

DARTMOUTH DENTAL PRACTICE

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| Document Change Log | |
|-------------------------|-------------------------------------|
| Monday, 21 October 2019 | Updated review date |
| Monday, 7 August 2017 | Review and addition of AS on header |

Fire Risk - Assessment and Guidance Procedure (a copy of this procedure to be kept in each surgery) including Fire Safety and Evacuation Plan

Fire Risk Assessment And Fire Guidance

This document is intended to be read by **ALL** staff. Everyone has responsibilities in respect to fire safety. Those responsibilities are defined in this document. Dartmouth Dental Practice also has further responsibilities that are also listed here.

Step 1 - Identifying Fire Hazards

Whilst it is important to teach people what to do in the event of a fire, such as evacuating the building, our primary aim is to prevent the fire starting in the first place. Once a fire has started it may spread quickly, producing smoke and toxic fumes. The emphasis must always be on preventing a fire from starting, rather than on putting it out.

Fire Triangle

For a fire to start, three things are needed:

- Heat - an energy source;
- Fuel; and
- Oxygen

If one of these is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring.

Heat Energy, Fuel and Oxygen

It is not usually possible to control the oxygen in the air, but smothering flames can put out fires - this restricts the supply of oxygen that a fire needs to continue burning. An example of this would be using a fire blanket to put out a chip pan fire.

It is easier to control the fuel and heat energy sources within our practice.

FUELS SHOULD BE KEPT AWAY FROM IGNITION SOURCES.

Materials that could become fuel, either intentionally or by accident, must be kept to a minimum - for example, clinical waste and rubbish should be removed regularly, and the storage of flammable substances should be avoided or kept to a minimum.

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Step 2 - Identifying who are and where are the people at significant risk

If there is a fire, the main priority is to ensure that everybody reaches a place of safety quickly. Putting the fire out is secondary to this because the greatest danger from a fire in the workplace is the spread of the fire, heat and smoke.

At any one time, during the working day we can have several people in the building including in the rooms on the first and second floor. Most people on the ground floor will be able to reach a place of safety quickly either by the front or back door. However, particular attention should be paid to the upstairs consulting rooms and their occupants. Please remember that at all times the patients will be in unusual surroundings and are therefore at increased risk from fire.

The following persons have been considered:

Staff

Risk low because they have received fire precaution training on induction, familiar with premises layout, fire drill practiced regularly.

Dental Patients

Risk low on ground floor as not far from fire exits, however, additional precautions should be taken as patients can become disorientated.

First and Second Floor Visitors

Risk high because access to fire exits is limited. Additional precautions should be taken in the form of a register to allow ground floor staff to be aware at all times of whom is on the premises. Dentally acts as the fire register as we know where and what the patients are doing by the tag set against the patient name in the diary. Since Dentally is web based we can get access to the system without being in the building should we need confirmation.

Step 3 - Control measures/safe systems of work

In steps 1 and 2 we have identified what the hazards are and who may be at risk because of them. Step 3 is all about making sure that the fire precautions already in place are adequate and if not deciding what steps to take. Below is a list of control measures and safe systems of work which are the responsibility of the staff and the fire safety officer Marian Roberts BDS they are as follows:

Staff Responsibilities

All staff must:-

1. Follow all fire safety and fire precautions and attend any training sessions
2. Raise the alarm if they discover a fire

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3. Report any faults to fire equipment or exits
4. Report any blockages to fire exits or fire exit routes
5. Assist patients and disabled persons from the premises during an evacuation
6. Follow any guidelines issued to them by Dartmouth Dental Practice
7. Report any faults to damaged electrical equipment to the fire safety officer Dr Marian Roberts
8. Adhere to the NO SMOKING POLICY
9. Read this Fire Risk Assessment (if you are unsure of anything then you must ask your fire safety officer Marian Roberts.)
10. Not store stock, waste or equipment near to heat sources

Step 4 - Fire Instruction (including the Evacuation Plan)

For all the control measures and safe systems of work that we put in place we can never eliminate, totally, the risk of a fire actually occurring. Therefore it is essential that we have an emergency action plan in place. The following are the fire instructions for this practice:

- On encountering a fire you should immediately shout out **'There's a fire in the building - evacuate the building now'**. The **Fire Control Point** is the **Car Park** at the rear of the practice - this is where the **Fire Safety Officer** and staff members should assemble when the fire alarm has been raised. If the **Car Park** is not accessible due to the fire then the alternative control point is **Westwater Court** (formerly Tozers the printers) opposite the practice main entrance.
- The Fire Safety Officer is responsible for taking full control of the situation.
- All employees must obey any directive given in their own interest.

Staff Instructions

All staff:

- On encountering a fire you should immediately shout out **'There's a fire in the building - evacuate the building now'**.
- On hearing the alarm will immediately vacate the building by the nearest exit. Assist

| Useful Telephone Numbers | |
|-------------------------------|------------------------------|
| Fire Brigade | 999 |
| Marian Roberts | 01803 835418 & 07968 844896 |
| Totnes Fire Protection (Russ) | 01803 862416 |
| Secured Zone - Paul Dickin | 07927 933714 or 01803 752000 |

patients.

- Go to the assembly point as indicated on the fire safety instructions (the last page in this document).

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- On NO ACCOUNT must employees return to the building in an attempt to get their personal belongings etc. from the staff room or other parts of the building.
- Await the arrival of the Fire Safety Officer who will check all are present.
- The Fire Safety Officer will instruct all staff that once the building has been evacuated NO ONE will return until they have been given permission to do so.
- The Fire Safety Officer will await the instructions from the Fire Brigade Officer in charge before allowing staff to return to the building.

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Fire Safety Instructions - what to do in the event of a fire

In the event of a fire you need to vacate the building by the nearest exit. Follow the fire exit signs in the building.

Your fire exit is the

Ground Floor Front Door

Follow the Emergency Exit Signs

Should the exit be blocked then use the

Ground Floor Rear Door

The Fire Assemble Point is

The Car Park

located at the rear of the property

The Safety Officer for

Dartmouth Dental Practice is

Marian Roberts (or her deputy if she is not at the practice)