS) on their arrival – for example, provide information on any missing persons and utility isolation points using the building plan
- once an evacuation is complete, colleagues should not return to the premises until the FRS say it is safe to do so
- never plan to leave persons supported in their room or within the home, unless specifically agreed in FRA

- colleague actions where behaviours of distress may prevent, or delay evacuation are possible. (highlighted with their **PEEP**).

Legislation and external guidance

This policy and related procedures consider the following legal requirements and regulatory codes, standards, and guidance:

- The Health and Safety at Work Regulations 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005 as amended
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Care Quality Commission's Fundamental Standard Regulations 2014 – (The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014)
- Health and Social Care Act 2008 – Code of Practice for health and adult social care on the prevention and control of infections and related guidance
- The Domiciliary Care Agencies (Wales) (Amendment) Regulations 2013
- Social Services and Well-being (Wales) Act 2014
- The Equality Act 2010
- Data Protection Act 2018
- General Data Protection Regulations (UK-GDPR)
- Regulator of Social Housing (Home Standard)
- Guidance for providers on meeting the regulations (Care Quality Commission, 2015) and (Care Inspectorate for Wales)
- Regulation and Inspection of Social Care (Wales) Act 2016
- Fire Safety in Specialised Housing (National Fire Chiefs Council)
- All relevant guidance issued by the Local Authority.

Dimensions related guidance, procedures, forms, or flowcharts

- **AlbacMat information**
- **Contractor and Visitor Safety Information Sheet**
- **5 Step Fire Door Check** (Guidance)

- **Emergency lighting testing tips** (monthly/annually)
- **Emollient Creams - Guidance**
- **Evacuation Information & Guidance**
- **Fire alarm testing tips** (weekly/6 monthly)
- **Fire Door Information & Guidance**
- **Fire Evacuation Template**
- **Fire Extinguishers for the Home** (monthly/annually)
- **FRA Review Process** (annually)
- **Guidance on Completing Fire Evacuation Drill Records in Radar** (6 monthly/ day/night)
- **Guidance on Creating a Fire Risk Assessment Event**
- **Location Risk Assessment** (annually)
- **Matrix of Responsibilities Template**
- **PEEP Grab Bag Summary**
- **Person Centred Fire Risk Assessment** (annually)
- **Personal Emergency Evacuation Plan (Business Support colleague)**
- **Personal Emergency Evacuation Plan (Colleague use)**
- **Personal Emergency Evacuation Plan Guidance**
- **Personal Emergency Evacuation Plan Questionnaire**

Glossary

An explanation of words and terms that appear in this policy or the related procedures.

Term	Definition
Radar	The system Dimensions uses to schedule audits and log events and incidents on.
PCFRA	**Person Centred Fire Risk Assessment** to be completed for persons we support. This document is used to highlight any-person specific risks.
Buildings Fire Risk Assessment	Fire Risk Assessment completed by the responsible person that takes into account the building and its use.
Location Risk Assessment	To be used to assess general fire hazards at the location: see risk assessment policy.

Term	Definition
PEEP	**Personal Emergency Evacuation Plan** used to determine how to evacuate people who need support to evacuate safely.

Ownership and approval

Policy owner	Head of Property and Housing Supply
Policy Responsible Executive Lead	Chief Housing and Commercial Officer
Approval level	Quality and Practice Committee (QPC)
People and groups consulted	Group Head of Health and Safety Housing Compliance Manager Strategic Asset and Housing Supply Manager Operations Colleagues – PCFRA Diversity Matters National Colleague Forum Policy Subgroup
Policy review period	Three yearly

Version control

Version number	Approved date	Communication date	Summary of changes
12	**19th May 2026 (QPC)**	**27th May 2026**	Policy reviewed early. Updated section 5 considering the agreement at CIG (Continuous Improvement Group) to ensure all persons we support must have a **Person Centred Fire Risk Assessment**. Includes how fire risks will be assessed for colleague safety (via **Location Risk Assessment**) Flowchart updated in section 5 7.3 updated. People consulted section updated.

Version number	Approved date	Communication date	Summary of changes
12.1	**8th June 2026**	**23rd June 2026**	7.3 updated to clarify the true version of Personal Emergency Evacuation Plans to be used (iPlanit).
n/a	**11th August 2026**	**n/a**	Change of Executive Lead from Chief Quality, Governance and Lived Experience Officer to Chief Housing and Communications Officer.