



Phoenix Therapy Practice

Adult, Child, Couples and Group Psychotherapy, Counselling and Psychological Services.

Policy and Procedure on Fire Safety

Phoenix Therapy Practice accepts responsibility under current fire safety legislation to prevent fire, minimise risk and ensure the safety of all those using the premises.

Responsibilities

It is the responsibility of the Director to ensure that:

- a fire safety risk assessment is undertaken and regularly reviewed
- all safety equipment is regularly checked
- all staff and members are trained in fire safety procedures

It is the responsibility of the Practice Manager to ensure that:

- fire safety procedures are displayed in the designated areas
- emergency exits are clearly marked
- all new members are instructed in fire safety procedures and shown the emergency exits

It is the responsibility of all employees and practitioners to:

- co-operate to ensure the workplace is safe from fire and its effects and not to do anything that will place themselves or other people at risk.
- familiarise themselves with the Fire Safety Procedure below which outlines actions to be taken to minimise the risk of fire and action to be taken in the event of a fire being discovered.
- In addition, in the event of an emergency, each practitioner is expected to take responsibility for their client/s. When working with an elderly or disabled client, practitioners are expected to address the possibility of the need to evacuate the building and the possible increased risk to their client. Any client who requires step-free access should have sessions in Room 5 only.

Fire safety procedure

Minimising the risk of fire:

- No smoking is allowed in any part of the building.
- Candles or burners for aromatherapy oils are not to be used in any circumstances.

- When vacating rooms, practitioners must ensure all lamps and other electrical appliances are switched off at the plug, and windows and **doors closed**.
- The last practitioner to leave the building in the evening must ensure that lights, heaters and other electrical appliances are turned off and all doors closed including the grey inner doors.
- On discovering a faulty or damaged lamp or other electrical appliance, practitioners should remove it to the office and label it as faulty.
- On discovering a damaged or discoloured wall socket, practitioners should inform the Practice Manager immediately.
- Practitioners must ensure furniture and other combustibles are not moved near to the electric heaters/ other ignition sources.
- Items should not be placed in the hallway, so as to cause possible obstruction in the event of the building needing to be evacuated.
- Phoenix carry out annual PAT testing on all electrical appliances at the centre.
- Phoenix **do not** take responsibility for practitioners' personal electrical items such as phone and laptop chargers. Practitioners must not leave personal items charging unattended or use damaged electrical items at the centre.
- Practitioners must not bring other personal electrical items to the centre such as heaters/ lamps/ extension leads etc.

IN THE EVENT OF FIRE

1. Raise the alarm – there are fire alarm buttons at both ends of the building – in the entrance foyer and in the group room (Room 5).
2. Get your client and yourself out of the building
3. Check that the emergency services have been called
N.B. Never go into a closed room if you suspect there is a fire in there — there could be an explosion as a result of the backdraft.

Raising the alarm

1. On discovering a fire, raise the alarm immediately by shouting 'fire' and knocking on doors. Alert any office staff on duty.
2. Activate the fire alarm using the emergency panel located on the wall by the main entrance, opposite the main alarm panel or in the group room by the exit.

Evacuating the building

1. If you have responsibility for a client, ensure they leave the building, or pass on their care to another practitioner, before taking further action.
2. If the fire is in the very early stages, use the fire extinguisher if this is possible without risk to yourself. If not, close the door on the fire and leave the building.
3. Raise the alarm, evacuate the building and call the emergency services even if you think that you can put the fire out yourself.
4. If the location of the fire prevents exit by the main front door, exit can be made through the doors in the group room (Room 5). The key to this door is kept in the lock. If it is not in the lock there is a spare key in the box on the wall, with a hammer close to it to break the glass.
5. On leaving the building head to the assigned meeting point which is outside of the courtyard on the opposite side of the road to the iron gates.

Fire Extinguishers

There are two fire extinguishers at each end of the premises. One set is under the in/out board by the entrance. The other pair are at the far end of the corridor. The smaller one of each pair is for use on electric fires.

Calling the emergency services

If the clinical director or practice manager is on duty, it is their responsibility to call the emergency services. Check that this is done. If none of the staff/ fire wardens are on duty, take responsibility to ensure the emergency services are called.

1. Dial 999
2. Give the operator your telephone number and ask for FIRE
3. When the fire brigade answers, speak distinctly:
FIRE AT THE PHOENIX THERAPY PRACTICE, GROUND FLOOR, 2 OSMOND RD,
HOVE, BN3 1TE
4. Do not replace receiver until the address has been repeated back to you by the Fire Brigade.
5. Once having called the Fire Brigade, call the Director.

Pyrotec are the people who install and maintain the system. If the alarm goes off and there is not an obvious fire, they can be called. Pyrotec are available 24/7, if it's outside of office hours, please call Gio from the company on his mobile who is their engineer, knows our buildings and carries out the repairs to any sensors/panels. Or phone the Director and she will phone Pyrotec.

If the fire alarm goes off and there is no sign of fire, it may be because there is water coming down from one of the upstairs flats and getting into the electric system. In the first instance you can turn off the electricity in order to avoid a fire developing. There are two fuse boxes. One is in the office in the grey cupboard and the other is in Room 5 next to the fire exit. You can turn off the lights which are the thing that is most likely to be affected or there is a mains switch on each fuse box which turns everything off. If it is dark outside, do not do this unless you have torches and lights on your phones, although emergency lighting does come on. Once the electricity is turned off, call Eva or Gio if she is not available.

Policy updated 5.7.23