

FALKIRK COUNCIL

FIRE SAFETY AT WORK POLICY

August 2014

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1. INTRODUCTION

The Fire (Scotland) Act 2005 requires employers to inspect their workplaces, identify and record fire hazards that might affect the safety of employees and others in their workplace, and take action to reduce or eliminate these hazards.

The Fire Safety (Scotland) Regulations 2006 requires employers to ensure that there is a current fire risk assessment for all workplace premises which is reviewed regularly. Compliance with fire legislation is now determined solely through this Fire Risk Assessment.

2. POLICY STATEMENT

Falkirk Council is committed to maintaining a safe and healthy working environment for employees, service users and other members of the public. Falkirk Council recognises that there are risks associated with fire safety management at work and will ensure that appropriate fire safety management arrangements are implemented at each workplace premises to protect employees and others from the risk of fire. The Council will ensure that fire risk assessments are undertaken on all occupied workplace premises, that copies of the fire risk assessments are held at the relevant workplace and that where appropriate, action plans are developed and implemented to reduce or eliminate any hazards identified. Fire risk assessments will be completed/reviewed annually or when a significant change has occurred that may impact on the integrity of the fire risk assessment.

3. SCOPE

This policy applies to all Falkirk Council employees and workplace premises, including residential homes, leased properties and shared accommodation that are used as workplace premises. The Policy also applies to contractors undertaking work on the Council's behalf. The policy complements the Health, Safety & Care Policy and the Risk Management by Risk Assessment Policy and is supported by Section 10 of the Premises Manager's Handbook on Fire Safety Management.

4. FIRE SAFETY MANAGEMENT ARRANGEMENTS

The corporate framework for fire safety management arrangements is contained within the Premises Managers' Handbook at Section 10. Each Service must adhere to this framework for fire safety management and ensure that employees with specific responsibilities for fire safety management are trained to enable them to undertake these responsibilities in a safe and competent manner.

To fully comply with fire legislation, Services must have management systems and procedures in place to ensure that, for each workplace premise:

- There is a current Fire Risk Assessment;

- The Fire Risk Assessment is undertaken by a competent person;
- The Fire Risk Assessment is reviewed and updated as appropriate (minimum annually);
- There is a current Fire Evacuation Procedure which includes evacuation of vulnerable persons and visitors;
- There is appropriate fire exit signage displayed around the workplace premises including notices which identify who the Fire Marshalls/Evacuation Officers are and the location of evacuation points;
- There is an Emergency Fire Action Plan which includes the fire evacuation procedures and is updated as appropriate;
- A Fire Log Book is kept for the workplace premises to record checks relating to the above and is available for inspection as a record of fire management for the premises;
- In the event of any structural work to the premises which may affect the fire structure of the building there is liaison with Development Services, Design Architects and Facilities Division in order that any change affecting the fire integrity of the building is accounted for in the revised fire risk assessment.

Where the premises design/layout is more complex or where there are significant fire risks, additional advice or support may be required. This can be obtained through the Corporate Health Safety & Care Team who in turn may involve an external consultant specialising in Fire Safety.

Fire Risk Assessment

All workplace premises must have a current fire risk assessment that is reviewed regularly (minimum, annually). The premises manager, or a nominated deputy, must be trained to undertake the fire risk assessment and develop and implement an action plan to minimize or eliminate any fire hazards identified. Trade Union representatives have the right to accompany managers when these fire risk assessments are being undertaken. Details of any repair/alterations work undertaken that may affect the fire structure of the premises must be recorded and the fire risk assessment reviewed accordingly. The corporate Fire Risk Assessment proforma is contained at Appendix 1. Where a premises is considered to be “High Risk” in terms of complexity and/or use, the Service may choose to use an external consultant specialising in Fire Risk assessment to undertake the risk assessment. This can be arranged through the Corporate Health, Safety & Care team.

Emergency Fire Action Plan

There is a requirement for all workplace premises to have a current Emergency Fire Action Plan to ensure that employees at the workplace premises know what to do in the event of a fire and to enable the workplace to be safely evacuated. The Emergency Fire Action Plan must be reviewed at least annually or following any significant changes at the

workplace premises. Premises Managers have responsibility for the Emergency Fire Action Plan for their premises and must:

- Ensure that they are familiar with the type of fire alarm system at the workplace premises, the Facilities Division of Corporate & Neighbourhood Services can assist if required;
- Develop a Fire Action Plan that details the roles and responsibilities of all involved in fire safety and communicating this to all employees at the workplace premises;
- Develop a Fire Evacuation Procedure for the premises which details the roles of Appointed Persons with specific duties in the event of fire evacuation;
- Develop a map showing the fire assembly points for the premises;
- Ensure there are arrangements in place for vulnerable employees and others identified as being at risk in the event of fire e.g. disabled, elderly, young persons and visitors;
- Arrange fire training for key personnel;
- Ensure arrangements are in place for testing the fire alarm system;
- Ensure that fire safety records are kept up to date and are retained.

An example Emergency Fire Action Plan is contained at Appendix 2.

Fire Alarm Systems, Fire Fighting Equipment & Means of Escape

The Building Design Facilities Unit, Development Services, are responsible for ensuring that, for all workplace premises, a maintenance programme is in place for Premises Fire Alarms, Emergency Lighting, Smoke Detectors and Fire Extinguishers. However, in line with guidance contained within the Premises Managers' Handbook, this equipment should also be tested and/or visually checked by the Premises Manager or their deputy to ensure it is in proper working order. Fire escape routes and fire hydrants should also be included when undertaking regular checks to ensure that they are kept free from obstruction and are accessible at all times. Premises Managers should ensure that an out of office hours procedure is developed for employees who work shifts or compressed hours to ensure that they are also familiar with fire safety management arrangements in the Premises Manager's absence.

Fire Drills

Services must ensure that they have an evacuation procedure in place at each workplace premises and that they carry out regular fire drills, i.e. minimum 12 monthly but it is recommended that these be undertaken on a 6 monthly basis, to ensure employees are aware of what to do in the event of a fire evacuation situation. Each Premises Manager should decide on a suitable date/time and liaise with the Fire Marshall and Fire Evacuation Officer. If the premises fire system is linked to a fire alarm agency or linked to the Fire & Rescue Service, the Premises Manager should also advise them of the forthcoming fire drill prior to activating the fire alarm. Services must ensure that:

- Fire Drills are carried out every six months at the workplace premises;
- The Fire Marshall, Fire Evacuation Officer(s) & Marshalling Officer(s) co-ordinate and implement this;

- The evacuation time is recorded (i.e. building should be evacuated within 3 – 5 minutes);
- Arrangements are in place to enable vulnerable persons to be evacuated safely;
- Key personnel are trained in the evacuation of vulnerable persons / service users and take part in fire drills;
- Arrangements for the evacuation of visitors are in place;
- All details are logged.

An example of a Fire Evacuation – Marshalling Officer’s checklist and a Fire Drill Log Sheet are contained at Appendix 3.

Training

Services must ensure that all employees who have devolved responsibilities relating to fire safety management are competent in the relevant tasks and receive training, where appropriate.

New employees must be made aware of the fire evacuation arrangements for their workplace at commencement of employment. Existing employees must be made aware of their workplace fire management arrangements and refresher training and/or awareness raising sessions for all employees involved in fire safety must also be provided on a regular basis e.g. annually or as required.

Maintenance work at Workplace Premises

The Building Design Facilities Unit, Development Services, Service Managers and employees who have a responsibility for the management and organisation of routine building maintenance or servicing of plant and equipment have a duty to ensure that the maintenance or servicing operation does not damage fire protection structures, fire alarm/detector equipment or alter the risks identified in the Premises Fire Risk Assessment. The maintenance arrangements must also be planned and controlled to ensure that the maintenance work does not create a fire risk. Consequently, temporary measures may also be required to be applied whilst maintenance work is being undertaken to ensure adequate fire safety e.g. temporary alterations to existing fire evacuation procedures.

Service Managers who have responsibility for awarding maintenance contracts must liaise with the relevant Premises Manager(s) and ensure that the proposed work is assessed for possible fire risks and that appropriate management systems are implemented to minimise any fire risks identified. These management systems may include prevention of all hot work, minimising use of flammable material and/or implementation of Corporate General Permit to Work /Hot Work Permit systems and specialist training of contractors/employees.

Building Standards - Construction of new premises or refurbishment programmes:

Design Architects, including external consultants employed to undertake architectural design by the Council, and technical inspectors from the Facilities Division must ensure that the fire management systems installed in a workplace premises are appropriate for the use of that premises. They must take account of risk factors such as plant and

equipment installed on site, operations to be carried out within the premises that could present a fire risk and the capability of occupiers/users of the premises to evacuate the building.

To ensure that the level of fire protection is adequate, they must also take these risk factors into consideration in the design of the building and specification of materials to be used in construction and refurbishment by applying best practice and technical standards e.g. use of sprinkler systems, smoke controls, type of fire alarm detection system and means of escape.

A Building Fire Risk Assessment must be developed at the final design stage by the Design Architect taking into account all of the aforementioned factors. The Building Fire Risk Assessment should then be handed over to the client (Service Director and/or Head of Service) with associated drawings showing all fire safety structures, equipment, escape routes, etc. immediately prior to occupation.

Client Role - Construction of new premises or refurbishment programmes:

The Client (Directors and/or Heads of Service) must identify any significant issues relating to operational practices that take place in and around a workplace premises that may affect the fire risks in the premises when liaising with Design Architects in connection with new build or refurbishment work, e.g. any stored combustible material, work involving flammable materials or specific fire evacuation requirements.

Furnishings & Fittings

When Services are considering purchasing any new furniture and fittings they must ensure that these comply with the British Standard for Fire Retardant furniture.

5. ROLES AND RESPONSIBILITIES

CHIEF EXECUTIVE

The Chief Executive is responsible for the effective operation of the Policy across the Council as a whole and for ensuring development of effective management systems to implement the Policy within Services. The Chief Executive is also responsible for ensuring that adequate resources are available to implement appropriate procedures, train key personnel and ensure appropriate protective measures are taken as identified in the Policy.

SERVICE DIRECTORS, HEADS OF SERVICE AND HEAD TEACHERS

Service Directors, Heads of Service and Head Teachers are responsible for, so far as is reasonably practicable, assisting the Chief Executive in the execution of her duties in regard to fire safety management arrangements. Service Directors, Heads of Service and Head Teachers must:

- Develop, implement and regularly review their own fire safety management arrangements specific to their Service and their working environment (minimum annually);
- Determine the management arrangements, within their Service, through which these arrangements will be implemented and communicated;
- Plan for and establish appropriate processes, procedures and monitoring arrangements for fire safety management arrangements;
- Ensure that adequate resources are made available within their Service to enable Service based fire safety management arrangements to be implemented.
- Ensure that appropriate training and guidance is available to key employees to ensure that they can undertake their role in workplace premises fire safety arrangements competently;
- Identify a Premises Manager for each workplace premises to fulfil the fire safety management requirements as detailed in the Premises Managers' Handbook;
- Ensure Fire Risk Assessment officers for each premises are identified and trained;
- Ensure that all fire risk assessments are conducted/reviewed at least annually and that adequate time is made available to employees responsible for undertaking fire risk assessments to fulfil these tasks;
- Ensure that Premises Managers are competent to undertake their delegated duties in terms of fire safety management arrangements;

THOSE INVOLVED IN BUILDING DESIGN

Design Architects, (which includes external consultants) and Facilities Officers from the Building Design Facilities Unit, Development Services who are employed to undertake architectural design by the Council, must ensure that the fire management systems designed for these workplace premises are appropriate for the use of the premises. They must:

- Identify the risk factors and assess the risks such as plant and equipment installed on the Premises;
- Identify all operations and assess the risks to be carried out within the premises that could present a fire risk;
- Identify the capability of occupiers/users of the premises to evacuate the building and take account of this in the design of the building and the tender specification for subsequent construction;
- Specify the level of fire protection to take these risk factors in the design of the building and specification of materials to be used in construction and

refurbishment; e.g. use of sprinkler systems, smoke controls, and type of fire alarm detection system and means of escape.

- Develop a Building Fire Risk Assessment at the final design stage taking into account all of the aforementioned factors.
- Prior to occupation of the building, do a handover of the Building Fire Risk Assessment to the client (Service Director and/or Head of Service) with associated drawings showing all fire safety structures, equipment, escape routes etc.

THE BUILDING DESIGN FACILITIES UNIT, ROADS & DESIGN DIVISION OF DEVELOPMENT SERVICES

The Building Design Facilities Unit, Development Services are responsible for ensuring that, for all workplace premises, a maintenance programme is in place for Premises Fire Alarms, Emergency Lighting, Smoke Detectors and Fire Extinguishers.

THOSE WITH RESPONSIBILITY FOR BUILDING MAINTENANCE AND/OR SERVICING OF PLANT & EQUIPMENT

Building Design Facilities Unit employees, Service Managers and other employees who have a responsibility for the management and organisation of routine building maintenance and/or servicing of plant and equipment are responsible for ensuring that the maintenance or servicing operation does not damage the fire protection measures of the Premises. They must:

- Liaise with Premises Managers and ensure that any proposed work is assessed for possible fire risks;
- Identify if temporary measures require to be applied whilst any maintenance work is being undertaken in order to ensure adequate fire safety e.g. temporary alterations to existing fire evacuation procedures;
- Plan and control the maintenance arrangements to ensure that the maintenance work does not create a fire risk;
- Ensure that the management systems controlling the work include methods to minimise/reduce fire risk, which may include the prevention of all hot work, minimising use of flammable material and/or implementation of Corporate General Permit to Work /Hot Work Permit systems and specialist training of contractors etc;
- Ensure that, following maintenance, fire structures are re-instated to the pre-work standard;
- Advise the Premises Manager where, following maintenance work, a material difference has been made which may affect the Premises Fire Risk Assessment, to enable this to be reviewed.

PREMISES MANAGERS

Those managers identified as “Premises Managers” are responsible for ensuring that all tasks specified within section 10 of the Premises Managers’ Handbook are completed. They are responsible for ensuring that;

- There is a current Premises Fire Risk Assessment;
- A designated person is trained to undertake the Fire Risk Assessment;
- The Premises Fire Risk Assessment is reviewed and updated as appropriate (minimum annually);
- There is a current Fire Evacuation Procedure for the Premises to include the evacuation of vulnerable persons and visitors;
- The fire alarm system is tested weekly and that fire drills are undertaken 6 monthly;
- There is appropriate fire exit signage displayed around the workplace premises including notices which identify who Fire Marshall/Evacuation Officers are and evacuation points;
- There is an Emergency Fire Action Plan which includes the fire evacuation procedures that includes a Personal Emergency Evacuation Plan (PEEP) for those with mobility difficulties and is updated as appropriate;
- A Fire Log Book is kept for the workplace premises to record checks relating to the above and is available for inspection as a record of fire management for the premises (Section 10 of the Premises Managers Handbook);
- In the event of any structural work to the premises which may affect the fire structure of the building there is liaison with Development Services, Design Architects and Facilities Division in order that any change affecting the fire integrity of the building is accounted for in the revised fire risk assessment.

EMPLOYEES

Employees are responsible for:

- Safeguarding their health and safety and that of others, by adhering to the fire safety arrangements at their workplace premises;
- Alerting line managers to unsafe practices, conditions or incidents of concern which could result in fire;
- Seeking advice and clarification from Line Managers when unsure of any fire safety requirement relevant to their working environment;

- Attending/taking part in relevant consultations and training on fire safety as instructed by their manager.

6. MONITORING & REVIEW

The Head of Human Resources, in conjunction with Service Directors and Trade Unions, will monitor and review this policy as required.

APPENDICES

FALKIRK COUNCIL - PREMISES FIRE RISK ASSESSMENT

NAME OF PREMISES:		
NAME OF FIRE RISK ASSESSOR		DATE OF FIRE RISK ASSESSMENT:
NAME OF PREMISES MANAGER:		DATE FIRE RISK ASSESSMENT APPROVED:
Overall comments summary from Fire Risk Assessment : <i>e.g. identify they key issues that are to be addressed.</i>		

Instructions:

1. Undertake the Fire Risk Assessment. Walk around the premises, consider each of the sections in this Fire Risk Assessment and the relevant "Performance Standards" and note your Observations.
2. Use the guidance and table below to identify the risk rating for each section.
3. Review your observations and risk ratings and, where appropriate, identify and record any actions required against the relevant section.
4. If desired, you can now summarise actions required by transferring the actions and risk ratings to page 2.
5. Prioritise these actions using the risk rating table and allocate actions to relevant person(s).

Risk Ratings

Assess the current level of risk by assigning scores for Harm and Risk as follows:

1 = Low

5 = High.

H= level of **Harm** arising from specific fire risk

R= the Likelihood of such a **Risk** arising

RR= Risk Rating (H x R)

Risk Rating Table

H	5	5	10	15	20	25	Score of 1 to 4 = Low Priority Score of 5 to 14 = Medium Priority Score of 15 to 25 = High Priority
A	4	4	8	12	16	20	
R	3	3	6	9	12	15	
M	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	

RISK

SUMMARY OF FIRE RISK ASSESMENT ACTIONS

1 to 4 = Low Priority 5 to 14 = Medium Priority 15 to 25 High Priority

Risk Rating (Record only where action required)	Priority	Action required	By who	By when
1.Hazards 1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 1.10				
2.Persons at Risk 2.1 2.2 2.3 2.4 2.5 2.6 2.7				
3.Fire Alarm systems 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8				
4.Fire Fighting 4.1 4.2 4.3 4.4				
5.Fire Exit routes 5.1 5.2				
6.Fire Doors 6.1 6.2				
7.Emergency Lighting 7.1 7.2				
8.Fire Signage 8.1 8.2				
9.Windows 9.1 9.2				
10.Fabric of Building 10.1 10.2 10.3				
11.Maintenance 11.1 11.2				
12.Emergency Fire Action Plan 12.1 12.2 12.3				

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
SECTION 1 HAZARDS	1.1 Ignition Sources	<ul style="list-style-type: none"> • Heating boilers are regularly serviced. Boiler rooms are free from combustible storage. • Heaters are provided with suitable guards. • Portable heaters are either radiant or convector heaters. Naked flame heaters must have a separate risk assessment on their use. 					
	1.2 Electrical Equipment	<ul style="list-style-type: none"> • Major electrical appliances are regularly serviced and portable electrical appliances are tested in accordance with I.E.E. Regulations. • There is a clear, combustible free space around fuse boxes and electrical switchgear. • The use of electrical multiple socket adaptors is minimal. Flexes are run in safe places where they will not be damaged. <p>All electrical equipment is regularly checked for damage.</p>					
	1.3 Cooking	<ul style="list-style-type: none"> • Cooking facilities are used safely. 					
	1.4 Smoking	The “no-smoking” policy is enforced in the building.					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	1.5 Hot works /process	<ul style="list-style-type: none"> Activities that involve use of tools that produce flames or produce friction heat are controlled as per corporate procedure on Hot Work Permit. 					
	1.6 Malicious Fire Raising	<ul style="list-style-type: none"> To prevent unauthorised entry, exit doors from the building are generally secured shut, but are still capable of being easily opened from the inside without the use of a key. Cupboards and rooms containing combustible storage are kept locked shut except for controlled access by approved personnel. 					
	1.7 Flammable Substances	<ul style="list-style-type: none"> Flammables and fuel containers are kept in a safe and secure storage facility, with only a sufficient quantity exposed at any one time for immediate use. Highly flammables are stored out-with the building in an approved and appropriate storage facility. (See HSE guidance INDG227 or HS(G)51) Vehicles are parked in areas that present a low risk to the premises, either in remote locations or in fire compartments within premises 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	1.7 Flammable Substances	Note: any vehicles stored in buildings must be in areas that are secure and where there is a low risk from ignition sources and are in a secure fire compartment.					
	1.8 Combustible Materials	<ul style="list-style-type: none"> • The “housekeeping” standard is good. • Upholstered furniture and furnishings in common areas comply with current combustion standards. • No areas have substantial wall coverings that are flammable. 					
	1.9 Sources of Oxygen	<ul style="list-style-type: none"> • Is there any mechanical air handling system that may spread the fire e.g. gym halls or entrance foyers? If there is, they are appropriately fire protected e.g. with fire dampers. <p>Note: Assistance of the building maintenance Inspector will be required to check these issues.</p>					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	1.9 Sources of Oxygen (Contd.)	<ul style="list-style-type: none"> Are there any medical supplies of oxygen provided for service users e.g. in Day Centres or Residential homes? If so they are checked regularly to ensure regulator/connections are secure by trained employees. 					
	1.10 Alternative or emergency heating	<ul style="list-style-type: none"> Does Premises supplementary or emergency heating consist of LPG gas fire or “open bar fire. Note: Open bar fires must be removed immediately. LPG gas fires must be remote from combustibile material. No spare cylinders to be stored internally. 					
SECTION 2 PERSONS AT RISK	2.1 Staff	<ul style="list-style-type: none"> Employees are trained by a competent person to understand the Emergency Fire Action Plan for the premises and action to be taken in the event of fire (incl. key evacuation personnel, Fire Wardens etc.) Training is given on appointment e.g. Emergency Fire Action plan, specific duties in Plan, Fire risk assessment, general fire safety. Regular refresher training thereafter. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	2.1 Staff (Contd)	<ul style="list-style-type: none"> • Emergency Fire Action Plan. Regular evacuation exercises are carried out i.e. 6 monthly • Remote workers and visitors are considered in the emergency plans for the premises. • Fire extinguisher training is provided for key employees. 					
	2.2 Young Employees	<ul style="list-style-type: none"> • Young Employees (under 18), receive additional training and instruction that takes account of their lack of awareness & unfamiliarity with the general work environment. 					
	2.3 Disabled Persons	<ul style="list-style-type: none"> • There is suitable provision within Emergency Fire Action Plan for the safety of disabled persons who may be on the premises. In certain situations phased evacuation may be used. <p>Note: Phased evacuation may be considered where service users may be evacuated to pre-determined locations in the event of a fire, normally with fire wall separation from rest of building and adjacent to an external door.</p>					
	2.4 General Public	<ul style="list-style-type: none"> • Sufficient "Fire Route" signs are provided to ensure the public can act appropriately if they discover fire or on hearing the fire alarm. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	2.5 Residential Homes	<ul style="list-style-type: none"> • Instruction & training are provided to ensure the safe evacuation of residents in the event of fire. <p>Note: A detailed Emergency Fire Action Plan for the evacuation of residents must be in place taking account of sleeping, mobility, capability, support arrangements and phased evacuation of residents and numbers of employees on duty.</p>					
	2.6 Shared occupancy of buildings and offices	<ul style="list-style-type: none"> • In buildings containing more than one occupier, close co-operation & liaison between the relevant parties is required and fire evacuation procedure should be in place which takes account of all occupants. 					
	2.7 Contract Workers	<p>2.7 Contract Workers</p> <ul style="list-style-type: none"> • Contract workers are provided with a written copy of the fire instructions relating to their actions in the event of a fire • Contractors undertaking “HOT Works” comply with the Councils Health and safety Policies & Corporate Permit to Work Procedures. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
SECTION 3 FIRE ALARM	3.1 Fire Alarm Type	<ul style="list-style-type: none"> There is an electronic Fire Alarm that sounds alarm automatically. It is maintained in accordance with manufacturer's instructions and is operationally dependable. 					
	3.2 Back Up Battery	<ul style="list-style-type: none"> The fire alarm system is provided with a back up power supply that allows the alarm to operate in the event of mains failure. 					
	3.3 Control Panel	The Fire Alarm panel indicates the general area (zone) of activation.					
	3.4 Audibility of sounders	<ul style="list-style-type: none"> The FA audibility reaches a minimum level of 65 decibels dB(A) or 5dB(A) e.g. the alarm is audible in all parts of the premises above normal noise levels and in other ancillary rooms e.g. toilets, remote rooms etc. with doors closed. Where sleeping accommodation is provided, alarms must be sufficiently audible to alert residents taking account of their varied levels of hearing. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
	3.5 Suitability of type of sounder	<ul style="list-style-type: none"> The sounder is of a suitable type that all Premises users will readily understand. Voice based sounders may be more suitable for some premises e.g. day centres or residential homes. 					
	3.6 Routine Testing	<ul style="list-style-type: none"> The Fire Alarm is tested weekly, with different operating points being tested on a rotational basis over successive weeks until all points are tested. A logbook detailing these tests must be kept. (See Section11, Premises Managers Checks) 					
	3.7 Automatic Fire Detection	<ul style="list-style-type: none"> There are automatic heat & smoke detectors interlinked to the Fire Alarm system. 					
	3.8 Alerting the Fire & Rescue Service	<ul style="list-style-type: none"> A competent procedure for alerting the Fire & Rescue Service is included in the fire evacuation procedures for the building. 					
SECTION 4 FIRE FIGHTING	4.1 Fire Extinguisher	Each fire zone within the Premises has the appropriate number type and size of fire extinguisher. This should conform to fire plans for the premises.					
	4.2 Fire Points	<ul style="list-style-type: none"> The maximum travel distance to a fire point is 30 metres 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
		<ul style="list-style-type: none"> • Fire points are free from obstruction and provided with safety signage. 					
	4.3 Electrical Risks	<ul style="list-style-type: none"> • Only extinguishers indicated as being suitable for dealing with fires involving electrical equipment BS EN 3-2 are sited adjacent to significant electrical risks. • Extinguishers that do not comply with BS EN 3-2 are marked: “DO NOT USE ON LIVE ELECTRICAL EQUIPMENT”. 					
	4.4 Maintenance	<ul style="list-style-type: none"> • Extinguishers are tested annually by a competent person e.g. external fire engineering contractor 					
SECTION 5 FIRE EXIT ROUTES FIRE EXIT ROUTES	5.1 Internal routes	<ul style="list-style-type: none"> • Corridors are clear of obstructions and combustible materials and do not have damage to walls or ceilings. • Exit routes do not exceed travel distances 					
SECTION 6 FIRE DOORS	6.1 Exit Doors	<ul style="list-style-type: none"> • Exit doors on escape routes can be easily opened without the use of a key when the premises are occupied and are have appropriate signs. 					
	6.2 Internal Fire Doors	<ul style="list-style-type: none"> • Fire doors are fully and effectively self-closing against door rebates and are indicated as such by signs on both sides of the door. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
SECTION 7 EMERG. LIGHTING	7.1 Artificial Lighting	<ul style="list-style-type: none"> Sufficient lighting is provided to ensure occupants can identify and use exit routes and exit doors. 					
	7.2 Emergency Lighting	<ul style="list-style-type: none"> Sufficient emergency lighting is provided to ensure occupants can identify and use exit routes and exit doors if the mains power supply is interrupted. 					
SECTION 8 FIRE SIGNAGE	8.1 Escape Route	<ul style="list-style-type: none"> Exit signs comply with current standards (pictogram type), and are suitably sited on exit routes and at exit doors to clearly & unambiguously identify exit routes to occupants. 					
SECTION 9 WINDOWS	9.1 Open windows	<ul style="list-style-type: none"> Windows are not left open after working hours. (This can assist fire spread.) 					
SECTION 10 FABRIC OF BUILDING	10.1 Ducts or Flues	<ul style="list-style-type: none"> All ducts or Flues are identified. Note: Assistance of the Building Maintenance Inspector in Facilities Unit will be required to check these issues. All Ducts and Flues have been checked to ensure they do not penetrate Fire Walls. If they do they are appropriately fire protected e.g. fire dampers. 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
SECTION 10 FABRIC OF BUILDING (Contd)	10.2 Walls & Ceilings	<ul style="list-style-type: none"> • There are no areas with synthetic ceiling or wall coverings such as polystyrene tiles in place. <p>Note: Assistance of the Building Maintenance Inspector, Facilities Unit will be required to check these issues.</p> <ul style="list-style-type: none"> • All large wooden surfaces are free from flammable varnishes. 					
SECTION 11 MAINTENANCE & RECORDS All records of maintenance and services are kept in the Premises Managers Handbook.	11.1 Fire Alarm	<ul style="list-style-type: none"> • The Fire Alarm is tested weekly. 					
	11.2 Break Glass Points	<ul style="list-style-type: none"> • Records of all Fire Evacuation drills are kept, with action points detailed if required (min 6 monthly) 					
	11.3 Fire Evacuation Drills	<ul style="list-style-type: none"> • Records of all Fire Evacuation drills are kept, with action points detailed if required (min 6 monthly) 					
	11.4 Emergency Lighting	<ul style="list-style-type: none"> • Emergency lighting tested on a 6 monthly basis. <p>Emergency lighting service history kept</p>					
	11.5 False Alarm activation	<ul style="list-style-type: none"> • Records are kept of all false fire alarm activations 					
SECTION 12 Emergency Fire Action	12.1 Plan in place	<ul style="list-style-type: none"> • The premises has an Emergency Fire Action Plan in place that has been reviewed in the past 12 months 					

KEY AREA	SPECIFIC AREA	RECOGNISED PERFORMANCE STANDARD	OBSERVATION	ACTION REQUIRED	RISK LEVEL		
					H	R	RR
Plan	12.2 The evacuation plan includes all disabled persons	<ul style="list-style-type: none"> The evacuation plan includes a management plan for the evacuation of persons with mobility problems, elderly 					
	12.3 Specialist training	<ul style="list-style-type: none"> Numbers of employees identified by risk assessment to be trained in the use of fire extinguishers. 					

EMERGENCY FIRE ACTION PLAN***EXAMPLE OF INFORMATION REQUIRED FOR AN EMERGENCY FIRE ACTION PLAN*****RESPONSIBILITY FOR THE EMERGENCY FIRE ACTION PLAN:****Premises Manager****Period of Review - Annually**

This emergency plan has been developed following a fire risk assessment of the premises. The aim of the plan is to ensure that in the event of fire everyone, (including contractors and casual employees) is sufficiently familiar with the action they should take in order that the building can be safely evacuated. The emergency fire action plan and fire risk assessment are kept by the Premises Manager and available for inspection by Officers from the Fire & Rescue Service.

Note: If the premises is shared with other Services or organisations the Emergency Fire Action Plan should be drawn up in consultation with these Services and organisations.

1) Address of premises to which this emergency fire action plan relates:**2) Occupier(s) of the premises:**

(Take account of the fact the premises may be multi occupancy with different organisations being resident)

3) The use or uses of the premises covered by this emergency fire action plan:

(e.g. office, warehouse, school, care home, leisure centre, depot)

4) Fire warning arrangements:

General description and type of fire alarm system installed in the premises. Fire alarm systems comprise Control panel, Call points, Detectors and Sounders

The following is an example of a fire alarm warning system:

- Electrical system with smoke detectors;
- Powered by secondary batteries kept fully charged;
- General alarm signal is audible throughout the premises and the sound is produced by bells/sirens;
- There are manually operated (break glass) call points distributed throughout the premises (these should be individually numbered and identified on the fire safety arrangements drawing);
- The alarm sounds continually throughout the premises when activated by any manual call point;
- To silence and reset the fire alarm – go to main panel at (identify location) and reset.

5) Appointed Personnel: - Identify those personnel with specific duties in the event of a fire on the premises.

The following personnel (list names/deputies) are required to enable a safe and controlled evacuation of staff and visitors from the premises (include details of the duties in the Appendix) – (see Appendix A for example).

- Fire Marshall
- Marshalling Officer
- Fire Evacuation Officer
- Switchboard Operators / Reception Staff
- Officers trained in the use of fire evacuation chairs

6) Identify any staff who are especially at risk:

For example those staff who may be exposed to or in the proximity of higher risk areas such as working with machinery, working near flammable material, gas, electricity or chemicals.

7) Identify the arrangements for disabled, young and elderly persons evacuation:

Special arrangements will be required dependant on the premises e.g. Day Centres, Residential Homes, Public premises (Libraries, Museums, Town Halls).

8) Identify the arrangements for outside contractors and maintenance workers:

9) Identify any specific arrangements if necessary for high fire risk areas in the workplace (e.g. storage of flammable material, gas, chemicals):

10) Identify the procedures for liaising with the Fire & Rescue Service at the incident:

11) Identify those staff trained to assist members of staff / public in an evacuation:

12) Fire training programme – Responsibility of a Senior Officer within a Service.

All employees are regularly trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. Training is reinforced by holding fire evacuation drills. Occasionally one exit or escape route is declared unavailable so that staff will become familiar with the alternative routes.

Training based on these written instructions which include the fire procedure described in this Emergency Fire Action Plan and must include the following:-

- a) Familiarisation with the means of escape from the premises.
- b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- c) Stopping machines and processes and isolating power supplies where appropriate.
- d) The method of calling the Fire & Rescue Service.
- e) The location and safe use of fire fighting equipment.
- f) The action to be taken on discovering a fire.
- g) The action to be taken when the fire alarm sounds.
- h) Evacuation of the building (staff / public).
- i) The location of the assembly point(s) and the correct roll call procedure.

Instruction, training and exercises are carried out not less than once in each of the following periods:

Instruction and training:

- For new staff on induction;
- Refresher training for all staff every 12 months;
- Fire drills every 12 months.

Training specific to Appointed Persons – as required i.e. initial training followed by regular refresher training.

13) Emergency fire action plan fire safety arrangements drawing:

The following fire safety arrangements are indicated on the attached drawing:

- Essential structural features – workplace layout, escape routes, doorways, walls, partitions, corridors stairways;
- Means for fighting fire – fire extinguishers, fire blankets, fire hydrant;
- The location of manually operated fire alarm call points and control equipment for the fire alarm system;
- The location of the electrical supply intake, the main water shut off valve and the main gas shut off valve.

APPENDIX A

APPOINTED PERSONS DUTIES (List names/deputies and identify their area of responsibilities in the premises in the event of fire)

- **Fire Marshall** – (e.g. the Fire Marshall will be responsible for ensuring the building has been evacuated and for liaison with the emergency services when they arrive on the scene).
- **Marshalling Officer** – (The main duties of the Marshalling Officers is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall).
- **Fire Evacuation Officer** – (The main duty of the Fire Evacuation Officers is to ensure that all personnel are evacuated from their sector of the building).
- **Switchboard Operators / Reception Staff** – (The main duties of the switchboard operators / reception staff are to inform the emergency services of the incident and to stop vehicles entering the car park).
- **Officers trained in the use of fire evacuation chairs** – (It is the responsibility of these trained officers to assist, wherever possible and if it is safe to do so, with the evacuation of disabled persons).

FIRE PROCEDURE

The procedure to be followed in the event of fire, and displayed in Fire Action notices: (*see Fire Action Notice example template below*)

The Fire Action notice should include information on the following :-

- Action on Discovering a fire - (e.g. person discovering a fire to clear personnel from the room and close the door, then activate the fire alarm).
- Action on Hearing a Fire Alarm - (Employees make safe any operation they are involved in and follow the safest evacuation route to their fire assembly point – NEVER use lifts to evacuate a building).
- Suggested Primary Exit Route - (Identify the primary exit routes from the premises e.g. Main door, Rear door etc. In the case of a large premises show the primary route for each Department).
- What to do in the event of a fire during “non standard” hours (ie. before 0900 and after 1700 on weekdays, at weekends and Public Holidays).
- Use of fire extinguishers - (Employees will not normally be expected to attempt to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so).
- Employee responsibilities – (Must know how to find the escape routes provided).
- Calling the Fire & Rescue Service - (a nominated person (having designated Deputies) will call the Fire & Rescue Service immediately the fire alarm sounds - Management must ensure that the Fire & Rescue Service are called even if the designated person fails to do so. It should also be noted that the premises fire alarm system may be linked to an external Agency who will contact the Fire Service. This arrangement can be verified by contacting Facilities Section who will be able to confirm if this is the case).
- Managing Evacuation of Disabled Persons – (Identify what the procedure is for assisting disabled visitors or employees and who will assist these persons in the event of the Fire Evacuation Procedure being implemented).

FIRE ACTION NOTICE – Example Template

In the event of fire the following procedures shall be implemented.

1	<p>Action on discovering a fire</p> <ul style="list-style-type: none"> • Clear personnel from the room; • Close the door; • Activate the nearest fire alarm call point.
2	<p>Action on hearing a fire alarm</p> <ul style="list-style-type: none"> • Make safe any operation you are involved in; • Follow the safest evacuation route to the fire assembly point; • NEVER use lifts to evacuate a building.
3	<p>Suggested Primary Exit Route</p> <ul style="list-style-type: none"> • Identify the primary exit routes for the premises.
4	<p>Use of fire extinguishers</p> <ul style="list-style-type: none"> • Employees will not normally be expected to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so.
5	<p>Employee responsibilities</p> <ul style="list-style-type: none"> • Employees must know how to find the escape routes provided; • Employees must know how to operate the fire alarm.
6	<p>Calling the Fire & Rescue Service</p> <ul style="list-style-type: none"> • A nominated person will call the Fire & Rescue Service immediately the fire alarm sounds.
7	<p>Managing evacuation of disabled persons</p> <ul style="list-style-type: none"> • People within a premises identified as being at greater risk from fire will have persons designated to assist in any fire evacuation.

FIRE ALARM SYSTEM

Testing – Describe the arrangements for testing the fire alarm - (e.g. the fire alarm system shall be tested on a weekly basis by (enter person responsible and how the test will be carried out) e.g. by activating the call point on a cyclic basis until all call points have been tested then commence at the beginning). The test will be conducted at (show time and day) unless circumstances dictate otherwise and a record of test showing which call point has been activated kept along with any actions required. For out of office hour employees the weekly test is carried out and recorded on a monthly basis in order that these employees will recognise the fire alarm actuating in an emergency.

MAP SHOWING THE FIRE ASSEMBLY POINTS FOR THE PREMISES

Prepare a plan of the site showing the location of Fire Risers (if installed), the Fire Control Panel, Fire Alarm Points, Detectors, Emergency Lighting, Fire Fighting Equipment and Emergency Exits (see Section 2 Plan of Premises).

FIRE SAFETY RECORDS – Log Book

A fire precautions log book is kept in the premises, and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- The means for detecting fire and for giving warning in case of fire e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other devices;
- The means for fighting fire, e.g. portable equipment or fixed fire suppression systems;
- Any smoke management, smoke control or smoke venting facility;
- The emergency escape lighting system;
- Instruction and training;
- Fire drills.

The record further includes:

- The date on which the testing and maintenance was carried out and by whom;
- The date on which any defects were reported and the person responsible for carrying out the action;
- The date on which the defect was remedied and by whom.

FIRE EVACUATION

Example of a Fire Evacuation – Marshalling Officer Checklist

Responsibilities: The main duty of the Marshalling Officer(s) is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall.

The Marshalling Officers shall:

- a) Position themselves at their assigned fire evacuation assembly point.
- b) Take reports from the Fire Evacuation Officers that their sector of the building has been evacuated.
- c) Report to the Fire Marshall when all areas have been reported as clear by the Fire Evacuation Officers along with any information received on the location, cause and seriousness of the fire/incident. Report on any persons using a safe refuge also the location of that refuge.
- d) Await further instructions from the Fire Marshall.

Date of evacuation:	Time fire alarm sounded	Time contacted Fire Marshall	Location/details of fire (if known)

Fire Evacuation Officer	Deputy(ies)	Are all rooms evacuated?	Do you know of any personnel in refuge areas?	Do you have any details re. the location of the fire?	Time report received