



Phoenix Therapy Practice

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

Policy and Procedure on Fire Safety and Evacuation Plan

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 Operations Director to ensure that:

- A fire safety risk assessment is undertaken and regularly reviewed.
- All safety equipment is regularly checked.
- All staff and practitioners 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 practitioners 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 to not do anything that will place themselves or other people at risk.
- Familiarise themselves with the Fire Safety Procedure and Evacuation Plan 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, disabled or temporarily impaired 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 at Osmond Road only.
- Sign in and out when arriving/ leaving the building. Failure to do this may be putting someone at risk in an emergency. During an evacuation do NOT sign out and go to Assembly Point where a roll call will be completed to ensure no one is unaccounted for.

Fire safety procedure

Minimising the risk of fire:

- No smoking is allowed in any part of the buildings.
- Candles, incense or burners for aromatherapy oils are not to be used in any circumstances.
- When vacating rooms, practitioners must ensure all heaters, lamps and other electrical appliances are switched off at the plug, and windows and doors are closed.
- The last practitioner to leave the buildings must ensure that electric heaters/heating, lights and other electrical appliances are turned off and all doors closed including the grey inner doors (Osmond Road) and the yellow kitchen door (St Georges Place), all windows are closed, and the building is locked securely.
- On discovering a faulty or damaged lamp or other electrical appliance, practitioners should remove it to the office, label it as faulty and inform the Practice Manager.
- On discovering a damaged or discoloured wall socket, practitioners should inform the Practice Manager immediately.
- Practitioners must ensure furniture, clothing, textiles and other combustibles are not placed near to the electric heaters/other ignition sources.
- Items should not be placed in the hallways and stairwells, so as to cause possible obstruction in the event of the building needing to be evacuated.
- Phoenix carries 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.

Evacuation Plan

Introduction

This plan is designed to ensure, so far as reasonably and practicably possible, the fast, and safe evacuation of the premises of Phoenix Therapy Practice, in the event of an emergency, in compliance with the Regulatory Reform (Fire Safety) Order. All staff, practitioners, clients, contractors, and visitors are required to comply.

Fire escape routes are fitted with appropriate exit signage and emergency lighting. All fire doors and emergency lighting units are tested annually as a minimum. The distance of travel to a place of relative safety is deemed acceptable at both premises.

As far as is reasonably practicable, fire escape routes are maintained as fire sterile areas i.e., free of obstructions, flammable material, and ignition sources.

The buildings are fitted with comprehensive fire alarm systems. The requirement to evacuate is communicated by operation of the fire alarm sounders.

In the event of an alarm, all persons are required to leave the building immediately; failure is a disciplinary offence as it can put other people at risk. Staff and practitioners are responsible for ensuring people under their control evacuate immediately, using appropriate Evacuation Plans provided and proceed to the designated Assembly Point. Staff will be informed of the appropriate Assembly Point on induction. Anyone who suspects that there may be someone in an area affected by fire or smoke, is required to report this directly to the Fire Warden or practitioner responsible for the roll call.

2 Osmond Road, Hove

1. On hearing the fire alarm, staff, practitioners, clients and visitors must evacuate immediately. Never assume it's a false alarm. Close doors behind you as you leave to slow the spread of smoke and fire. Follow the green running man, arrow signs and evacuation plan, they will direct you on the shortest exit route.

IN THE EVENT OF FIRE

1. On discovery of a fire, raise the alarm immediately by shouting 'fire' and knocking on doors. Alert any office staff on duty.
2. If the alarm is not already sounding, activate one of the fire call points (located by each fire exit) as you evacuate the building.
3. If the location of the fire prevents exit by the main front door, exit can be made through the door in 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.
4. Get your client and yourself out of the building and wait by the Assembly Point: Outside Worcester Court flats on Windlesham Avenue (see map in Appendix).
5. 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.
6. Do not re-enter the building until the Fire Service have confirmed it is safe to do so.

FIRE WARDENS:

There is a Fire Warden Rota displayed by the staff sign in/out board. In the event the Fire Warden/Reserve are not present, a senior practitioner will do the following:

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. Raise the alarm, ask everyone to evacuate the building and call the emergency services even if you think that you can put the fire out yourself.
3. If the fire is in the very early stages, and you feel confident to do so, use the fire extinguisher if this is possible without risk to yourself. If not, close the door on the fire and leave the building.
4. On leaving the building, take a photo of the staff sign in/out board and head to the Assembly Point.
5. Complete a roll call at the Assembly Point.

Calling the emergency services

If the Operations Director, Practice Manager or Administrator 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 present, 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 end the call until the address has been repeated back to you by the Fire Brigade.
5. Once having called the Fire Brigade, call the Operations Director.
6. When fire service arrive, inform them of location of fire (if known) and if anyone is unaccounted for.

DJ Electrics are the company who maintain the alarm system. If the alarm goes off and there is not an obvious fire (at Phoenix or Flat 17 and 18 above), they can be called 24/7 on 07920 793682. Or phone the Operations Director and they will phone DJ Electrics.

If the fire alarm goes off and there is no sign of fire at Phoenix or the flats upstairs, 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 for each half of the building: 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. There is also a main fuse box in the courtyard that can turn everything off. If it is dark outside, do not turn the lights off unless you have torches and lights on your phones, although emergency lighting does come on. Once the electricity is turned off, call the Operations Director or DJ Electrics if they are not available.

Fire Fighting Equipment

There are two fire extinguishers (water and CO₂) at each end of the corridor. One set is under the sign in/out board by the entrance. The other pair are at the far end of the corridor. The smaller one of each pair (CO₂) is for use on electric fires. There is a fire blanket in the office next to the microwave.

14 St Georges Place, Brighton

1. On hearing the fire alarm, staff, practitioners, clients and visitors must evacuate immediately. Never assume it's a false alarm.

IN THE EVENT OF FIRE

2. On discovery of a fire, raise the alarm immediately by shouting 'fire' and knocking on doors. Alert any office staff on duty.

3. If the alarm is not already sounding, activate one of the fire call points as you evacuate the building via the main entrance.
4. Get your client and yourself out of the building and wait by the Assembly Point: the corner of Trafalgar Street and St Georges Place – outside Dominos (see map in Appendix). Close doors behind you as you leave to slow the spread of smoke and fire. Follow the green running man, arrow signs to direct you to the fire exit (Front Door)
5. 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.
6. Do not re-enter the building until the Fire Service have confirmed it is safe to do so.

FIRE WARDENS:

There is a fire warden rota displayed by the staff sign in/out sheet. In the event the Fire Warden/Reserve are not present, a senior practitioner will do the following:

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. Raise the alarm, ask everyone to evacuate the building and call the emergency services even if you think that you can put the fire out yourself.
3. If the fire is in the very early stages, and you feel confident to do so, use the fire extinguisher if this is possible without risk to yourself. If not, close the door on the fire and leave the building.
4. On leaving the building, take the staff sign in/out sheet to the Assembly Point.
5. Complete a roll call at the Assembly Point.

If the fire alarm goes off and there is no immediate sign of fire, look at the fire panel to determine the activation area. Then check the area if safe to do so. Our fire alarm system is connected to premises on the ground floor (previously Onca Gallery). Zone 6 and 7 cover the gallery and basement. If these zones are activated, evacuate immediately. If no one is onsite downstairs, and there are signs of fire phone 999 immediately. If there are no signs of fire and no one onsite, phone Kate, Ruth or Eva in that order. Do not re-enter the building until it has been confirmed there is no fire in the gallery or basement.

Calling the emergency services

If the Operations Director, Practice Manager or Administrator 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 14 St Georges Place, Brighton, BN1 4GB.
4. Do not end the call until the address has been repeated back to you by the Fire Brigade.
5. Once having called the Fire Brigade, call the Operations Director.
6. When fire service arrive, inform them of location of fire (if known) and if anyone is unaccounted for.

Fire Fighting Equipment

There are fire extinguishers and signage on the staircase of all floors and in the waiting area there is also a fire blanket.

Appendix

Assembly Point for 2 Osmond Road:



Assembly Point for 14 St Georges Place:



Policy updated: March 2025