

Fire Safety Arrangements

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Contents Page

1. Introduction	1
1.2 Scope.....	2
2. Definitions	2
Responsible Person.....	2
Fire Safety Manager	2
Chief Fire Marshal	2
Fire Warden/Marshal	2
PEEP	3
GEEP:.....	3
Manager	3
Buddy	3
Training.....	3
Refuge	3
3. Aim	3
4. Specific Requirements	4
5. Roles and responsibilities	5
5.1 Chief Executive.....	5
5.2 Responsible Person.....	5
5.3 Competent Person.....	6
5.4 Manager	7
5.5 Fire Safety Manager for the Council	7
5.6 Fire Warden/Marshals	8
6. Fire Extinguishers Guidance	9
7. Duties of Employees	9
7.1 What is meant by ‘reasonable adjustment’?	10
7.2 Mandatory Fire Safety awareness for all employees	11
8. Training and Information	11
8.1 Basic Fire Safety Induction Training Checklist.....	12
8.2 Emergency Procedures.....	13
8.3 Fire Protection Arrangements	13
8.4 Advanced Fire Training	14
9. Visitors and Contractors	14

9.1 Hot work permit.....	15
10. Fire Risk Assessment.....	15
11. Fire Emergency Plans.....	17
12. Lettings – Roles and Responsibilities.....	17
The Manager letting the premises	17
The Hirer.....	17
Lease Hold	18
13. Personal Emergency Evacuation Plans.....	18
14. General Emergency Evacuation Plan.....	19
15. Record Keeping – Fire Risk Register	19
16. Monitoring and Review.....	20
17. Action plan	20
18. Useful Links.....	20
19. Appendices.....	21

1. Introduction

Fire in a building is considered a significant hazard to its occupants and the insurable asset and human activities will always present some form of fire hazard.

Fire and Rescue Services attend over 35,000 fires at UK workplaces each year. Approximately 30 people lose their lives and over 2,600 people are injured. A considerable amount of property damage and business disruption is caused and in some cases, the businesses affected do not recover resulting in job losses. Over 60% of all serious fires in the business service sector start in offices.

Under current Fire Safety legislation, the Council has a responsibility to ensure that (should the need arise) arrangements are in place to safely evacuate all persons from their premises. Furthermore, the Council must ensure that it is also able to safely evacuate people with disabilities without the need for assistance from the Fire and Rescue Service.

Fire Safety is everyone's responsibility. As well as the Council having responsibilities placed upon it, the Regulatory Reform (Fire Safety) Order 2005 (which was implemented in 2006) places a legal responsibility on employees and contractors working for the Council to ensure the safety of themselves and others who may be affected by their acts or omissions within the work place. It further places responsibility on the person having control of a building to provide a Fire Risk Assessment that includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and details of how that plan will be implemented. The plan should not rely on the intervention of the Fire and Rescue Service to make it work.

As a result of changes in safety legislation, the Chief Executive of Bradford Council signed a Fire Concordat Agreement in 2009. Bradford Council has followed this up by reviewing its Fire Safety documentation to ensure compliance to requirements. This document was produced as part of that review in order to highlight the risks associated with fire and to provide clarity to those involved in the management of those risks so that they can be effectively mitigated.

This document contains information and guidance for Managers and Staff (at all levels within the Council) on the Council's policy and arrangements for ensuring that all workplaces have adequate Fire Safety and fire precaution arrangements in place to ensure legislative compliance.

The principles of this document are:

To promote a proactive approach to Fire Safety by:

- Defining the responsibility of Managers and Staff ensuring that the Council complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring clarity of roles and responsibilities in Fire Safety matters.

- Ensuring, as far as is reasonably practicable, occupants of premises (or parts of premises) that are under the direct control of the Council whether owned, leased or otherwise are safe from the effects of fire.
- Ensuring that identified Staff receive relevant Fire Awareness Training and understand the process and importance of reporting deficiencies in Fire Safety as well as reporting/investigating an outbreak of fire.

1.2 Scope

This document supports and should be read in conjunction with Bradford Council's Health & Safety and Welfare at Work Policy.

It provides advice and guidance to ensure, and support, legislative compliance as well as clarity on roles and responsibility to enable effective Fire Safety management.

It applies to all persons involved with the use of, or management of, premises as well as the maintenance or provision of equipment, systems or issuing contracts for such work related to Fire Safety. All such persons should fully familiarise themselves with this document in order to ensure compliance in all areas.

This document does not detail individual premise fire procedures. A template for this is attached as **Appendix 2** (General Emergency Evacuation Plan).

2. Definitions

For the purpose of this document the following definitions apply.

Responsible Person: Person selected by the appropriate Strategic Director of the Service (or person to whom that responsibility is delegated) and who is charged with the authority and overall responsibility for day to day management of a whole (or part of a) Council owned or leased building e.g. Head Teacher, Premises Manager, Service Manager, Building Custodian etc.

Fire Safety Manager: The Responsible Person within the Council who has overall responsibility to advise the Chief Executive and Senior Management of the Council and who co-ordinates fire precaution arrangements on behalf of the Council both internally and externally.

Chief Fire Marshal: Competent person nominated to that role by agreement between the Building Custodian and the Fire Safety Manager and responsible for overseeing and co-ordinating the evacuation. Upon selection their details are forwarded by their Manager to the Responsible Person, The Fire Safety Manager and the Fire Wardens/Marshals for the building which they cover.

Fire Warden/Marshal: A competent person responsible for checking a designated area is clear of personnel when the emergency alarm is activated. They report the outcomes to the Chief Fire Marshal and, upon selection, their details are forwarded to the Responsible Person, The Fire Safety Manager and

the Chief Fire Marshal for the building within which they serve by their Manager.

PEEP: Personal Emergency Evacuation Plan – Tailor made individual plan for disabled staff, students (in schools and homes), residents within Council premises and regular visitors/contractors to Council Buildings. Individual plans are required for permanent (hearing, sight, ambulatory or cognitive impairment) and temporary disability (e.g. broken bone/pregnancy where mobility may be reduced).

GEPP: General Emergency Evacuation Plan – A generic plan that states how disabled people (visitors) may be supported or assisted (depending upon individual needs) during an emergency evacuation from the premises.

Manager: Individuals with managerial responsibility/authority. This includes Direct Line Managers of staff, Managers from other Departments, Head Teachers, and Residential Home Managers etc.

Buddy: A friend, Colleague or member of staff who is assigned the responsibility of accompanying/assisting the individual to a temporary refuge area and then ultimately to evacuation from the building.

Training: Acquisition of knowledge, skills or competencies. These may be either in a formal setting or through informal methods such as operating/written instructions, briefings or updates.

Refuge: A place of reasonable safety in which a disabled person or others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to an escape route and should be in a fire resistant enclosure.

3. Aim

The aim of this document is to ensure the safety of staff, visitors and the general public in the event of a fire and to give a corporate overview of how Fire Safety and Fire Risk Assessments should be managed within Bradford Council in order to ensure compliance.

It's purpose is to:

- Ensure the safety of staff and visitors and the general public in the event of fire.
- Outline the organisation and responsibility for Fire Safety.
- Outline arrangements for compliance and monitoring of the Fire Safety Arrangements.
- Outline how others may be affected by their acts or omissions within the work place.

And to minimise (so far as reasonably practicable):

- The incidence of fire within Council premises.
- The impact of fire on delivery of service.

Additional advice and guidance is available to assist Managers and Responsible Persons to fulfil legal obligations from the Fire Safety Manager, the Occupational Safety Team or Building control Services.

4. Specific Requirements

- Responsible Persons (as well as assistants who deputise for them in the event of their absence) are identified by the appropriate Strategic Director of the Service (or person to whom that responsibility is delegated) for each site within their responsibility to cover all Council buildings and to cover all hours of building use.
- Fire Risk Assessments for buildings are carried out and documented by the Responsible Person for each of the buildings within their responsibility. These must be reviewed annually, or as and when a change occurs to the building or its occupancy or if larger than normal occupancy is expected i.e. meetings.
- Action plans are prepared in light of the findings from the Fire Risk Assessment and control measures implemented.
- Emergency Plans are designed for each site to deal with its fire situation
- PEEPs are developed by Managers (with the individual concerned) for all individuals under their responsibility who have identified that they have the need for one due to an impairment which might restrict/prevent their safe evacuation from the building.
- Staff, residents (in children and elderly person's homes), pupils and customers (where appropriate) receive relevant training/information from Managers/ the Responsible Person.
- The Responsible Person ensures that fire prevention and detection systems including fire alarm systems, smoke detection and emergency lighting are maintained and serviced in accordance with the manufacturer's recommendations and the relevant British Standards.
- All alteration/structural changes or new builds take account of Building Regulations and any necessary approval is sought from the Assistant Director Economic Development and Property or person of equivalent status.
- Appropriate fire signage is in place and adequately maintained by the Responsible Person.
- Appropriate fire fighting equipment and facilities are maintained and serviced in accordance with the relevant British Standard Code of Practice.

5. Roles and responsibilities

5.1 Chief Executive

Shall ensure that:

- Fire Safety Arrangements for the Council comply with statutory legislation.
- An appropriate programme of work exists to maintain and improve, where necessary, fire arrangements within the Council.
- Adequate resources are made available to ensure that the Fire Safety Arrangements comply with the legislation.
- The Fire Safety Arrangements are monitored and reviewed and necessary changes implemented.

5.2 Responsible Person

Complying with the statutory legislation rests with the Responsible Person in a workplace. As the employer, The Chief Executive of Bradford Metropolitan District Council is ultimately responsible for Fire Safety within the Council. However, for practical purposes, the duties can be delegated. To enable this, each Strategic Director (or people of equivalent post in the management hierarchy) will designate (in writing) a Responsible Person for each building within their control who will carry out the duties of a Responsible Person. This will normally be the person who has overall control of the building. If there is more than one Responsible Person in any type of premises (e.g. a multi-occupied building part public part private) all must take reasonable steps to co-operate and co-ordinate together. As well as the Responsible Person receiving confirmation in writing, a copy must be sent to the Council's Fire Safety Manager for updating of records.

The Responsible Persons must ensure:

- A Fire Risk Assessment has been carried out for the building within their responsibility and appropriate measures have been taken to eliminate or reduce the risk within a suitable timescale. **It should be remembered that there is a greater risk if the property is accessed by members of the general public.**
- There is an adequate means of escape from the workplace.
- Escape routes are kept free from obstruction and are adequately illuminated and clearly signed.
- Adoption of any additional provision for lone workers or night shift workers.
- Safe storage practice for gas cylinders and in the event of a fire ensuring that attending fire crews are informed of the location and type of cylinder/s on site.
- Staff carry out regular fire evacuation drills (keep a record of findings). Care homes should arrange to cover all shifts including sleeping hours.

- Procedures are in place to take account of any special needs of building users in line with their PEEP (assessed in conjunction with the Line Manager).
- Adequate arrangements should exist for warning of all occupants in the event of a fire. The fire alarm must be clearly audible in all parts of the building.
- Sufficient notices are displayed at appropriate places indicating the action to be taken on discovering a fire/on hearing the alarm, means of escape to a safe agreed location (assembly point) etc.
- The activities of all contractors, particularly those undertaking “hot work” (use of blow torch, welding equipment, tar boilers, etc) are controlled.
- Bradford Council’s No Smoking Guidance for Managers is strictly enforced.
- The risk of arson is minimised through adequate security arrangements (seeking advice from Facilities Management or Occupational Safety Team as and when required).
- Adequate access is available to enable fire appliances to approach the buildings.
- Fire Safety precautions are suitable and sufficient and maintained.
- A fire and emergency evacuation procedure, appropriate to the building, is in existence and communicated to the occupants of the building.
- A strategy is in place to communicate with persons occupying other parts of the building (or complex) should an incident occur e.g. different buildings that are linked/interconnected but have different occupants.

In the case of shared buildings or sites, clear arrangements should be made as to who is responsible and all the above considerations should be agreed with all parties and reasonable steps taken to cooperate and coordinate in all matters.

These arrangements **MUST** be clearly documented and records kept up to date at all times.

5.3 Competent Person

In carrying out their role Responsible Persons are supported by a range of competent persons appointed by the Council i.e. Facilities Management staff, Occupational Safety Team or Building Control. They can also delegate part of their role through specialist external providers e.g. fire extinguisher maintenance contractor, fire alarm maintenance contractors.

5.4 Manager

Managers who do not have the role of Responsible Person still have fire prevention and control responsibilities which include:

- Identifying Fire Warden/Marshal and Chief Fire Marshal as necessary for their area of responsibility.
- Ensuring that details of Fire Wardens/Marshals are communicated to the Council's Fire Safety Manager (Facilities Management) and that these details are always kept up to date when changes occur.
- Ensuring the means of escape in their areas are clear.
- Reporting any problem with the fire alarm systems, fire fighting equipment to the Responsible Person.
- Involvement with evacuation drills.
- Identifying PEEP requirements during the recruitment/admission process for all new staff/pupils/residents.
- Carrying out a risk assessment in conjunction with the individual and the Responsible Person.
- Identifying a Buddy for the PEEP individual (if required) including cover for the Buddy during periods of absence.
- Preparing a PEEP for each individual under their responsibility who requires one.
- Making reasonable adjustments to accommodate the PEEP individual's needs in order to reduce risk to health and safety.
- Ensuring the Buddy and Responsible Person are kept up to date with changes in requirements for the individual.
- Ensuring new starters are instructed with the GEEP.
- Ensuring that the Responsible Person is informed if a temporary PEEP is no longer required.
- Ensuring appropriate training is given to all individuals involved in supporting the PEEP individual.
- Keeping appropriate records as evidence to support compliance to Fire Safety and this document.

5.5 Fire Safety Manager for the Council

The role of the Fire Safety Manager for the Council (or his/her Deputy) is to:

- Advise the Chief Executive, Strategic Directors, Assistant Directors, Responsible Persons, Managers and Council Staff on fire precaution matters including the co-ordination of fire precaution arrangements in all premises, owned, leased or occupied by the Council.

- Ensure the regular surveying and reporting to responsible persons on the standard of fire precautions in premises or part premises under the direct control of the Council.
- Investigate and report on any fires occurring in Council premises (or those parts of shared premises not under the direct control of the Council) where the safety of employees or visitors may be affected.
- Liaise with the Occupational Safety Team on any Fire Safety matters.
- Liaise with West Yorkshire Fire and Rescue Service, Fire Safety Officers, on the inspection of the Council's premises.
- Liaise and consult with Statutory Fire, Building Control, Health and Safety, and Environmental Health Authorities on behalf of the Council.
- Develop, maintain and review policies, procedures and systems to achieve the maximum Fire Safety compliance within the operational environment of the Council.
- Develop and maintain a regular programme of Fire Safety training and maintain records of such training.
- Liaise with Emergency Planning for the Council.

5.6 Fire Warden/Marshals

At each occupied premise Fire Warden/Marshals will be appointed to take charge of and control evacuation procedures and to liaise with emergency services personnel (i.e. notify the Fire and Rescue Service of any missing persons and the location and type of fire if known).

In large and complex premises, Fire Warden/Marshals will assist in duties to include: -

- (Upon activation of the fire alarm) checking that the section or floor of the premises allocated to them is fully evacuated of all persons.
- Proceeding to the assembly point, closing doors en route if not fitted with automatic door closers.

On arrival at the assembly area they must: -

- Check that all persons from their area of responsibility are accounted for and update the Chief Fire Marshal.
- Not allow people to re-enter the building until informed it is safe to do so by the Chief Fire Marshal.

Persons who have specific duties relating to Fire Safety shall be provided with suitable information, support, instruction and/or training arranged through Facilities Management.

6. Fire Extinguishers Guidance

Fire extinguishers shall only be used if the fire is small, it can be tackled safely and the operator is trained in the use of the fire fighting equipment. Note: Fire fighting should be secondary to raising the alarm for evacuation.

Reference should be made to **Appendix 7** for further information on fire extinguishers.

7. Duties of Employees

Employees must: -

- Know what action to take on discovering a fire, presence of smoke, or the smell of burning.
- Assist in minimising the risk of fire and its effect.
- Attend fire training courses/specialist training sessions (as appropriate to their role of responsibility) identified by Managers.
- Fully co-operate and assist management in the discharge of their responsibilities for fire precautions.
- Comply with the relevant fire and emergency procedures for the premises.
- Keep all fire exits, fire escape routes and fire-fighting equipment free from obstruction at all times.
- Report any fire hazards (and other Fire Safety measures) which are not being implemented (e.g. fire doors continually wedged open, escape routes blocked, accumulation of combustible materials, lack of fire signs/instructions, or faulty electrical/gas services or appliances to their Manager or the Responsible Person.
- Not remove fire extinguishers or hose reels from their normal position (except for the purpose of fighting a fire and only when trained on their use). The use or misuse of any fire-fighting equipment must be reported to the Responsible Person (note: it is a criminal offence to tamper with/misuse fire fighting equipment/manual call points).
- Never prop open internal fire doors.
- Not place combustible materials near sources of heat such as heaters or light fittings.
- Observe the no smoking rules in all areas where smoking is forbidden.
- Keep work areas tidy - rubbish and waste materials must not be allowed to accumulate and must be placed in suitable containers.
- Keep the minimum amount possible of combustible materials such as cardboard or paper etc. (as far as is reasonably practicable). Combustible materials must be stored in cupboards or cabinets.
- Avoid placing flammable waste materials in areas which are readily accessible (or adjacent to the outside of the building) as they create

temptation and could be easily ignited by an arsonist. Place them in the external waste bins direct.

- Keep flammable substances away from ignition sources and ensure they are stored in a cool place when not in use.
- Not park vehicles in a manner likely to obstruct emergency exits or access to the building by fire appliances.
- Obey fire instruction notices.
- Participate fully in any fire drill.
- Not leave fire assembly points unless authorised or instructed to do so by the Chief Fire Marshal.
- Check that cooking appliances are switched off after use and that they are only used in areas approved by the Responsible Person. Cooking appliances must not be left on and unattended and, if electrical, must have a current Portable Appliance Test.
- Report any concerns regarding Fire Safety to their Manager or the Responsible Person.
- Any person having a disability shall:-
 - Inform (and keep updated) their Manager on the development or deterioration of any disabilities/impairments that could impact upon their own safe evacuation from the building in the event of an emergency.
 - Assist their Line Manager in the preparation and development of their own PEEP.
 - Keep Line Manager and Buddy (if assigned one) informed of any planned holidays/appointments that will result in absence from work.
 - Work with Line Manager to support/implement any agreed 'reasonable adjustments'.
- Not use toasters, coffee makers, kettles etc. or portable heaters in areas that have not been approved for such use by the Responsible Person. Such appliances must never be left unattended when in use and must have a current Portable Appliance Test.
- Not bring in to work any other personal electrical equipment (including radio or chargers) that has not been approved for use by the Responsible Person. Such approved equipment must have a current Portable Appliance Test.

Failure to comply with any of the above may lead to disciplinary action being taken.

7.1 What is meant by 'reasonable adjustment'?

It may not be possible for people with disabilities to access some areas of a building due to the increase in risk to their health and safety during an emergency evacuation. In such instances it would be considered a 'reasonable

adjustment' to organise meetings or deliver training/teaching to meet the egress requirements of the disabled person. It is **not** unreasonable to expect able bodied users to go to a venue best suited to the needs of the wheelchair user as it prevents discrimination and is more inclusive of the needs of others.

7.2 Mandatory Fire Safety awareness for all employees

All employees must familiarise themselves with: -

- The means of raising the alarm.
- The action to take in case of a fire or the fire alarm sounding.
- The requirement not to use lifts if the event of a fire emergency.
- The evacuation procedures/means of escape from the building (GEEP or PEEP).
- The operation of any exit devices such as panic bars.
- The location and method of operation of fire extinguishers and hose reels (if assigned this responsibility and trained to use equipment).

Where the work involves the use of flammable, highly flammable materials, LPG, hot work, use of abrasive wheels, etc, the specific information, instructions or guidance provided by the Manager to achieve a safe system of work must be followed.

8. Training and Information

The health and safety of staff is paramount. It is therefore essential that all staff are fully equipped with the correct knowledge and information on Fire Safety related issues so that they have the ability to respond well to the escape plan in the event of an emergency.

As part of their induction training, the Manager must provide all new employees with information on Fire Safety including the emergency evacuation arrangements that apply to their place of work. A record must be kept of this and all training received by the employee including any updates/refreshers.

It is important to ensure that this not only occurs when new employees to the Council commence work, but also when existing employees move to other locations (whether on a permanent, temporary or an ad hoc basis). In addition to this, and in support of the Council's commitment to Investors in People, staff need to receive training appropriate to the role and responsibilities they will be required to perform.

Managers need to discuss Fire Safety training needs with their staff as part of their annual appraisal and action appropriately with the Responsible Person. **Appendix 8** outlines the minimum training requirements for each role as a guideline for Managers. Further support and advice can be obtained from the Fire Safety Manager.

Essential information to be given to all staff as a “standard” must include: -

- What to do if they discover a fire or hear the fire alarm.
- What the fire alarm sounds like.
- The means of raising the alarm (showing site of nearest alarm point and fire extinguishers to their work site).
- Showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as panic bars.
- The location of the fire assembly point.
- An explanation of the reporting arrangements in the event of a fire (or drill) including the name of the person he/she reports to at the assembly point and the name of the person designated Chief Fire Marshal (including details of his/her deputy in the event of their absence) responsible for the evacuation of the premises.
- An explanation of the importance of keeping fire doors shut and routes clear (paying particular attention to section 7 “Duties of Employees” outlined within this document).

Managers shall bring to the attention of employees a copy of the GEEP detailing the evacuation procedures for the premises. They must ensure that employees under their control comply with the emergency fire evacuation procedures and fire precautions.

Records of training received by employees (including copies of any certificates issued) on Fire Safety should be kept in their personnel file and be readily available for inspection by any appropriate authorised person.

The Responsible Person shall ensure that fire instruction notices are prominently displayed throughout the building.

In the case of shared accommodation, Fire Safety and emergency evacuation arrangements must be co-ordinated and information exchanged or produced jointly with the other occupiers. These arrangements **MUST** be documented as evidence of the agreements in place for future reference.

8.1 Basic Fire Safety Induction Training Checklist

The Manager must ensure that employees are provided with adequate basic Fire Safety training on how to prevent fires and what they should do if there is a fire. This may be done in conjunction with the Responsible Person however the overall responsibility lies with the Manager.

This must be carried out:

- At the time they are first employed.

- On being exposed to new or increased risks due to changes in responsibility, changes in mobility, new/increase in impairment, new work equipment, new systems of work or new technology.
- During the creation and implementation of a Personal Emergency Evacuation Plan (which must be developed with the individual concerned and the 'responsible person').
- As a refresher session at regular intervals (ideally after any fire evacuations).

8.2 Emergency Procedures

It must include:

- What to do on discovering a fire.
- How to raise the alarm and what happens next.
- What to do upon hearing an alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- The arrangements for calling the fire and rescue service.
- The location of an assembly point at a place of total safety.
- The location and, where appropriate, the use of fire fighting equipment (ensuring they understand this must only be used by those who have received training to use them).
- The location of escape routes, especially those not in regular use.
- How to open all emergency exit doors.
- The identity of people nominated with responsibilities for Fire Safety.
- Any special arrangements for any staff with permanent or temporary PEEPs.

8.3 Fire Protection Arrangements

They need to know:

- The location and operation of the fire warning system e.g. location of break glass points.
- About Fire Safety equipment.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- How to stop machines and processes and isolate power and gas supplies in the event of a fire (where appropriate).
- The reason for not using lifts (with the exception of fire protected lifts).
- The safe use of and risk from storing or working with highly flammable and explosive substances;
- The importance of general Fire Safety, which includes good housekeeping.

8.4 Advanced Fire Training

This may be required for employees who:

- Undertake the role of Fire Wardens/Marshals.
- Assist disabled persons as identified in a Personal Emergency Evacuation Plan (PEEP).
- Work in high risk areas.

9. Visitors and Contractors

Appropriate arrangements shall be made to ensure that visitors and contractors are logged in and out of the premises by entering their names in a visitors' book.

It is the responsibility of the person hosting the visitors to ensure that appropriate questions are asked and risk assessments carried out in the event of an impairment being highlighted. This must be carried out either prior to the visit or immediately upon arrival on the premises.

In the event of a fire evacuation the person hosting the visitors (or the individual identified as a 'buddy' for the visitor) is responsible for escorting the visitors to the fire assembly area and notifying the Chief Fire Marshal of their safe evacuation.

The Responsible Person must be informed if contractors are going to be on site for any work. This must be done by the person organising the work who must also ensure that the contractors are reminded of their responsibility to highlight any impairment they may have that might affect their ability to evacuate the premises in the event of an emergency. It is important to note that where a contractor has an impairment (or a disability), his/her employer is also required (by law) to produce their own risk assessment. This should have been carried out through consultation and cooperation with the Responsible Person of the premises being visited.

In the event of an impairment being highlighted by a contractor, the organiser must ensure a risk assessment is carried out, taking into consideration any elements of lone working, and agreeing a plan prior to commencement of the work. The Responsible Person must be kept informed and in all instances a GEEP must be issued to all contractors before they start work on site.

9.1 Hot work permit

The 'hot work permit' system applies to all operations involved in flame, hot air, arc welding, cutting equipment, brazing/soldering/blowlamps, bitumen boilers or etc. where the risk of fire or false alarm activation increases.

Note: work that creates a large amount of dust may also trigger an alarm. Precautions similar to hot working should be taken to prevent false alarm activation in order to avoid panic and waste of time/resources of the emergency services.

All contractors carrying out any "hot working" must inform the Responsible Person of their intention to do so and must complete a "hot work permit" **Appendix 6** on arrival at the premises. This must be filed within the fire risk register for the building.

10. Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 has replaced over 70 pieces of legislation and places a duty on the Responsible Person to carry out a Fire Risk Assessment. They are required, following a risk assessment, to implement appropriate Fire Safety measures in order to minimise the risk to life from fire and to keep the assessment up to date.

There are five key steps in a Fire Risk Assessment:

1. Identify hazards
2. Consider the people who may be a risk
3. Evaluate and act
4. Record, plan and train
5. Review

A Fire Risk Assessment must be completed for all workplaces (see **Appendix 4** for process map).

The Council's Fire Risk Assessment procedure is as follows. The Responsible Person shall:

- Make a formal assessment of the risk of fire to the property. This must be done for each property within their responsibility.
 - Enter the risk assessment on:-
 - On Safesmart's Smartlog.
- Or
- Submit the Fire Risk Assessment using the electronic form available from Facilities Management **Appendix 5**.
 - Print a copy of the completed form, date and sign the paper copy and file it in the Fire Risk Register (i.e. at the point of use).

- If an electronic Fire Risk Assessment is not carried out then a copy of the completed paper record must be sent to Facilities Management so that it can also be held centrally for reference and retention.
- Take appropriate action to remove, reduce, or control the identified fire risks (recording details of actions taken within the risk assessment file).
- Monitor the effectiveness of any remedial action taken.
- Review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Share significant findings of the risk assessment with staff and relevant stakeholders through team/health and safety meetings.

It is important that up to date records are kept of all assessments/reviews, any meetings held and changes implemented etc. as these may be audited by the Fire and Rescue Service. If an electronic document has not been received from Facilities Management, and it is approaching the annual review or a new risk is identified and require reviewing, then the Responsible Person must contact Facilities Management and request one to be sent out.

A floor plan of the premises which can be obtained through the Fire Safety Manager shall also be completed showing the following:

- Escape routes.
- Lines of fire separation.
- Location of fire fighting equipment.
- Location of the fire alarm call points (break glass).
- Location of power supply isolation switches.
- Location of any emergency lighting and fire exit route signs.
- Location of any smoke/heat detectors.
- Location of ignition sources i.e. boilers/gas heaters, electrical switchgear.
- Location of any significant combustible materials.

If required, further advice and assistance on completing Fire Risk Assessments can be obtained from the Fire Safety Manager, from the Occupational Safety Team or from Building Control. Tel: 01274 431877 (FM) or 01274 431007 (OST) 01274 435673 (BC).

Managers must ensure that people who have been delegated the responsibility for undertaking Fire Risk Assessments receive suitable information, support, instruction and/or training. Further details on relevant training can be found in Appendix 8.

The Responsible Person must ensure that Fire Risk Assessments are kept up to date and action plans prepared in light of the findings. Some actions may be quick, easy and inexpensive to resolve and should be done promptly including effective communication with relevant staff, building tenants and users. Other

actions may require significant resources to resolve and will take time to organise. In these cases it is necessary to record all actions taken in the action plan and to continuously review and update the actions as developments occur. Further help should be sought from their Line Manager.

When actions are outside the control of the Responsible Person's power or skill and additional 'authority' is required to enforce safety measures in line with legislation then assistance/advice can be requested from Facilities Management or Occupational Safety Team to help aid resolution.

Existing Fire Risk Assessments should be reviewed periodically. This review should coincide with any organisational or structural changes including when work is being done within the building, changes in occupancy, if any floor is empty etc. and no less than annually. Issues arising from the Assessment must be acted upon.

The West Yorkshire Fire and Rescue Service will audit Fire Risk Assessments. They have enforcement powers which they can use if required.

11. Fire Emergency Plans

The Responsible Person must ensure that every premise under their authority has a written 'General Emergency Evacuation Plan' that details the fire and emergency evacuation procedures for the premises (see **Appendix 2**). Staff must ensure that they are familiar with these procedures and act upon the outlined requirements.

12. Lettings – Roles and Responsibilities

The Manager letting the premises

The Manager letting the premise should provide a written copy of the procedures to take in the event of a fire and the locations of the telephone, fire exits, alarm points and fire assembly points and should ensure that the person in charge of the group hiring the premises is aware of their responsibilities in connection with Fire Safety.

The Hirer

The Hirer of premise has a responsibility for the health and safety of all persons attending the event they have organised. In relation to Fire Safety they must familiarise themselves with the following requirements:

- The hirer must make her/himself aware of the fire evacuation procedures relating to the area hired.
- Prior to the start of each session the hirer must check that all fire exits they will have access to are clear of obstruction and unlocked. During the letting they must ensure that they are kept clear at all times.

- To be responsible for the safe evacuation of the group in the event of any emergency evacuation.
- To have a register of all persons present during each session.
- To have access to a telephone for emergency procedures.
- To be aware of the location of the fire assembly points.
- To ensure that no one re-enters the building until the all clear is given by the Emergency Services.
- To ensure the building is not occupied beyond the number of agreed occupants.

Lease Hold

Lease Holders should be familiar with the requirement of the Regulatory Reform (Fire Safety) Order 2005 and their obligations to prepare their own Fire Risk Assessment and to share this with any other Responsible Persons in a shared occupancy building. They should also understand (and agree) roles and responsibilities and communicate any changes to their premises to the appropriate persons.

13. Personal Emergency Evacuation Plans

Everyone has different abilities, and the unique characteristics of each building mean it is vital to prepare a fully integrated evacuation procedure to include people of all abilities and conditions. Planning for evacuation is about planning for exceptional circumstances and disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. Therefore, it is Bradford Council's policy to operate a fully integrated emergency evacuation procedure which includes disabled staff and visitors.

This approach includes the operation of fire emergency evacuation procedures for casual and infrequent users supported by permanent or temporary Personal Emergency Evacuation Plans (PEEPs) for staff and regular visitors who require assistance.

Some people with disabilities may be confident that they can get out of a building unaided whilst others may need additional assistance, therefore, it should not be assumed that people with "hidden impairments" such as heart conditions or epilepsy might not require assistance.

There is a possible conflict between allowing some people to access parts of a building from which they may not be able to escape as easily or quickly as others, and the duty to protect their health and safety. The law is clear, however, **health and safety is paramount.** Where service users cannot access a service due to health and safety issues around access, Departments will need to be innovative and consider how service delivery can be changed to be more inclusive of all users. See **Appendix 10** for further details. Managers

also need refer to the guidance and templates on Occupational Safety Team's website

14. General Emergency Evacuation Plan

Where there are many visitors to a building it is not considered practical to develop a PEEP for each disabled 'casual' visitors who visits the premises.

In such instances it is acceptable to ensure the General Emergency Evacuation Plan anticipates the needs of disabled visitors. It should specify, in broad terms, what is expected from the disabled visitor and set out the emergency evacuation arrangements that are in place for the premises. It should outline the support and assistance that can be provided (depending on need) to help all disabled visitors.

A GEEP could specify, for example, that where a two stage alarm exists that disabled people should start making their way to the fire exits at the first stage and not wait until the second stage. It is very general in nature and does not go into detail for specific individuals and therefore caters for disabled and non-disabled people as a whole.

Reception staff play a crucial role on premises to support the delivery of the GEEP. They should be professional and approachable so that visitors are treated with dignity and respect and staff should not assume that someone who appears to have a disability will automatically require assistance.

Prominent notices, in an approved Council format, should be displayed in the reception area informing visitors of their responsibility to health and safety and to highlight any impairments they may have which could impact on their safe evacuation from the premises. Visitors should feel comfortable enough to raise the awareness of their specific disability with the Receptionist and staff should have the knowledge and confidence to be able to action the request.

Appendix 9 should be completed by Reception staff to determine the exact level of assistance required. This should then be passed onto the person being visited for them (or their Line Manager) to action to ensure that the right support is immediately put into place for the visitor.

15. Record Keeping – Fire Risk Register

The following records and information must be kept on site.

1. The Fire Risk Assessment – dated and signed by the Responsible Person
2. General Emergency Evacuation Plan
3. Fire Risk Register – To contain:
 - Fire Alarm System, record of weekly tests.
 - Fire Alarm system, record of maintenance.
 - Fire Alarms, record of Unwanted Fire Signals.

- Emergency Lighting, record of tests.
- Fire Fighting Equipment, record of tests.
- Sprinkler Systems, record of tests.
- Smoke Ventilation Systems, record of tests.
- Miscellaneous Provisions, record of tests.
- Staff Training advice and records.
- Fire evacuation drill record.
- Fire Marshal's register.
- Record of fire safety incidents/false alarms.
- Hot Work Permits.
- Personal Protection Equipment list and record of maintenance used for evacuation.
- Fire Plans.

4. Business Continuity Planning information

5. West Yorkshire Fire and Rescue Communications/Inspection Reports

6. Audit records

16. Monitoring and Review

It is the duty of the Responsible Person at the site to monitor and review the Fire Safety Arrangements and action plan to identify any risks. The Responsible Person (Building Custodian) must report on an annual basis to the Fire Safety Manager that this has been carried out. (see **Appendix 3**)

An Annual report will be submitted to the Chief Executives Management Team which will link with the review of the Fire Safety Concordat.

17. Action plan

The action plan produced as part of the Fire Risk Assessment identifies where further or remedial action is required to comply with Regulatory Reform (Fire Safety) Order 2005. It is the duty of the Responsible Person to manage the site-specific Fire Risk Assessment action plan in conjunction with the Managers to ensure that the site is safe and that risks are controlled at all times.

18. Useful Links

http://www.opsi.gov.uk/acts/acts2006/pdf/ukpga_20060051_en.pdf

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw>

This link gives access to easy to use guidance for specific buildings

19. Appendices

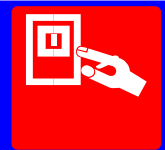
- Appendix 1 Example of a Fire Action Notice
- Appendix 2 General Emergency Evacuation Plan
- Appendix 3 Procedure for Annual Audit of Fire Arrangement Compliance
- Appendix 4 Fire Risk Assessment Process
- Appendix 5 Fire Safety Risk Assessment & guidance notes
- Appendix 6 Hot Work Permit
- Appendix 7 Fire Extinguisher Chart
- Appendix 8 Training at a Glance
- Appendix 9 GEEP for visitors with disabilities or impairments
- Appendix 10 PEEP



Fire Action

Any person discovering a fire

1. Sound the alarm



2. To call the Fire & Rescue Service telephone 999



3. Attack the fire if possible (if you have received training) using the appliances provided.



On hearing the fire alarm

4. Leave the building by the most direct route, closing all doors behind you.



5. Report to the assembly point at the front of the building.



**Do not take risks.
Do not return to the building for any reason until authorised to do so.**



Do not use any lifts.

GENERAL EMERGENCY EVACUATION PLAN

The following evacuation plan is a sample document for the Responsible Person to use as a template for creating a General Emergency Evacuation Plan of Council premises that they are responsible for.

Emergency Evacuation Plan for <i>(insert premises name here)</i>	
Premises address and contact number	<i>Enter premises address and telephone number that would be given to the Fire Service if their attendance were to be required</i>
Plan date	<i>Enter date plan became active/was last reviewed</i>
Review date	<i>Add one year to the above date</i>

Sound of the alarm

The sound of the alarm will be: *(insert as appropriate to the fire alarm system for your site)*

- *A shouted warning/whistle sounding/air horn etc*
- *A continuously ringing bell, a continuous warning siren etc*

Raising the alarm

In the event of a fire beginning: *(insert as applicable to your site)*

- *If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point, commencing manual warning (whistle, shout etc)*
- *If fire is detected by automatic detectors, this will trigger the fire alarm*

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised: *(insert as applicable to your site)*

- *XXX will take charge and lead in the fire evacuation*
- *Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)*
- *XXX pick up visitors signing in book/sheet from reception desk (You may decide this is not necessary if the building is small/there are no hidden areas etc and it is obvious where any contractors visitors would be and so would be easily covered in a sweep)*
- *Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated staff members).*
- *Separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General Emergency Evacuation Plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as*

appropriate (i.e. depending on whether any person subject to a plan is present on site)

- *Lifts are not to be used for evacuation (Note –You may have written confirmation stating they are suitable for this purpose i.e. they may be properly designed fire evacuation lifts)*
- *Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out*
- *If safe to do, and where it has been identified as part of your procedure, electrical mains/gas supplies should be switched off before leaving the building. The location of these are detailed below*
- *XXX to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service*
- *Meet at assembly point and check all contractors and staff members are accounted for*
- *XXX to liaise with Fire Service upon their arrival*

Escape routes

The escape routes from the building are: *(detail designated fire escape routes)*

- 1.
- 2.

Fire assembly point

The assembly point is XXX

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- *Staff have received training and feel confident in their use*
- *Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small*

Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire

Number of staff needed to carry out evacuation plan

- *To implement the evacuation plan, XXX number of trained staff are needed on duty*
- *Between XXX and XXX (time)/on weekends/during special events (see variations section below) etc, XXX staff need to be on duty at all times*

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site.

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances

Back up arrangements

Detail back up arrangements in the event of fire alarm failure or staff absence etc

Co-ordination with other premise occupants

If there are other premise occupants then you need to co-operate and co-ordinate your fire arrangements with those employers/organisations. Detail the joint arrangements you have in place for maintaining fire precautions for the premises.

PEEP

List names of people with PEEP and their corresponding buddies (if they have any assigned to them)

Responsibilities

For ensuring plan is up to date	<i>Usually the Responsible Person</i>
For ensuring adequate staff are on duty to carry out the evacuation plan	<i>As above supported by all Managers</i>
For training staff on the evacuation plan and in their roles and responsibilities	<i>Line Managers</i>

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any:

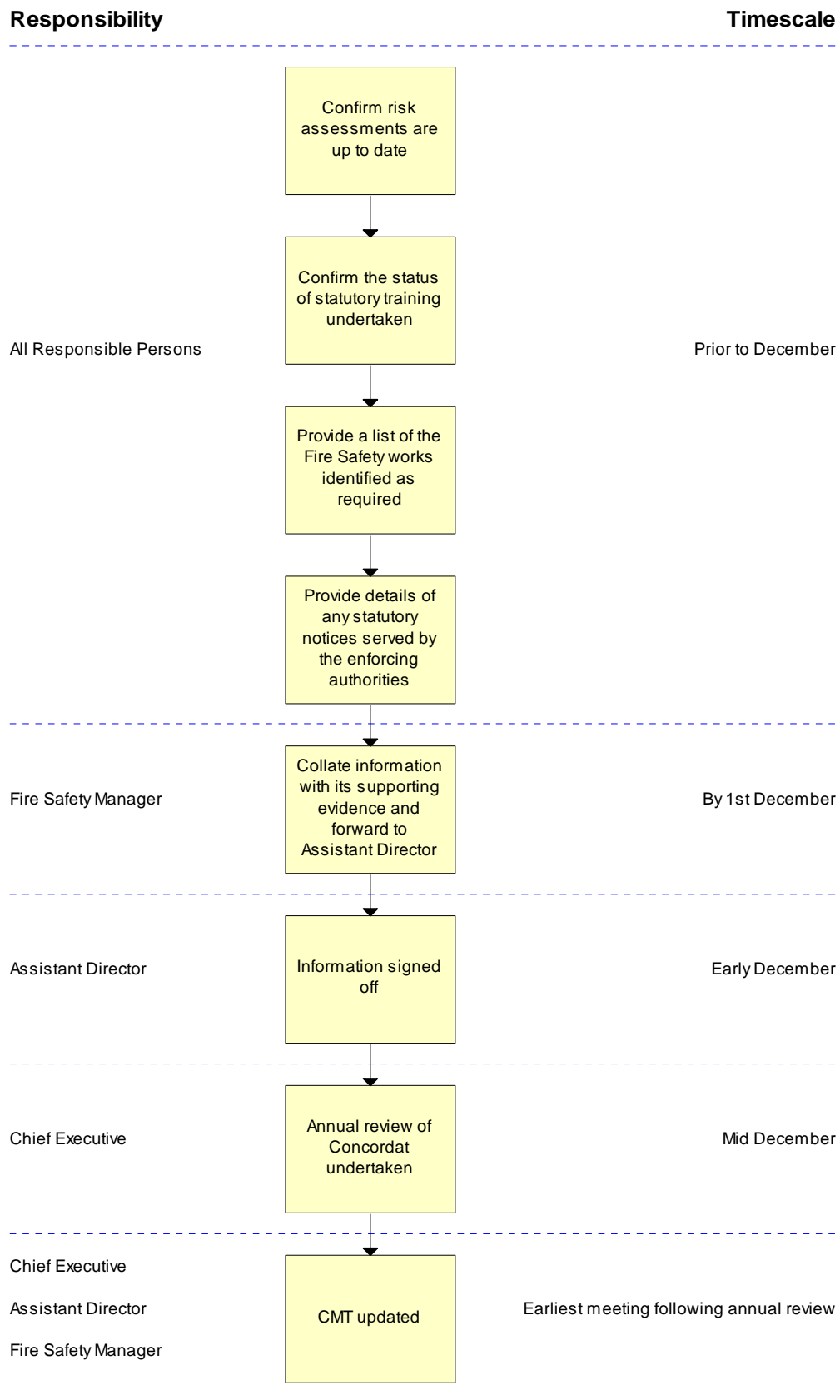
Personal Emergency Evacuation Plans

Floor plans of premises (showing fire routes, location of power supplies, location of any dangerous/combustible materials etc).

Map to assembly point

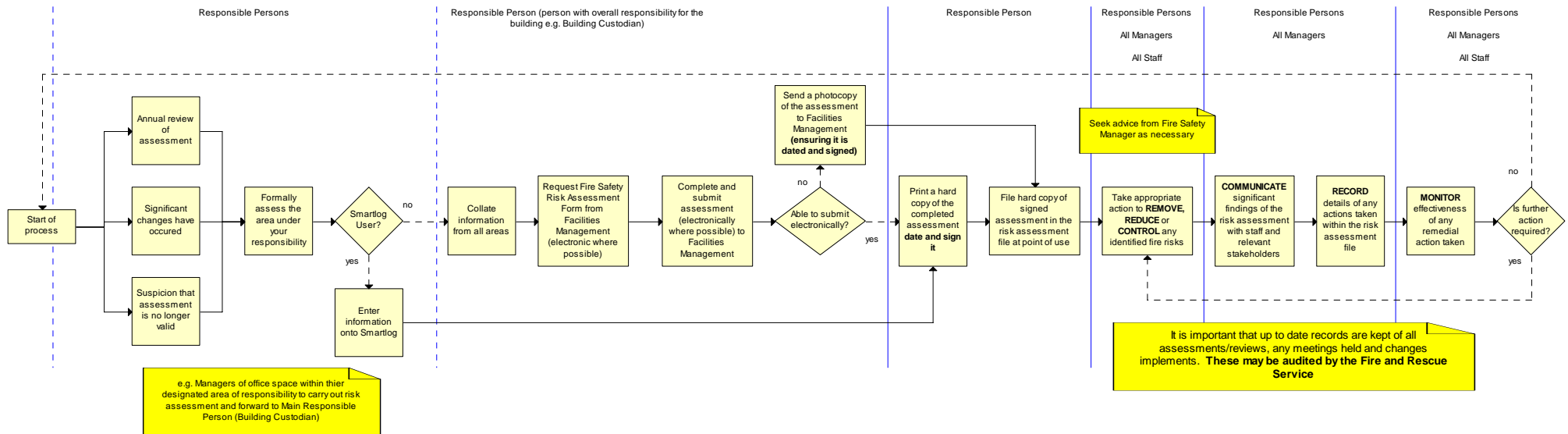
Appendix 3

Procedure for Annual Audit of Fire Arrangement Compliance



Appendix 4

Fire Safety Risk Assessment Process



Facilities Management
Fire Safety Risk Assessment

Property Name Here

Contact Name Here

Please answer all 51 questions

No. Question

ANSWER

Yes

No

Don't Know

[Q 1](#)

Is there a system for controlling the amount of flammable liquids and gases that are kept in the workplace?

[Q 2](#)

Is the waste control system operating effectively for Q1?

[Q 3](#)

Are all the combustible materials and flammable liquids and gases stored safely?

Q 4

Are all heaters fitted with suitable guards and fixed in position away from combustible materials?

Q 5

Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?

Q 6

Is the wiring of the electrical installation inspected periodically by a competent person?

Q 7

Is the use of electrical extension leads and multipoint adaptors kept to a minimum?

Q 8

Are flexes run in safe places where they will not be damaged?

Q 9

Is the upholstery of furniture in good condition?

Q 10

Is the workplace free of rubbish and combustible waste materials?

Q 11

Is there a designated smoking area provided with adequate ashtrays?

Q 12

Have suitable measures been taken to protect against the risk of arson?

Q 13

Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?

Q 14	Is there a sufficient number of exits of suitable width for the people likely to be present?	
Q 15	Do the exits lead to a place of safety?	
Q 16	Are all gangways and escape routes free from obstructions?	
Q 17	Are the escape routes free from tripping and slipping hazards?	
Q 18	Are steps and stairs in a good state of repair?	
Q 19	Are final exits always unlocked when the premises are in use?	
Q 20	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	
Q 21	Are internal fire doors labelled as such and normally kept closed?	
Q 22	Are the self-closers on fire doors operating correctly?	
Q 23	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)	
Q 24	Are escape routes clearly signed?	
Q 25	Are escape routes adequately lit?	
Q 26	Have plans been made and rehearsed regarding assisting less abled staff and visitors to evacuate the premises?	
Q 27	Do procedures and practices avoid the use of combustible materials or processes that use heat?	
Q 28	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	
Q 29	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	
Q 30	Have you asked your insurers for advice regarding the fire protection of your premises?	
Q 31	Where escape lighting is installed is it in working order and is it maintained regularly?	
Q 32	Is there an adequate fire alarm system?	
Q 33	Is the fire alarm system in good working order?	
Q 34	Is the fire alarm tested weekly?	

Ref Guidance

- G 1 Only such quantities as are required for a specific use should be taken out of store. The remaining stock should, if small, be kept in flameproof metal cabinets and, if large, in a dedicated flammable liquids store preferably outside in a secured area. .
- G 2 Do not allow waste materials such as partly-used containers of paint, flammable solvents, or flammable-solvent-based adhesives to accumulate in the workplace. Ensure there is no storage of contaminated rags/cloths, if left in large bundles they can cause spontaneous combustion. All rags should be soaked with water and disposed of as soon as possible.
- G 3 Stores for flammable liquids and stores for combustible materials are sited at secure locations, and they carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate. The arrangements for the storage of flammable liquids conform to the guidelines published by the Health and Safety Executive. The storage of highly flammable liquids and liquefied petroleum gases should conform to the requirements of The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.
- G 4 All heaters are in good condition as faulty units are an obvious, and common, source of ignition. The use of portable heaters is not recommended because they can be placed near to combustible or flammable materials, they can also be knocked over. Ensure that all combustible materials are kept a suitable distance from any heat generating appliance (i.e. one that is mechanically or electrically operated). Impose a policy that prohibits staff from bringing in their own electrical equipment.
- G 5 Regular inspections of such equipment is a requirement of the Electricity at Work Regulations 1990 (PAT tests). Provide a check of the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect.
- G 6 The wiring should comply with the requirements of the IEE Wiring Regulations. Ensure you have a valid electrical certificate from a qualified electrician.
- G 7 Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel-type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. Avoid the use of single multipoint adaptors.
- G 8 Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon they should be run in protective flexible plastic sheathing. Placing cables under mats and carpets should be avoided as this can cause unseen damage to the cables causing arcing and potential fire situation.
- G 9 Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, 1995 and BS 7177, 1995. These standards can be obtained from the BSI at the, BSI Library and Bookshop, BSI House, 389 Chiswick High Road, London W4 4AL.
- G 10 The accumulation of rubbish and combustible waste materials is a hazard to the workforce in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.

Careless disposal of smoking materials is a common cause of fire. If it is enforceable, institute a total no smoking policy. However, such a policy may encourage furtive smoking in out-of-the-way places such as storage areas and this can have disastrous consequences. It is probably safest to set aside designated smoking areas that are provided with an adequate supply of large metal or glass ashtrays, the contents of which are regularly and safely disposed of throughout the working day. The smoking area should be provided with a suitable fire extinguisher and be separated from the rest of the building by fire doors that are kept shut. Preferably sheltered areas outside and away from the building is best.

G 11

Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises are secured, ensuring that occupants can still exit the building easily. Doors and windows should be locked at all times when the building is unoccupied. All visitors to the premises should be signed in, issued with visitor's badges, and be accompanied by their host, where necessary, at all times. Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour. Ensure all waste combustibles are stored away from the building and if possible secured. Consideration should be given to installing CCTV or at least dummy cameras with signs stating that CCTV is active at this location.

G 12

The principle structural means for limiting the spread of fire is compartmentation - dividing the building into compartments that are separated from each other by fire resistant walls and doors. This is normally addressed by building control at construction stage. However, the integrity of the compartmentation will be compromised if the fire doors are fitted badly or are being held open by wedges or large objects, or if the compartmentation does not extend into the floor and ceiling voids that are created by suspended floors and ceilings. Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire-resistant stopping. All maintenance work should be checked to ensure that fire walls/floors have not been breached by any form of building works.

G 13

Number of occupants and exits

14 Contact Facilities Management Technical Services or Building Control as the minimum number of escape routes and exits from a room, tier or storey varies according to the number of occupants. (This number is likely to be increased by the need to observe travel distances and by other practical considerations).

Further guidance can be found in Building Regulations Approved document B.

A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead-end situation from which people are unable to move further away from the building, e.g. an enclosed courtyard. An old Fire Officer's saying is "be able to walk away and catch a bus".

G 15

Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationary, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. The siting of sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. should be avoided on escape routes, and definitely where there is no alternative escape route.

G 16

- G 17 Changes of level, electrical extension leads, unstuck flooring tiles, and small items - such as empty drink cans or contractors tools - left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards and should be avoided where possible. Consider providing non slip flooring surfaces such as tiles or concrete. Ensure all external routes are gritted during icy weather and any wet leaves are removed.
- G 18 Loose handrails, raised or loose floor tiles, and damaged nosings on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences. Ensure the stairs including their fixtures and fittings are in a state of good repair. Ensure that the leading edge of the stair is readily visible. This can be achieved by painting the edge and nosing of the steps in a bright colour that shows the edge of the step.
- G 19 Final exits can be secured but should have a single simple operation device that can be used from the escaping side without the use of a key. (There are certain occasions where exit doors can be locked within such premises like mental health and prison environments however there are strict controls in place which will be agreed with the Fire Authority). Electronic locks can be fitted, but must have 3 fail safes for opening; that operates during an alarm activation, on loss of electrical power to the device and on operation of a switch/green break glass box. Combination or digital locks are unacceptable. When the premise is empty of people the doors can be fully secured with multiple locking devices etc.
- G 20 Break-glass bolts, which are released by breaking a glass tube with a small hammer, are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions as to how to release the bolt are displayed on or adjacent to the door and that a suitable hammer is attached by a chain that is anchored on or adjacent to the door (note this device should not be above eye level as broken fragments from the tube could fall into the user's eyes and cause injury). The ideal fastening for a fire exit door is a panic latch or lock that may be released by pressure upon a bar that runs across the full width of the door.
- G 21 All fire doors should carry a sign, on both faces of each leaf, bearing the legend "Fire door keep shut", "Automatic fire door keep clear", or "Fire door keep locked" (this last sign applies to fire doors on cupboards or service shafts that open onto escape routes) as appropriate. Fire doors are the principle means whereby flames, smoke, and toxic gases are prevented from spreading into escape routes but they are only effective if they remain shut at all times except when people are passing through the door opening. All employees must be made aware that practices such as the use of wedges, doorstops etc to hold fire doors open is a serious offence in law because it puts people's lives at risk in the event of fire.
- G 22 As with the use of wedges, fire extinguishers, or door stops to hold fire doors open, faulty self-closing devices or, those in which the tension has been incorrectly set, will not automatically close fire doors. This will put lives at risk in the event of fire. Employees should be made aware of the importance of reporting any self-closing devices that are not operating correctly. If fire doors need to be held open due to the operations taking place within the building then an automatic releasing door holder can be fitted, there are several types on the market from magnetic catches, electrical self closers and a simple battery operated "Dorgard" that all activate when an automatic smoke detector operates the fire alarm.
- G 23 Normally, doors on escape routes should open in the direction of travel. They must do so if they lead from an area from which more than 60 people may be required to escape, or if they lead from an area of high fire risk such as, for example, a kitchen or workshop with high flammables.
- G 24 Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations. These make use of pictograms employing the person in motion sign (recently known as the green running man), an open door, and directional arrows. These pictogram signs may be augmented by the older text signs, but these text only signs are no longer acceptable on their own.

- G 25 Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving storeys more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m². Emergency escape lighting should conform to the requirements of BS 5266 Part 1 and be regularly maintained. The system should be operated on a monthly basis to ensure it works correctly.

Consider the use of lightweight evacuation chairs

Provide each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation.

Does the building need to be equipped with evacuation lifts, for the use of people in wheelchairs in the event of fire?

- G 26 Are there ramps in place at all changes of level on escape routes?

Does the fire alarm system give a visual warning of fire for those who are profoundly deaf?

As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?

Are there adequate refuge points for less able people to go to?

All processes and procedures should be reviewed in order to ensure that they are safe. Important points to consider include the following:

- G 27
- Ensure that any heating equipment or electrical equipment is not left on for longer than is needed.
 - Provide a form of reminder to turn off all heat producing equipment at the end of the work period.
 - Could any process involving the use or production of heat be replaced by a low temperature alternative?
 - When solvent-based adhesives are in use, ensure the area is well ventilated in order to prevent the build-up of flammable vapours.
 - Could the solvent-based adhesives be replaced by water-based alternatives?

As well as the measures referred to in the answer to Q12, the following additional measures should be considered:

- G 28
- improve perimeter security - mend broken fencing, don't leave ladders, or things such as piles of palettes that may be used facilitate the scaling of fences, next to fencing
 - introduce perimeter lighting and the lighting of all external doors
 - install a CCTV system
 - install an intruder alarm system
 - fit all letterboxes with fireproof metal boxes on the inside of all letter flaps
 - train post room staff in the spotting and handling of suspicious packages

- G 29 The Management of Health and Safety at Work Regulations 1999 require employers to supply employees with adequate health and safety training and this must include general fire safety, and the Regulatory Reform (Fire Safety) Order requires that employees are trained, so that they know:

- how to raise the alarm for fire

- basic principles of how to prevent a fire
- how to use the fire fighting equipment provided
- how to call the fire brigade
- the location and use of the escape routes
- the location of the assembly points
- how to assist visitors and members of the public in evacuating the workplace
- Ensure all members of staff have completed the fire awareness training.

G 30 Insurance companies employ fire surveyors who have experience of all aspects of fire safety including the installation and maintenance of sprinkler systems, automatic fire detection and alarm systems, fixed fire fighting installations etc and they are usually happy to offer free advice on such matters.

G 31 Fire escape routes should be provided with emergency escape lighting if required. The places where it is required are detailed in the answer to question 25. The emergency escape lighting system should be installed and maintained according to the recommendations of BS 5266 Part 1. This should be looked at daily, tested by the user every month and recorded along with an annual inspection by an electrical contractor.

G 32 Most workplaces require an electrical fire alarm system that is operated by manual call points and automatic smoke/heat detectors. A fitted alarm system should conform to the latest British Standard 5839 part1. Some small workplaces do not need a fitted fire alarm as a shout of "FIRE" can sometimes be enough. If the building layout is complex or has a sleeping occupancy at any stage then automatic detectors should be installed. Any room within a room should have a smoke detector located within the outer room if an adequate vision panel (window) is not available. By providing the earliest possible warning of fire, does much to reduce the risk to life and property in the event of fire.

G 33 Ensure that the fire alarm is being correctly maintained by qualified service engineers and insist on the provision of a test certificate that details the type of service carried out in accordance with BS5839 pt1. The correct operation of a properly maintained system will greatly reduce the incidence of false alarms and, consequently, the incidence of unnecessary calls to the fire service. As well as wasting the time of hard-pressed fire service personnel, repeated false alarms may encourage the work-force to dismiss a genuine alarm as being "yet another false alarm", and the consequences of this could be disastrous. Every year, on average, the fire service receives more than 850,000 calls for assistance. Almost half of these calls are false alarms caused by faults in the design or installation of the system, or are the result of faults occurring because of lack of proper maintenance.

G 34 The fire detection and alarm system should be maintained according to the recommendations of BS 5839 Part 1, which recommends a regime of testing that includes weekly testing of the fire alarm. Records of this weekly test should be recorded. Periodically ask people within other parts of your building whether they heard the alarm sound. Test a different break glass (little red boxes) on rotation, best practice would be to number each one from 1 to 10 (or more/less if applicable). Every red box should have been tested at least once within a 12 month period.

G 35 Ensure that there are adequate numbers of call points and that people can get to these easily if the fire has not been detected automatically. Call points should be situated on the escape routes and next to every point that you can leave the building/premise.

G 36 Manual fire alarm call points should be mounted in conspicuous positions on exit routes, on staircase landings, and at final exits. Items such as coat racks, potted plants etc should not be allowed to obscure the presence of a call point, or to hinder easy access to it. Ensure all members of staff are aware of this and encourage them to report on failings to comply with the above.

G 37 This type of system is not always essential; you may wish to seek advice from your insurance company to see if it is a requirement under your current policy. Fire detection and alarm systems (FDA systems) are designed to protect either life or property. Fire safety law is primarily concerned with the protection of life and, in consequence, in many workplaces the system installed is one designed for life safety. If property is to be protected, the system must be monitored 24-hours a day so as to cover the times when there are no people present.

G 38 By connecting the Fire detection and alarm systems (FDA systems) to a 24-hour monitoring service, even a basic life protection system can effectively be upgraded to a property protection system. The rapid response by the fire brigade that such a monitoring service will ensure will do much to minimize fire damage to buildings, stock, plant and machinery. "A rapid response by the fire service may significantly reduce fire damage by early attendance of the brigade." - Arson Prevention Bureau. "Connection to monitored telephone lines provides an effective way to monitor fire detection and alarm systems and will ensure a prompt response from the fire service reducing potential losses to fire." - Larry Stokes, Underwriting Manager, Zurich Municipal Insurance. However this is not a mandatory requirement for every property and you should check with your insurance company.

G 39 Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc) may be determined if the fire rating of the floor is known. The fire rating is found by multiplying the floor area in m² by 0.065. Thus for a floor area of 200m² the fire rating is $200 \times 0.065 = 13A$. A 9 litre water extinguisher has a fire rating of 13A therefore one 9 litre water extinguisher will be required for every 200m² of floor area. For special risks such as fires involving live electrical equipment, one should provide a suitable extinguisher, carbon dioxide or dry powder, near to the risk or at least within a reasonable distance (less than 30m).

G 40 Generally, extinguishers should be located at exits from rooms or storeys, in corridors that form parts of escape routes, and on landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk. All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to reach an extinguisher.

G 41 The Home Office recommends that routine examinations of extinguishers should be carried out on a weekly basis by members of the workforce, and it is a requirement of BS 5306 that more detailed maintenance procedures be carried out by a "competent person" on an annual basis.

G 42 Fixed fire-fighting installations such as automatic sprinkler systems, inert gaseous flooding systems in computer suites, automatic foam systems in oil-fired boiler rooms, and wet chemical drenching systems installed in the hoods above commercial deep fat fryers, all require regular maintenance by specially trained personnel, if they are to be relied upon to provide the protection that they were designed to afford. Modern automatic fire detection systems are extremely complex and must also be regularly tested and maintained by suitably qualified personnel. The British Standards Institution publishes Codes of Practice that provide the appropriate testing and maintenance regimes for all of the above systems.

G 43 It is a requirement of The Management of Health and Safety at Work Regulations 1999 that the employer shall record the findings of his fire risk assessment if he employs five or more people. Fire risk assessment need not be a complex task; simply completing this assessment can be seen as meeting the intentions of the law.

G 44 Once the findings of the fire risk assessment have been recorded they, and any recommendations that have been made in the light of the findings, should be brought to the attention of senior members of the management, and formally distributed to members of staff or their representatives.

G 45 If you have prepared a formal report it should be brought to the attention of senior managers and then formally distributed to members of staff or their representatives.

- G 46 Any fire risks that your risk assessment has identified should be brought to the attention of those who share the premises with you especially if it has an impact on their safety procedures.
- G 47 Your findings, and any formal report that you have made, should be brought to the attention of the owner or landlord of the premises, because he may need to provide or approve any changes to systems or services that you have recommended.
- G 48 Officers from your local fire authority can provide guidance on the contents of fire action notices and on how they should be displayed in each of the areas of risk within your premises.
- G 49 A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure - including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, and the arrangements for calling the fire brigade. The plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the rehearsals.
- G 50 Keep a printed copy in a safe place which would not be damaged if there were to be an incident at the workplace it relates to.

Carrying out a fire risk assessment is not a one-off exercise. There are two reasons why it should be reviewed (repeated) on a regular basis. First, the skills of the person undertaking the assessment will almost certainly increase with time. Secondly, the circumstances in the workplace may change with time. The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees are exposed. The risk assessment should:

- G 51
- recommend the remedial action required to remedy all the faults identified by the assessment
 - set dates by which such action should be completed
 - make recommendations as to any new fire protection measures or systems that should be introduced
 - set dates by which the new fire protection measures or systems should be introduced
 - set the date of the next review (not more than 12 months)

Remember you must keep a constant look out for any possible hazards and implement control measures to reduce or remove the risk of the hazard becoming a threat. The most important thing to consider is to keep heat sources away from anything that will burn, if you succeed in doing this the chances of having a fire is fairly

HOT WORK PERMIT

Property/Building:

Date & Times of Work	Hot Work Area & Type of Work	Operative(s) Approved	Area Examined for Risks Yes/No	Restrictions Applied	Approved by Print & Sign	Area Examined on completion & Declared Safe Signature/Time

Completed permits to be filed and retained.

HOT WORK PERMIT

Property/Building

The form overleaf must be completed prior to the carrying out of any "HOT WORK" ON THE PREMISES.

The Permit System applies to all operations involved Flame, Hot Air, Arch Welding, Cutting Equipment, Brazing/Soldering/Blowlamps, Bitumen Boilers etc.,

Declaration to be agreed by Operatives

1. The location has been examined
2. A competent person Will/Will Not be standing by with an extinguisher/hose reel whilst the operations are in progress.
3. There are no combustible liquids, vapours or gases in the location that could present excessive risk.
4. The operatives have had the nearest Fire Alarm/Telephone pointed out to them, and have been told what to do in the event of a fire.
5. All combustible material has either been removed or suitably protected against heat and sparks.
6. Smoking is not allowed.

ADDITIONAL RESTRICTIONS MAY BE APPLIED AT THE DISCRETION OF EITHER PARTY.





Prior approval for HOT WORK **MUST** be granted by at least one of the following:

**Facilities Management, Officer Organising Works
Premises Manager/Headteacher**

Work areas and all adjacent areas to which sparks and heat might spread must be thoroughly inspected upon completion of the works operations and again One (1) hour afterward, to check for Hot Spots and declare the area safe.

Appendix 7

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

Appendix 8

Training at a Glance

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
Chief Exec	<ul style="list-style-type: none"> • Ensure compliance of Organisation to Statutory Legislation • Ensure sufficient resources are made available to implement the Fire Safety Arrangements across the Council • Ensure appropriate programme of works to maintain and improve, where necessary, fire arrangements within the Organisation • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>Refresher every 5 years or as legislation/procedures change</p> <p>6 monthly</p>	Employing Department
Strategic and Assistant Directors	<ul style="list-style-type: none"> • To ensure sufficient resources are made available to implement the Fire Safety Arrangements across the Council • To designate (in writing) a Responsible Person for every premise within their control. • To forward details of Responsible Person to the Fire Safety Manager. • To ensure co-ordination of Fire Safety issues in line with this document (within multi-occupied buildings) to identify and designate a Responsible Person. • Keep fire exits and means of escape (within your 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>Refresher every 5 years or as legislation/procedures change</p> <p>6 Monthly</p>	Employing Department

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<p>work area) or access to building clear of obstruction</p> <ul style="list-style-type: none"> Comply with all responsibilities for personal health and safety as an employee of the Council 			
Fire Safety Manager	<ul style="list-style-type: none"> Advise Chief Executive and others on fire precaution matters. Keep relevant people updated on the standards of fire precautions in premises (or part premises) under the direct control of the Council Report on fires occurring on Council Premises where the safety of employees or visitors may be affected. Liaise with Occupational Safety, West Yorkshire Fire and Rescue, Fire Safety Officers, Building Control, Environmental Health, Emergency Planning and others as necessary on Fire Safety matters Develop and maintain a regular programme of Fire Safety training and maintain records of such training. Keep fire exits and means of escape (within your work area) or access to building clear of obstruction Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Advanced Fire Training</p> <p>NEBOSH fire Certificate (or equivalent)</p> <p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>Refresher every 5 years or as legislation/procedures change</p> <p>6 monthly</p>	<p>Employing Department</p> <p>Employing Department</p> <p>Employing Department</p>
Responsible Person	<ul style="list-style-type: none"> Compliance to Statutory Legislation. Compliance to Council policies and guidelines. Carry out and record Fire Risk Assessments for each premise under responsibility. Ensure procedures are in place to take account of any special needs of building users as identified in their 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Advanced Fire Training</p>	<p>Annual but refresher after fire drill</p>	<p>Employing Department</p>

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<p>PEEP with their Manager.</p> <ul style="list-style-type: none"> • Ensure adequate means of escape from premise and that all fire routes are free from obstruction. • 'Hot work' activities of contractors are controlled. • There is sufficient and appropriate signage within the premises. • Minimise risk of arson. • Ensure adequate access is available to enable fire appliances to approach the premises. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Use of specialist equipment</p> <ul style="list-style-type: none"> • Evac Chairs • Fire Protection <p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Refresher every 5 years or as legislation/procedures change</p> <p>6 monthly</p>	<p>Employing Department</p> <p>Employing Department</p>
Competent Person	<ul style="list-style-type: none"> • To provide advice and support on their area of expertise as and when required. • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Role and responsibility Emergency Procedures</p> <p>Fire Protection Arrangements Advanced Fire Training</p> <p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>Refresher every 5 years or as legislation/procedures change</p> <p>6 monthly</p>	<p>Employing Department</p> <p>Employing Department</p> <p>Employing Department</p>
Manager	<ul style="list-style-type: none"> • Identify Fire Warden/Marshal and Chief Fire Marshal for there area of responsibility. 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p>	<p>Annual but refresher after fire drill</p>	

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<ul style="list-style-type: none"> • Inform and Update Fire Safety Manager and Responsible Person when Fire Warden/Marshal or Chief Fire Marshal are appointed or when the details change. • Identify PEEP requirements for own staff by identifying need, carrying out risk assessment, identifying Buddy (if required), making necessary reasonable adjustments, preparing plan with the staff concerned and informing relevant people in line with this document. • Ensuring that all staff receive relevant Fire Safety training to meet the needs of the roles they are asked to perform and that the training received is documented. • Ensure all new recruits, staff transferring from other premises and visitors are aware of the correct fire procedure to follow. • Report any problems with the fire alarm systems or fire fighting equipment etc. to the Responsible Person. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Risk Assessments Preparing a PEEP</p> <p>Fire drill (practical)</p>	<p>Refresher every 5 years or as legislation/procedures change</p> <p>6 monthly</p>	<p>Employing Department</p>
<p>All Employees/Residents/Students</p>	<ul style="list-style-type: none"> • Know, understand and comply with the Fire Safety Procedures for the premises you are in. • Fully co-operate and assist Managers in the discharge of their responsibility for fire precautions. 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<ul style="list-style-type: none"> • Inform Manager of any disability or impairment that might affect personal safe evacuation from premises. • Report fire hazards or Fire Safety concerns to Manager. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Participate fully with any fire drill. • Attend any fire training courses/specialist training sessions (as appropriate to your role) identified by yourself or your Manager. • Reduce the risk of arson • Not to bring equipment from home such as toasters or heaters and not to use such issued equipment in unapproved areas. • Comply with all responsibilities for personal health and safety as an employee of the Council. 			
Reception Staff	<ul style="list-style-type: none"> • Know, understand and comply with Fire Safety procedure for the premises. • Understand the requirements for a GEEP and PEEP and be able to clearly communicate to and receive information from visitors (for Managers to action) on visitor disabilities or impairments that might impact on their safe evacuation from the premises. • Report any concerns or issues about Fire Safety to Managers and Responsible Person. • Keep fire exits and means of escape (within your 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<p>work area) or access to building clear of obstruction</p> <ul style="list-style-type: none"> Comply with all responsibilities for personal health and safety as an employee of the Council 			
Caretakers	<ul style="list-style-type: none"> Liaise with Responsible Person and support any actions required. Keep fire exits and means of escape (within your work area) or access to building clear of obstruction 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Advanced Fire Training</p> <p>Use of specialist equipment</p> <ul style="list-style-type: none"> Evac Chairs Fire Protection <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	<p>Employing Department</p> <p>Employing Department</p>
Chief Fire Marshal	<ul style="list-style-type: none"> Oversee and co-ordinate emergency evacuation from the premise. Liaise with the Fire Wardens/Marshall Responsible Person/Fire Rescue Service Keep fire exits and means of escape (within your work area) or access to building clear of obstruction Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements</p> <p>Advanced Fire Training</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	<p>Employing Department</p>
Fire Warden/Marshal	<ul style="list-style-type: none"> Carry out sweep of area under responsibility to ensure area has been evacuated of persons. Close all doors (not fitted with automatic closures) en route to fire assembly point. 	<p>Role and responsibility Emergency Procedures Fire Protection Arrangements PEEP practice</p>	<p>Annual but refresher after fire drill</p>	<p>Employing</p>

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
	<ul style="list-style-type: none"> • Check that all persons from area of responsibility are accounted for • Not allow people to re-enter premises until cleared to do so. • Liaise with Chief Fire Warden/Marshal/Responsible Person. • Keep Manager informed of any absence from work. • Inform Manager of any personal training needs. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Advanced Fire Training</p> <p>Fire drill (practical)</p>	<p>6 monthly</p>	<p>Department</p>
<p>PEEP Person</p>	<ul style="list-style-type: none"> • Inform and update Manager on any personal disabilities or impairments • Assist in preparation of the PEEP. • Follow agreed PEEP. • Keep Manager and Buddy informed of any planned absence from work. • Make reasonable adjustments to help reduce personal risk to health and safety. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Role and responsibility Emergency procedures Fire Protection Arrangements PEEP practice</p> <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	

Position/Role	Responsibility	Training /Awareness	Frequency	Funding Provider
Buddy	<ul style="list-style-type: none"> • Work with Manager to support a PEEP. • Understand the needs of the disabled person to support their PEEP. • Inform Manager of any training needs to carry out the requirements of the role. • Keep Manager and PEEP colleague informed of any planned leave. • Keep fire exits and means of escape (within your work area) or access to building clear of obstruction • Comply with all responsibilities for personal health and safety as an employee of the Council 	<p>Emergency Procedures Fire Protection Arrangements PEEP practice</p> <p>Advanced Fire Training</p> <p>Use of specialist equipment</p> <ul style="list-style-type: none"> • Evac Chairs • Fire Protection <p>Fire drill (practical)</p>	<p>Annual but refresher after fire drill</p> <p>6 monthly</p>	<p>Employing Department</p> <p>Employing Department</p>
Visitors	<ul style="list-style-type: none"> • Inform Reception/person being visited of any disabilities or impairments that might prevent/restrict personal safe evacuation from the premises. • Work with relevant person on preparing personal evacuation plan. • Keep fire exits and means of escape (or access to building being visited) clear of obstruction • Follow health and safety and Fire Safety requirements. 	<p>Information on GEEP through appropriate signage and, where required, a prompt to sign in and out in visitors book by reception staff</p> <p>Standard statement regarding PEEP/GEEP on communication to customers</p>		

GEEP for visitors with disabilities or impairments

Bradford Council operates a fully integrated approach to evacuations from Council premises in accordance with legislative requirements. To support visitors with disabilities or impairments we offer assisted evacuation where required.

Below are a number of evacuation options available. Please indicate to reception staff which is your preferred option.

No assistance required	
Support from 1 or 2 people to walk up or down stairs	
Use of an evacuation chair	
Provision of orientation information	
Need to be shown the escape routes	
Support for myself and my dog	
Support for myself and my children	
Need doors to be opened for me	
Need to be informed the alarm is sounding	

In all cases please inform the reception staff the exact level of assistance required.

Reception staff must provide all relevant information to the meeting organiser, Responsible Person and relevant Fire Warden/Marshals as appropriate to ensure that identified needs are actioned immediately and managed properly.

Personal Emergency Evacuations Plan – For Employees and regular visitors

1.0 What is a Personal Emergency Evacuation Plan (PEEP)?

A PEEP is appropriate for people with various disabilities, including those with temporary health problems and explains the method of evacuation to be used by the named individual in each building. It is personal to their needs and must be drawn up with the active participation of the person concerned (or their named carer if a minor) and the relevant Manager/s. A separate permanent or temporary PEEP will be required for each building where the individual works/visits/resides by their relevant Line Manager. Managers from both sites/departments must work together (with the individual concerned) to ensure all risks are mitigated.

Anyone who would be expected to aid the evacuation of the named individual must receive a copy of the evacuation plan and must be kept informed and updated when changes are required or made to the PEEP.

It is also important to ensure, when developing a PEEP, that consideration is given to what is practical and achievable in exceptional circumstances rather than what might be achieved in normal day to day activity.

1.1 What do we mean by disability?

It is difficult to precisely define the term 'disabled' but the Equalities Act 2010 defines a disabled person as someone 'who has a physical or mental impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

This can be put into three distinct definitions:

- People who have an impairment that limits their ability to walk
- People with impaired sight or hearing
- People with a learning or mental impairment

This includes medical conditions such as HIV, Cancer and Multiple Sclerosis. These are to be covered effectively from the point of diagnosis rather than from the point when the condition has some adverse affect on the person's ability to carry out their day-to-day activities.

1.2 What is a 'long-term' effect?

A long-term effect of an impairment is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or

- which is likely to last for the rest of the life of the person affected.

Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

1.3 What if the effects come and go over a period of time?

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will recur.

1.4 What are 'normal day-to-day activities'?

They are activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work. However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition.

2.0 When to develop a PEEP

2.1 Employees

For new employees, it is essential that Managers identify any possible PEEP requirements during the recruitment process. A process map for the PEEP can be found on the Occupational Safety Website.

If a PEEP is required then a risk assessment must be carried out and a plan prepared in line with this document and current health and safety requirements. A PEEP form (available on Occupational Safety Website) must be completed and the PEEP put in place before the employee commences employment with the Council. Further information and advice on risk assessments and PEEP requirements can be obtained from the Occupational Safety Website.

Where an employee is already in employment with the Council, and a PEEP need arises, this must be actioned immediately by the Line Manager. Managers must follow the guidance issued by Occupational Safety Team on their webpage through BradNet or alternatively they can be contacted directly for further information.

Managers must note that it is not the duty of the Fire Warden/Marshal to assist the PEEP employee as they will be otherwise tasked with the responsibility of "sweeping" the designated area for clearance. Managers must put the right procedures/support in place to assist the employee in evacuating safely.

2.2 Schools and Residential Homes

For pupils in schools and residents within residential homes (for both children and adults), a PEEP should be developed as part of the admissions process. Care should be taken that all disabled children are provided with a plan if they need one, whether they have been provided with a statement or not.

People with learning difficulties may need to practice their routes for escape regularly. If so, this should be written into their PEEP.

All people involved in the escape plans for the PEEP will need to practice. However, to avoid unnecessary distress or risk to individuals a simulated escape may be more appropriate.

Regular visitors

Regular visitors with disability or impairment must have a PEEP prepared to their individual needs. This must be prepared by the person being visited (if trained to carry this out) or their Line Manager. It is the responsibility of event/meeting organisers to determine if there is a requirement by any of their delegates by asking the question during the initial stages of organisation. The same process as for Council employee PEEPs must be followed.

3.0 Evacuations in an emergency

Remember that evacuations are not just for fire but could be a drill, false alarm, building collapse, explosion, terrorism or flood so procedures and routes may need to be changed depending on the type of emergency.

3.1 Refuge areas

A temporary refuge area is an area that is a designated space where people with disabilities can wait for assistance.

These areas must be separated from a fire by fire resisting construction/material and provide a safe route to the final evacuation from the building. They need to be clearly signed and be large enough to accommodate both people using it as a rest area and any people passing through it during the evacuation process on their way out.

A temporary refuge area will enable the implementation of a staged evacuation and people should not be left in the area to await Fire and Rescue Services. These temporary areas can be used as safe resting places until the rush of able bodied evacuees has subsided or as a place to wait until the necessity for a full scale evacuation is established.

Refuge areas are defined after consultation by the Responsible Person with Facilities Management. The designation of a temporary refuge area in any building needs to be included in the Fire Risk Assessment for the premises.

Refuge areas should be fitted with appropriate communication systems.

3.2 Phased/horizontal evacuations

This is a system of evacuation in which different parts of the building are evacuated in a controlled sequence rather than all at once or people are moved from one area to another.

In some buildings it may be possible to initially evacuate people horizontally through the building into another fire compartment and away from the emergency situation. When the alarm is activated, people who cannot use the stairs are initially directed or moved along the floor level that they are on, to another fire compartment.

In some of the larger buildings it may be safer to allow part of a buildings (where the alarm has been activated) to evacuate whilst another part may be put on alert/standby to prepare for evacuation.

Phased/horizontal evacuations must only be implemented following a robust risk assessment and agreed by Bradford Council's Facilities Management.

3.3 Persons with mobility impairment

There is a vast range of people who fit into this category and it may also be relevant to people who suffer from heart disease, asthma or heart conditions. This group of people will be able to manage stairs and to walk longer distances, especially if short periods of rest are built into the PEEP/GEEP but it may be unreasonable to expect them to evacuate the building within two to three minutes.

3.4 Wheelchair users down stairs

In some instances, a person who frequently uses a wheelchair may be able to partially walk and therefore be able to assist with their own escape independently. This is why it is important that relevant questions are asked during the preparation of the PEEP to ensure the best escape plan is produced. Assumptions should not be made about the abilities of wheelchair users and they should not be excluded from a building because of a false assumption about their ability to leave the building safely.

During the development of the PEEP, it should be made clear to disabled people that the circumstances of escape are considered to be exceptional. That means that solutions may be agreed that may not be appropriate in most circumstances. This may mean allowing a disabled person to move down the stairs on their bottom. It would not be acceptable to allow this under any other conditions. The disabled person may need assurances that if they volunteer to do this in an emergency it will not constitute grounds for the removal of any support provided to them at other times.

Where disabled people are above the ground floor there are a number of factors to bear in mind:

- In areas of a building frequently visited by wheelchair users, it may be necessary to provide special evacuation chairs which can be used on staircases which have been identified in PEEPs.

- Where the PEEP assessment shows evacuation chairs are needed then advice should be sought on their safe use and training given to identified staff.
- Horizontal evacuations – Some buildings (or groups of buildings) have a system of integral fire resisting compartments within their structure. Where this is the case, a wheelchair user could move to an adjacent building when the fire alarm is activated.
- Where wheelchair users are on the upper floor, they should proceed to the refuge area. The designated buddy should check these areas immediately when the fire alarm sounds. The wheelchair user can then be evacuated from the refuge area as set out in the agreed PEEP or within the GEEP for visitors.
- Managers must review and update the PEEP at regular intervals. GEEP support for visitors may need to be reviewed depending on feedback from them.

3.5 Deaf and hearing impaired people

Most deaf or hearing impaired people working alongside hearing colleagues will be able to see and understand from their behaviour that an escape is in progress so do not need special equipment as long as they know what to do in the event of a fire.

However, deaf or hearing impaired people working alone, or visitors to premises, may need an alternative way of being alerted to an emergency. The preferred options to alert hearing impaired people that an emergency exists and an evacuation is about to occur are the flashing beacons installed as part of the fire alarm system and the use of a paging system. If the existing system can accommodate then additional flashing units can be provided by Facilities Management if necessary.

It is important to consider all possible scenarios when preparing the plan including the possibility of the hearing impaired person being in the toilet accommodation or separate storage areas when the alarm is activated.

Where other staff are used to alert hearing impaired or deaf people that they need to leave the building, they should be training in deaf awareness.

3.6 Blind and partially sighted people

Blind and partially sighted people are helped to escape by the provision of good signage and other orientation clues as well as by Buddies to assist them.

Most visually impaired people have some sight and are able to make their own way out of the building as part of a crowd. Use can be made of existing elements within the building that might help people to facilitate their own

evacuation. These may be elements of building design, such as colour contrast, handrails on escape stairs, step edge markings on escape stairs, tactile information, colour contrasted or different textured floor coverings on escape routes or way finding information. Under such circumstances they should have no problems evacuating the building. They will, however, still need to be informed of the presence of these through their PEEP and at the point of entrance to premises for visitors through the GEEP. Buddies will be required, where the need is identified, due to the lack of such orientation information.

3.7 People with cognitive disabilities

People with cognitive disabilities often have problems comprehending what is happening in escape conditions, or may not have the same perceptions of risk as non-disabled people. Provision of good orientation facilities and measures within the building is essential.

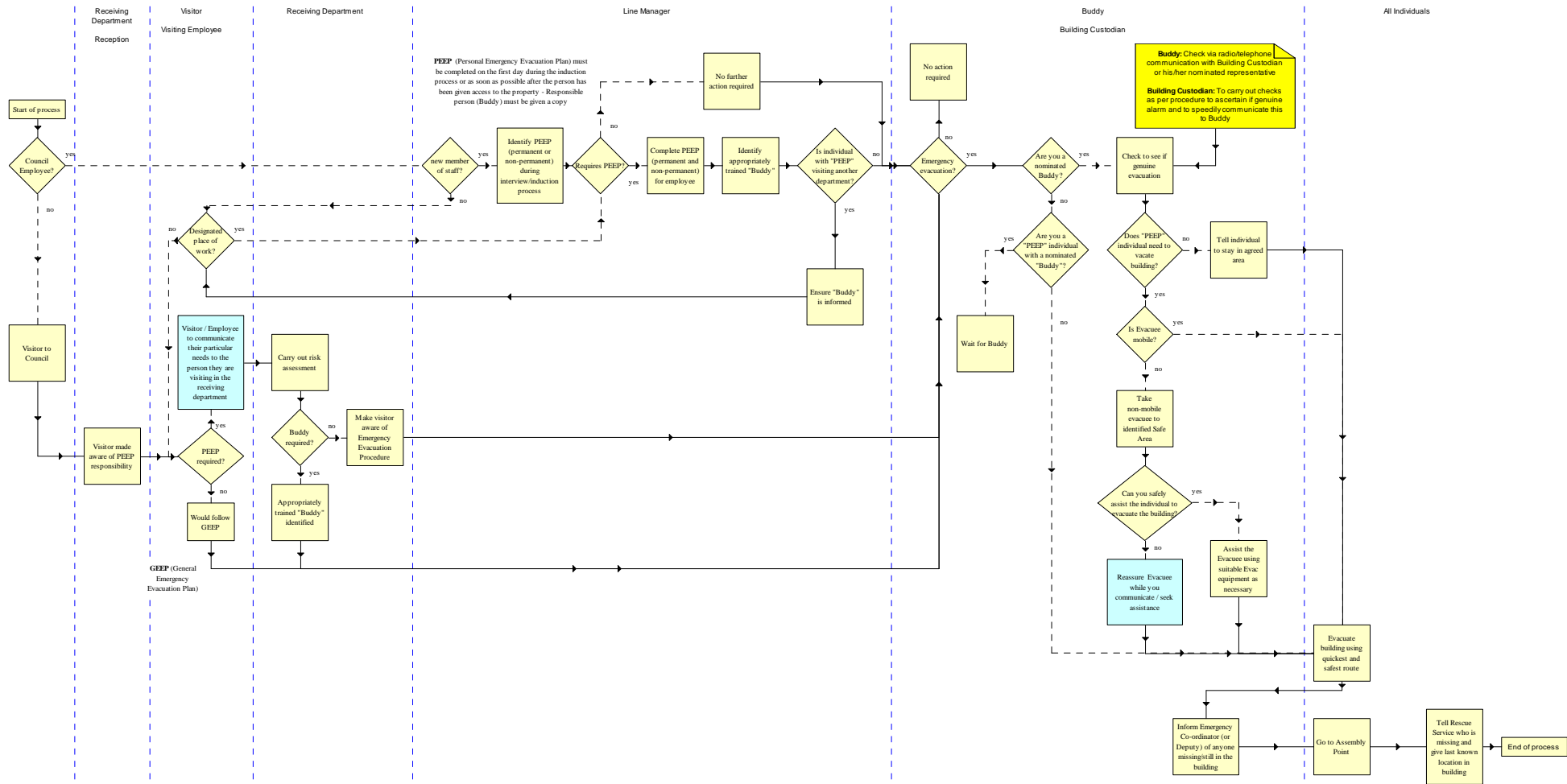
There may be reluctance from some to take an unknown route from the building as some people with cognitive disabilities may fall into the group of unknown disabilities such as dyslexia, dyspraxia and autism. The PEEP should be used to give them the opportunity to understand the possible need for choice and direction change during an emergency. They may also need to have the escape plan read and explained to them and sometimes a photographic explanation of the route can also be useful.

Ensure that you don't merely ask what they need but that you gain knowledge of their understanding in order to develop the PEEP based on how they will find the escape routes so that it is entirely relevant to their needs.

As it may not be possible to tell that a person has an impairment that affects their ability to orientate themselves around the building. Staff must be made aware of any such possible situations.

Occupational Safety Team will be able to offer further advice when preparing a PEEP. The following process map outlines the process flow and the documents on the final can be accessed and downloaded from Occupational Safety Team's website. They must be completed for all identified PEEP's.

Personal Emergency Evacuation Plan



EMERGENCY EVACUATION QUESTIONNAIRE

1. Why you should fill in the form

As your employer, Bradford Council has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

2. What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a Personal Emergency Evacuation Plan for you. To do this we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of building(s) in which you work. **But don't worry we do not see you as the problem - you are not a safety risk. The problem belongs to us and the building in which you work.**

NAME: _____

JOB TITLE: _____

DEPARTMENT: _____

BRIEF DESCRIPTION OF DUTIES: _____

LOCATION: _____

1. Where are you based for most of the time? Please name: the building, the floor and the room number

2. Will your job take you to more than one location in the building which you are based?

YES

NO

3. Will your job take you to different buildings?

YES

NO

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

4. Are you aware of the emergency evacuation procedures which operate in the building(s) in which you work?

YES

NO

5. Do you require written emergency evacuation procedures?

YES

NO

5a. Do you require written emergency evacuation procedures to be supported by BSL interpretation?

YES

NO

5b. Do you require the emergency evacuation procedures to be in Braille?

YES

NO

5c. Do you require the emergency evacuation procedures to be on tape?

YES

NO

5d. Do you require the emergency evacuation procedures to be in large print?

YES

NO

6. Are the signs which mark the emergency exits and the routes to the exits clear enough?

YES

NO

EMERGENCY ALARM

7. Can you hear the fire alarm(s) provided in your place(s) of work?

YES

NO

DON'T KNOW

8. Could you raise the alarm if you discovered a fire?

YES NO DON'T KNOW

ASSISTANCE

9. Do you need assistance to get out of your place of work in an emergency?

YES NO DON'T KNOW

If **NO**, please go to question 13.

10. Is anyone designated to assist you get out in an emergency?

YES NO DON'T KNOW

If **NO**, please go to question 12. If **YES**, give the name(s) and location(s)

11. Is the arrangement with your assistant(s) formal (i.e. is the arrangement written into their job description)

YES NO DON'T KNOW

11a. Are you always in easy contact with those designated to help you?

YES NO DON'T KNOW

12. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES NO DON'T KNOW

GETTING OUT

13. Can you move quickly in the event of an emergency?

YES NO DON'T KNOW

14. Do you find stairs difficult to use?

YES NO DON'T KNOW

15. Are you a wheelchair user?

YES NO

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have. Remember we do not see you as the problem - you are not a safety risk. The problem belongs to us and the building in which you work,

Please return the completed form to: _____

PERSONAL EMERGENCY EVACUATION PLAN

NAME _____ **LOCATION**
Building _____
Floor _____
Room Number _____

Other areas of building visited on a regular basis

AWARENESS OF PROCEDURE

I have received the emergency evacuation procedures:

In Braille	<input type="checkbox"/>	On Tape	<input type="checkbox"/>	In BSL	<input type="checkbox"/>
In Print	<input type="checkbox"/>	In Large Print	<input type="checkbox"/>	In SSE	<input type="checkbox"/>

ALARM SYSTEM

I am informed of an emergency evacuation by:

Existing alarm system	<input type="checkbox"/>	Pager device	<input type="checkbox"/>
Visual alarm system	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

METHODS OF ASSISTANCE: (e.g. Transfer procedures, methods of guidance etc.)

This will be the systems and procedures that have been discussed with all parties involved [the individual with special needs etc] and include things such as: -

1. Buddy system and name those individuals involved and details of the primary Buddies and whether they have received training in the use of the Evac Chair etc.
2. Also list what information, instruction or training all involved have been provided with.

EQUIPMENT PROVIDED:

The Evac Chair is generally going to be the only equipment to be provided. This is unless radio systems or other communication systems are provided.

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm).

1. All staff to evacuate the building in an orderly manner, using the nearest route available and not stopping to collect belongings etc, unless provided with specific instruction to collect 'prioritised' items on route [these items would need to be items needed in the event of an emergency and would be left (retained) in a readily available, predetermined safe area].
2. Primary Buddies [or their secondary in the event of their absence] will locate their assignee and then assist them to the agreed predetermined exit route[s].
3. Both the Buddy and the individual who the PEEP is for, upon reaching the Safe Area [which is an escape route area that provides at least 30mins of fire protection] will contact the Chief Fire Warden/Marshal to notify them of their current location and provides names of the individuals who are there.
4. A decision will then be made as to whether a phased evacuation for this individual will take place, or a full evacuation needs to be carried out. [The phased evacuation is to allow the Chief Fire Warden/Marshal to determine whether or not there is an emergency or if this is a false alarm].
5. Once the decision has been made as to whether this is a Phased Evacuation, or Full Evacuation, then this **MUST** be relayed to the individual and their Buddy.
6. If Phased Evacuation, then the individual will remain in the Safe Area until the all clear is given and then they can return back to their work area.
7. If Full Evacuation is to take place, then the individual will need to state whether they are able to descend the stairs under their own physical capabilities. If not then an Evac Chair will be used.
8. Staff trained in the use of the Evac Chair will collect and evacuate the individual to the premise's Fire Assembly Point, ensuring that the Chief Fire Warden/Marshal is made aware when they have vacated the premises.

SAFE ROUTE(S): (Please provide a diagram where necessary).

This will be the route[s] as agreed during the meeting.

NB - Copies of all the agreed procedures, including diagrams will be supplied to the Building Custodian, the individuals concerned and the Chief Fire Warden/Marshal, with a copy retained by the individual's line manager.