Fire Safety Policy

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The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG website:

www.shropshiretelfordandwrekinccg.nhs.uk

Printed copies or those saved electronically must be checked to ensure they match the current online version.

Contents

1   Introduction

It is the policy of NHS Shropshire, Telford and Wrekin CCG (STW CCG) to seek to ensure as far is reasonably practical, that all steps are taken by the organisation to minimise the effects of fire.

The CCG acknowledges its responsibility for the safety of people, if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

The fire safety policy, together with any subsequent revisions, will be brought to the notice of all STW CCG employees.

2   Purpose

STW CCG takes every step necessary to ensure all staff are aware of potential fire risks and hazards. The Regulatory Reform (Fire Safety) Order 2005 requires the CCG to observe specific requirements in order to reduce the risk of a fire occurring by:

- Providing a safe working environment and paying attention to fire prevention and evacuation procedures;
- Ensuring that systems are in place and regularly scrutinised to ensure their adequacy, i.e. emergency fire evacuation drill, inspection of the means of escape and ensuring maintenance of fire warning systems and firefighting equipment is undertaken by the relevant organization;
- Ensure building's Landlords and/or NHS Property Services carry out a Fire Risk Assessment of the workplace (including all employees and all other people who may be affected by fire in the workplace) and to make adequate provisions for any less able – bodied persons on site; where this is not possible CCG's Competent person will complete the Fire Risk Assessment.
- STW CCG carries out regular Fire Risk assessments for employee areas of demise to ensure we are compliant with the RRFSO.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk;
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evacuation procedures on

Induction and via annual mandatory updating for all staff of STW CCG.

The Fire Safety policy is available to all staff in order to help them become aware of potential fire risks and hazards. The Fire Safety policy also informs staff of what to do in the outbreak of a fire and how best to ensure the safety of staff, and others.

3 Responsibilities

3.1 The Accountable Officer

The Responsible Person for Fire Safety within the organisation is by default the employer and in the case of STW CCG, this would be the Accountable Officer.

However, the landlord, by default also has responsibility for Fire Safety as they are responsible person for the building overall, including any fire alarm & detection system, and emergency lighting.

The Accountable Officer has nominated the Director of Corporate Affairs as the person with managerial responsibility.

The Accountable Officer is responsible for:

- Reviewing the implementation of the Fire Safety Policy
- Demonstrating commitment to the promotion of fire safety within the CCG;
- Ensuring sufficient resources are allocated to implement the Fire Safety Policy and Procedures;
- Ensuring that mandatory training for all employees is provided and that adequate resources are available to meet those training needs.

3.2 Executive Directors and Deputy Directors

Overall and final responsibility for health and safety performance, and legal compliance lies with the Executive Team who will receive and review regular reports on progress.

3.3 Specialist Staff

The Director of Corporate Affairs is responsible for the implementation of the Fire Safety Policy, and for the following:

- Ensuring compliance with the general requirements for good

Fire Safety within all departments and areas of the CCG as detailed;
- Confirming inspections and tests on Fire Safety and Fire Safety equipment are being conducted (e.g. alarm systems, emergency lighting, fire door closures);
- The provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting;
- Ensuring staff receive Fire Safety training appropriate to the level of risk and duties they may be required to perform;
- Ensuring competent persons (Fire Wardens) are appointed in all areas;
- Maintain appropriate fire evacuation plans;
- Ensuring fire drills are carried out and advising on any remedial action;
- Ensure personal emergency evacuation plans are completed accordingly.

The MLCSU Health Safety (Fire) & Security Officer will support as a 'competent person' as defined in the Management of Health and Safety at Work Regulations 1999, in all matters of health and safety that directly affects STW CCG and its employees. This includes Fire Safety.

The Health Safety Fire & Security Officer will carry out Fire risk assessments for the CCGs area of demise and where required, offer advice, guidance and training.

3.4   Line Managers
- To practice and promote fire prevention in their working area and lead by example;
- To ensure that staff attend fire training annually;
- To escalate any concerns around evacuation and fire safety.
- To know and follow the fire evacuation plan and disseminate this to staff
- To ensure any new starters receive a local fire induction

3.5   All Staff
- To know and follow the fire evacuation plan if a fire breaks out;
- To report all suspected or discovered fires;
- To know the fire hazards in their environments;
- To practice and promote fire prevention in their working area;
- To attend fire training annually;
- To report any concerns around evacuation and fire safety.

3.6   Committees and Groups
Health and safety performance (including Fire) will be measured by the MLSCU Health & Safety Officer and reported back to the Audit Committee on a quarterly basis by:

- Monitoring corporate performance standards.
- Regular auditing and undertaking inspections.

- Accident/incident reporting and investigation.

4 Procedures / Processes

4.1 Fire Risk Assessment

STW CCG will liaise with the landlord (or NHS Property Services where applicable) to ensure that Building Fire Risk Assessments (FRAs) are conducted on all properties occupied by it for the purposes of its business. This will be recorded in the buildings Fire Log Book.

Risk assessments will be reviewed annually or if a process changes or temporary works are due and the significant findings are to be recorded.

4.2 Fire Wardens

The Director of Corporate Affairs is responsible for appointing sufficient Fire Wardens to oversee evacuations for their respective areas at all times of the day. This training can be provided by the Commissioning Support Unit (CSU) Health & Safety Team.

Roles and Responsibilities:

- To oversee fire safety issues within their areas of responsibilities;
- To assist in the fire safety regime within their areas of responsibilities;
- To assist in the fire response in their areas;
- To liaise with other fire wardens and appointed building fire officer;
- To ensure that all staff and visitors within their areas are accounted for during an incident.

4.3 Fire Drills

A fire drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

a. The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned;

b. The means of escape are used in accordance with a pre-determined and practiced plan;

c. If evacuation of the building becomes necessary, staff should be aware of what to do.

Fire drills will be held at least **once** a year and conducted in conjunction with other tenants of the building and landlord. This will be recorded in the building Fire Log Book. Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the supposed fire should operate the fire alarm and,

thereafter, the fire routine should be rehearsed as circumstances allow.

Normally advance warning should **not** be given of the fire drill. However, you can individually warn anyone who may need to know in advance. Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified. It is good practice to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.

4.4 Fire Detection and Warning Systems, Emergency Lighting and Fire Fighting Equipment

STW CCG will seek assurance through its landlord (or NHS Property Services where applicable) to ensure that there is a suitable and sufficient fire detection and warning system, emergency lighting and firefighting equipment installed within the CCG's areas of responsibilities. The CCG will also ensure, through liaison with the landlord and NHS Property services, that all equipment and systems are tested and maintained in accordance with the relevant legislation and standards.

Further guidance can be found at Appendix 1 (Fire Safety and Prevention measures in CCG premises).

4.5 Means of Escape

All corridors and stairways that form part of designated escape routes are to be kept clear and hazard free at times. In addition all fire exit doors are to be kept clear at all times and regular checks are require to ensure that these doors open freely without any obstructions and remain in good working condition.

Further guidance on means of escape can be found at Appendix 1 (Fire Safety and Prevention measures in CCG premises).

4.6 Fire Prevention

STW CCG places great emphasis on fire prevention in order to minimise the risk of a fire occurring. In order to achieve this all employees and visitors are to ensure:

a. All waste material must be kept in suitable containers before it is removed from the premises;
b. All combustible material must not be stored against electrical equipment or heaters;
c. All excess combustible material must be stored in a dedicated storage area that is fire resistant;
d. No unauthorised electrical equipment is to be used within the CCG office space;
e. Electric plug sockets are not to be overloaded and only authorised extension cables are to be used. The use of 3 way adaptors is prohibited.

STW CCG will also ensure, by liaising with the landlord and NHS property services that all mechanical and electrical equipment within the CCG's area of responsibility is maintained, serviced and tested in accordance with relevant legislation, guidance and standards including:

a.   Fixed Wire Testing and Portable Appliance Testing;
b.   Heating Systems
c.   Lifts

Further guidance on Fire Prevention can be found at Appendix 1 (Fire Safety and Prevention measures in CCG premises).

4.7   Smoking

Smoking is prohibited within the CCG premises for all staff and visitors. This includes the use of E-Cigarettes

4.8   Personal Emergency Evacuation Plans (PEEP)

When planning evacuation procedures and assessing the adequacy of fire precautions, consideration must be given to the requirements of people with disabilities. Some common forms of disability that you may need to take account of include:

a.   Mobility impairment, which can limit speed of evacuation.
b.   Hearing impairment, which can limit the response to an alarm.
c.   Visual impairment, which can limit the ability to escape
d.   Learning difficulties, which can affect the response to an alarm.

Where people with disabilities (employees and visitors) work in or use the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures. However, in some cases, more individual arrangements involving the development of personal emergency evacuation plans (PEEPs) may need to be considered.

See Appendix 2 for a template of a PEEP form

5   Related Documents

The overall Fire Policy is supported by a number of other operational policies/procedures that provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this policy but should be read in conjunction with it. These documents are all available on the CCG Staff intranet.

A list of supporting policies/procedures are:

•   Health and Safety Policy
•   Display Screen Equipment Policy

- First Aid Policy
- Health and Wellbeing Management Policy
- Accident & Incident Reporting Procedure
- Lone Working Policy
- Managing Challenging Behaviour Policy
- Office Safety Procedure
- Safe Driving at Work Policy
- Security Policy
- Agile Working Policy

6 Dissemination

For health and safety management to be effective within the organisation, this strategy must become a living document and a natural "part of everyday working practice".

A structured and supportive approach for the implementation of this strategy will demonstrate STW CCG's commitment that all staff are taking positive steps and working in partnership with each other and stakeholders to provide a positive health and safety culture within the organisation.

To achieve this, the Fire Safety Policy will be;

- Approved by STW CCG's Audit Committee and reviewed every 3 years unless there is a change in legislation or guidance or through lessons learnt.
- Circulated to all Managers, with specific responsibilities detailed in the document.
- Available electronically on the CCG's shared drive and via the CCG's staff intranet.
- Available to all stakeholders on request (in an appropriate format).

7 Advice and Training

7.1 Advice

Any employee who has concerns about any aspect of fire safety management within the CCG or the services it provides, should raise the issue, firstly, with their line manager or failing that with the CCG's Health and Safety Support.

Contact details

Mark Jump Health & Safety (Fire) and Security Manager – 07771996217

7.2 Training

It is the responsibility of line managers to ensure that all staff (including temporary and agency staff) are given appropriate information

about, and instruction in, the fire precautions and evacuation procedures to be taken or observed in the premises.

Information and instruction will be given during corporate and local induction at the start of the person's employment in STW CCG, and whenever there is a change in the fire risk.

The need for further training will be determined by the Director of Corporate Affairs but all staff must undertake as a minimum the mandatory fire training each year. Training, including Fire Warden Training can be provided by the Commissioning Support Unit (CSU) Health & Safety Team.

The C C G must ensure a record is kept of all fire safety training undertaken. Records should include the type of training, local information and instructions provided, date and names as necessary. These may be kept electronically.

8 Review and Compliance Monitoring

8.1 Review
The Audit Committee has responsibility for ensuring that health and safety performance is reviewed and will ensure that regular progress reports are presented to the Governing Body.

8.2 Compliance Monitoring
The Audit Committee has responsibility for monitoring the effectiveness of the Fire Safety Policy and will ensure that regular progress reports are presented to the Governing Body.

9 Fraud Bribery and Corruption

9.1 Unfortunately fraud, bribery and corruption, as well as theft, does occur throughout the NHS, and as such all NHS employees have a duty to ensure that public funds are protected. The CCG is committed to reducing the level of fraud, bribery and corruption (economic crime) within the NHS to an absolute minimum and keeping it at that level, freeing up public resources for better patient care.

9.2 If an employee, manager or volunteer suspects that there has been a potential act of fraud, bribery or corruption against the CCG or the wider NHS, or has seen any suspicious acts or events, they must report the matter to the CCG's Counter Fraud Team (contact details can be found on the CCG's public website) or report the matter to

the NHS Fraud and Corruption Reporting Line on 0800 028 4060. Alternatively reports can be made through the online reporting tool at https://cfa.nhs.uk/reportfraud. Further advice on counter fraud issues is available from the Executive Director of Finance, Deputy Executive Director of Finance/Fraud Champion and the CCG's Counter Fraud Team.

CCG Counter Fraud Contact details:

Paul Westwood (Heads CW Audit's Counter Fraud Team and is the CCG's nominated Local Counter Fraud Specialist)

Tel: 07545 502400
Email: paul.westwood@cwaudit.org.uk
Email: pwestwood@nhs.net (secure)

10   Counter Fraud

10.1 This policy should be read in conjunction with the CCG's policies covering counter fraud, bribery and corruption which can be found on the CCG's website (www.shropshiretelfordandwrekinccg.nhs.uk) or you can contact a member of the Team who will be able to supply a copy.

11   References

a.   The Health and Safety at Work etc. Act 1974;

b.   The Management of Health and Safety at Work Regulations 1999;

c.   Regulatory Reform (Fire Safety) Order 2005 (RRFSO);

d.   HM Government Fire Safety Risk Assessment – Offices and Shops - (ISBSN 978185112815 – 0);

e.   Health Technical Memorandum 05-01: Managing healthcare fire safety (Second edition) dated April 2013;

f.   Disability and the Equality Act 2010;

g.   The Building Regulations 2010 Approved Document M – Access to and Use of buildings;

h.   The Building Regulations 2010 Approved Document B (Fire Safety) – Volume 2 – Buildings other than dwelling houses – 2006 edition incorporating 2007, 2010 and 2013 amendments;

i.   The Health and Safety (Safety Signs and Signals) Regulations 1996;

j.   The Smoke – free (Exemptions and Vehicles) Regulations 2007;

k.   IEE's Wiring Regulations 17th Edition wiring regulations (BS 7671);

l.   BS 5588 Fire precautions in the design and construction of buildings;

m.   BS EN 2 Classification of fires;

n.   BS EN3 Pt. 7 2004 Characteristics, performance requirements and test methods;

o. BS 5306 Pt. 3 2009 Fire extinguishing installations and equipment on premises;
p. BS 5306 Pt. 8 2007 Selection and positioning of portable fire extinguishers;
q. BS 6643 Pt. 1 2008 Recharging fire extinguishers;
r. BS 6643 Pt. 2 2008 Specifications for powder refills;
s. BS EN 50172 (BS 5266-8): Emergency Lighting;
t. BS 5891-1: Fire detection and alarm systems for buildings;
u. BS 5499: Safety Signs Including Fire Safety Signs;
v. BS 5839 – 1; Fire detection and alarm systems for buildings

Appendix 1 - Fire Safety and Fire Prevention measures in CCG Premises

1.   Housekeeping

Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in premises should be monitored carefully. Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed.

Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Skips if used should be a minimum of 6m away from any part of the premises.

2.   Storage

Many materials found within your premises will be combustible. If there are inadequate or poorly managed storage areas then the risk of fire is likely to be increased. The more combustible material you store the greater the risk of fuel to a fire.

Combustible materials are not just those generally regarded as being highly combustible, such as polystyrene, but all materials that will readily catch fire. Careful consideration of the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced.

In offices the retention of large quantities of paper records, especially if not filed away in proprietary cabinets, can increase the fire hazard. Care is to be taken to ensure that there is not a build-up of paper records and files. Records archiving should be undertaken in a secure area linked to the fire alarm system.

All staff are to be made aware of the hazards and risks of improper storage of combustible materials. Do not pile combustible material against electrical equipment or heaters, even if they are turned off in the summer and do not allow smoking in or around areas where combustible materials are stored externally.

Store excess combustible materials and stock in a dedicated storage area, storeroom or cupboard that is fire resistant. Do not store excess stock in escape routes or areas where staff or visitors would normally have access.

Under no circumstances are electrical and gas service cupboards and rooms to be used as storage areas for combustible materials.

3.   Voids

Voids (including roof voids) must not be used for the storage of combustible materials. Such voids should be sealed off or kept entirely open to allow for easy access for inspection and removal of combustible material.

4.   Combustible Waste and Packaging

Delivery of some goods results in large quantities of combustible waste and packaging. The siting, use and removal of these materials needs to be carefully managed to ensure that they cannot come into contact with potential ignition sources and to not cause obstructions.

5.   Equipment and Machinery

Lack of preventive maintenance on equipment and machinery increases the likelihood of failure resulting in overheating or sparking and hence an increased risk of fire starting. All machinery, apparatus and office equipment should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

6.   Heating

Individual heating appliances require particular care if they are to be used safely, particularly those which are kept for emergency during power cut or as a supplementary during severe weather. The greatest risks arise from lack of maintenance and misuse.

Convector or fan heaters should be preferred to radiant heaters because they present a lower risk of fire and injury. The following rules should be observed:

- All heaters must be kept clear of combustible materials and in a position where they do not cause an obstruction. Their use must be continuously risk assessed.

- The use of portable fuel burning heaters, including bottled gas (LPG) are not to be used in the office environment.

Gas heating appliances should only be used in accordance with manufacturer's instructions and will be serviced annually by a competent appointed contractor.

7.   Hot Work

The CCG requires that where any hot works are to be carried out within their areas of responsibility, then a permit to work is to be in place. The permit to work is to be controlled by either the building manager or NHS Property services. Hot work is defined as burning, welding, brazing, soldering, grinding or cutting work producing sparks, during activities such as plumbing and flat roof work. Such works are usually carried out by contractors.

8.   Electrical systems

8.1   Fixed Wiring

Fixed wiring systems are installed and maintained in accordance with the IEE's Wiring Regulations 17th Edition wiring regulations (BS 7671). Fixed wiring will be subject to routine examination and testing by a NICEIC (National Inspection Council for Electrical Installation Contracting) accredited company at a minimum of every five years.

Work on fixed systems must only be done by persons who are competent to do this.

8.2 Portable Appliances

Portable appliances will be subject to routine inspection and testing.

Where a permanent supply is required all reasonable steps will be made to modify the mains circuit to provide a permanent outlet and avoid long-term use of portable extension leads or multi-socket adaptors.

The Designated Person will ensure that arrangements are made for the above tests to take place.

Where employees provide their own electrical equipment such as mobile phones these will, where possible, be included in the portable appliance testing. All new portable items introduced into sites must be reported to the Designated Person for inclusion in the appropriate register of appliances.

9. Arson

All premises can be targeted deliberately or just because they offer easy access. Be aware of other deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of and record any small 'accidental' fires on the premises and investigate them fully.

10. Display Materials and Decorations

Displays are often located in corridors, entrance foyers etc. and generally comprise of materials such as paper, cardboard and plastic which provide a means for rapid spread of fire. To reduce the risk of fire spread the CCG will try and:
- Avoid the use of displays in corridors and foyers;
- Minimise the size and number of display areas to discreet, separate areas;
- Keep displays away from light fittings and heaters;
- Keep displays away from ceiling voids which may lack fire barriers; and
- Ensure that there are no ignition sources in the vicinity.

Staff information should be confined to appropriately located display boards in areas away from escape routes. Display boards may be used on escape routes as long as they are no bigger than 1m² or have been enclosed in a sealed display case.

11. Fire Precautions and Maintenance

The CCG will ensure, via its landlord or NHS Property Services, that the site maintains records of the routine fire safety checks and fire risk assessments in the fire safety log book. This log is required to be accessible at all times for inspection or checks by the local enforcing authorities.

12. Fire Detection and Alarm Equipment

The provision of adequate means of detecting a fire and raising the alarm are of vital importance in offices. Early detection permits time for orderly evacuation and allows time for fire to be tackled at an earlier stage, therefore reducing the risk to life and the damage caused.

Buildings will have a means for warning persons within the building of a fire. This is done by a combination of automatic smoke and heat detectors and manual break-glass call points.

12.1 Testing and Maintenance

The CCG's landlord will ensure competent persons have been appointed to conduct all aspects of the testing and maintenance as follows:

Requirement	Responsibility	Remarks
Daily check of Fire Panel – power supply in place and no fault lights showing.	Estates Team	Any faults should be logged in Fire Safety Log Book(located in main reception) and reported to the approved specialist fire alarm engineer
Weekly check – manual call point activated (using a different call point for each successive test). Manual call points may be	Building nominated competent person?	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be reported immediately.

numbered to ensure they are sequentially tested		
Six – monthly servicing and preventive maintenance of fire alarm	Approved specialist fire alarm engineer	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied immediately.

Further guidance on testing and maintenance of the fire warning systems can be found in BS 5839 Part 1.
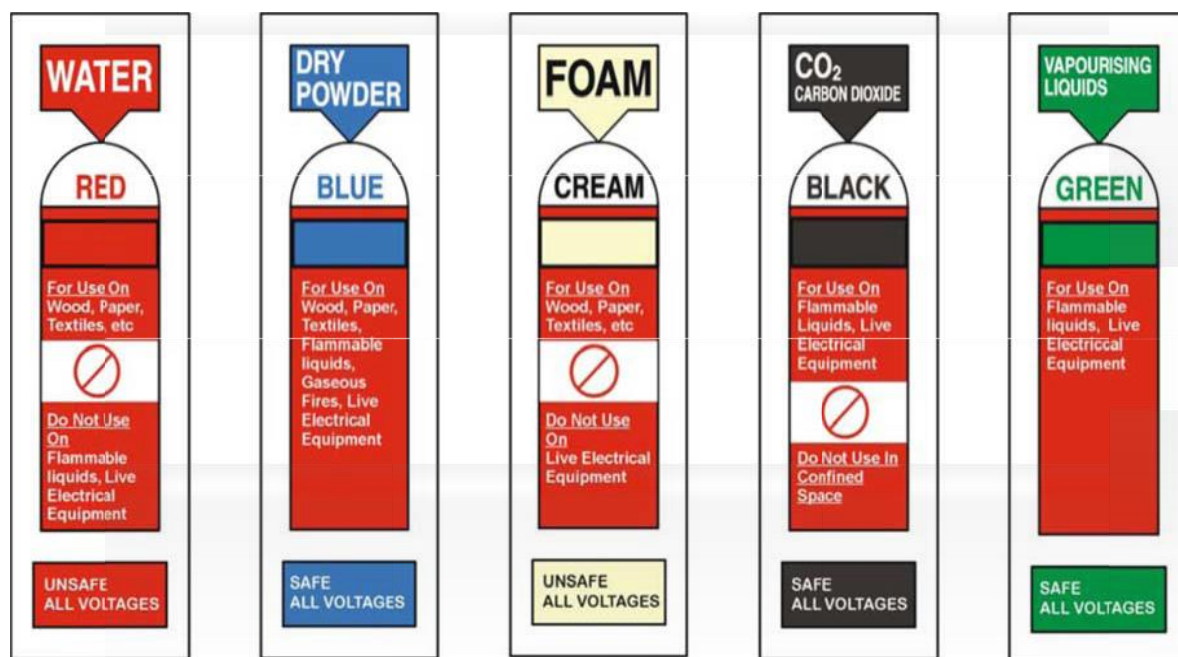
13.   Fire Fighting Equipment

In offices the emphasis must be towards the safety of staff and visitors rather than fighting the fire; extinguishers should primarily be used to protect life and facilitate safe escape. They should only be used, by trained staff, if they can be used safely and without risk of trapping the user.

Fire extinguishers should normally be located in conspicuous positions on escape routes, preferably next to exit doors, and should not become a trip hazard. Wherever possible, fire-fighting equipment should be grouped to form fire points. These must be clearly visible and conspicuously indicated so that fire points can be readily identified.

The CCG will ensure a competent servicing contractor is appointed, via the landlord, to undertake the annual fire extinguisher servicing and maintenance and the records for this are to be held on site in the fire safety log book.

The CCG has nominated the landlord as its competent person to have a monitoring role to ensure that the annual servicing of firefighting equipment is taking place as required and to report any defective units identified during the monthly inspections to the contractor for repair or replacement. All defects are to be recorded in the fire safety log book with action taken to rectify defect.

WATER	DRY POWDER	FOAM	CO₂ CARBON DIOXIDE	VAPOURISING LIQUIDS
RED	BLUE	CREAM	BLACK	GREEN
For Use On Wood, Paper, Textiles, etc	For Use On Wood, Paper, Textiles, Flammable liquids, Gaseous Fires, Live Electrical Equipment	For Use On Wood, Paper, Textiles, etc	For Use On Flammable Liquids, Live Electrical Equipment	For Use On Flammable liquids, Live Electriccal Equipment
Do Not Use On Flammable liquids, Live Electrical Equipment		Do Not Use On Live Electrical Equipment	Do Not Use In Confined Space	
UNSAFE ALL VOLTAGES	SAFE ALL VOLTAGES	UNSAFE ALL VOLTAGES	SAFE ALL VOLTAGES	SAFE ALL VOLTAGES

13.1 Testing and Maintenance

The following checks are required to be carried out by a nominated person on all fire-fighting equipment. All records of checks are to be recorded in the   Fire Safety Log Book and any faults / damage reported to the firefighting equipment contractor for remedial action.

Weekly

- All fire extinguishers are in their correct place.
- All fire extinguishers are clearly visible.
- No visible damage i.e. safety pins have not been tampered with.

Monthly

- The pressure in 'stored pressure' fire extinguishers is correct (Done during CSU 3 monthly Audit)

Annual

- Service by a nominated competent contractor and replacement of safety pins (colour coded).

In addition discharge testing must be done by the competent contractor at least every 5 years.

For more information on extinguisher testing please refer to BS EN3 and BS 5306 – 3 Annex A&B.

13.2   Fire Blankets

Fire blankets should comply with the 'light duty standard' as defined in BS 6575 and are useful for small discrete fires such as those in kitchens, and putting out fires on people's clothing.

14.   Means of Escape

Means of escape enable a person to move away from a fire via structural parts of a building (corridors / staircases) to reach a place of safety. The extent of a means of escape is dependent on the assessed fire risk, size of the premises and profile of occupants.

It is essential that escape routes and the means provided to ensure they are used safely, are managed and maintained to ensure they remain usable and available at all times when the premises are occupied. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor or stairway that will be used as an escape route.

14.1   Testing and Maintenance (Landlord Responsibility)

The following checks are required to be conducted, recorded and remedial action taken accordingly. Estates Manager and MLCSU H&S Team will work together to ensure assurance has been sought on the following:

Weekly Checks

- Check all emergency fastening devices to fire exits (push bars and pads).
- Check all internal / external routes are clear and safe.
- Check to ensure all electronic release mechanisms on escape doors work correctly. Ensure they 'fail safe' in the open position. This can be done at the same time the fire alarm is tested on a weekly basis and a record must be made in the fire safety log book to confirm doors closed as intended.

Monthly Checks

- Check fire door seals and self-closing – devices are in good condition.
- Check all internal self – closing fire doors work correctly.

15.   Emergency Lighting (Landlord Responsibility)

Escape lighting is that part of the emergency lighting which is provided to ensure the escape routes are illuminated at all material times. (Emergency lighting is that provided for use when the power supply to the normal lighting fails).

The escape lighting should cover the corridors, stairways, large day rooms (those indicated for more than nine service users and which have a floor space exceeding 25m²), other large rooms and any external routes to a place of safety.

Escape lighting should be installed in accordance with the current version of BS 5266: Part 1.

15.1   Testing and Maintenance (Landlord Responsibility)

BS EN 50172:2004/ BS 5266-8:2004 Emergency escape lighting systems, specifies the minimum provision and testing of emergency lighting for different premises and also

additional information on servicing can be found in BS 5266 – Part 1 – 2005 Emergency lighting. The following tests are required and must be recorded in the fire log book:

Monthly

- Short functional test in accordance with BS EN 50172:2004/ BS 5266-8:2004. The period of simulated failure should be sufficient for the purpose of this test whilst minimising damage to the system components e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible

Annually (Landlord Responsibility)

- A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out by a nominated competent contractor. The emergency lights must still be working at the end of this test. The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible.

16.   Internal Smoke/Fire Doors

Where practicable it is good practice for all doors in the escape route to open in the direction of escape. This is particularly important for doors in high-risk areas, where the doors are at the base of stairs or where more than 50 persons are expected to evacuate.

All such doors must be able to be opened from the direction of travel without the use of a key or pass card (where security systems are in place, provision must be made for linking to the fire alarms to override locks when alarms are activated).

Smoke/Fire doors must be self-closing, fitted with intumescent strips and cold smoke seals and conform to BS 478 pt. 22 (fire resistance standard for fire door sets). Fire resistant doors fitted to cupboards and service risers that open onto escape routes must be kept locked, be fitted with intumescing strips and cold smoke seals.

17.   External Final Exit Doors

These are doors designed to be part of the means of escape for use to reach an external place of safety. They must meet the following criteria:

- Open in the direction of travel
- Be free from obstruction or trip hazard. Where steps or slopes are in place these must be minimised and if necessary highlighted.
- Doors that are also used for normal access and egress must be capable of being opened / unlocked or released by a single turn handle or device like a thumb turn
- Doors that are used only for emergency evacuation must be capable of being opened with a single action device such as a push bar or pad.

18.   Fire Notices and Signs

Signs must be used, where necessary, to help people identify escape routes and fire - fighting equipment. For a sign to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 and BS 5499-5 it must be in pictogram form. The pictogram can be supplemented by text if it is considered necessary to make the sign more easily understood, but you must not have a safety sign that uses only text.

The CCG will ensure that there are sufficient appropriate fire notices and signs within their premises. The purpose of fire notices is to give concise instructions of the actions to be taken on discovering a fire and hearing the alarm.

The purpose of fire signs is to direct people towards fire exits, or to provide specific information or warning about particular equipment, doors, rooms or procedures. They should be recognisable, readable and informative, as they convey essential information to regular and infrequent users of the premises and the fire and rescue service.

Appendix 2

Personal Emergency Evacuation Plan (PEEP)

To be completed by the Line Manager. *(If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).*

PERSONAL EMERGENCY EVACUATION PLAN	
Name	
Department	
Building	
Room Number and Floor	
Contact Number	

AWARNESS OF PROCEDURE	
(Insert Name) is informed of a fire evacuation by: (please tick ❖ relevant box)	

Existing alarm system;		**Visual alarm system;**	
Pager device;		**Other(please specify);**	

DESIGNATED ASSISTANCE

The following has been designated to give   assistance to get out of the building safely in the event of an emergency

Name: **Contact details:**	
Name: **Contact details:**	

METHODS OF ASSISTANCE

EQUIPMENT PROVIDED

PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)

1	
2	
3	
4	

MONITOR and REVIEW

Signed Manager		**Date**	
Signed Individual		**Date**	

1 Personal Emergency Evacuation Plan (Example)

To be completed by the Line Manager. *(If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).*

2 PERSONAL EMERGENCY EVACUATION PLAN	
Name	*John Peterson*
Department	*Admin Assistant*
Building	*Lancashire Area Office*
Room Number and Floor	*3rd Floor Rm 25*
Contact Number	*Ext 5054*

3 AWARNESS OF PROCEDURE

John is informed of a fire evacuation by: (please tick ❖⚕relevant box)

Existing alarm system;	❖⚕	**Visual alarm system;**	
Pager device;		**Other(please specify);**	

4 DESIGNATED ASSISTANCE

The following has been designated to give *John* assistance to get out of the building safely in the event of an emergency

5 **Name:** **Contact details:**	*Eric Smith* *Admin Assistance Rm 21 ext.; 5050*
Name: **Contact details:**	*Archie Jones* *Team Leader Rm 27 ext.; 5052*

6 METHODS OF ASSISTANCE

Eric or Archie will act as John's 'Buddy' and accompany John down the stairs.

7 EQUIPMENT PROVIDED

Powerful Hand Torch

PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)

8	*On hearing the alarm John will proceed to the fire exit.*
9	*John will wait at the refuge point until everyone passes and the stairs are clear, then walk down the stairs assisted by his 'Buddy' using the torch if necessary.*
10	*The Fire Warden will inform the Fire Liaison Officer that John and his 'Buddy' are proceeding down the stairs slowly*
11	*The staircase is protected and provides John with at least 30minutes protection to descend the stairs and reach a place of safety.*

12 MONITOR and REVIEW

This procedure will be rehearsed during fire drills and will be reviewed annually.

Signed Manager	*S Jones*	**Date**	*01 July16*
Signed Individual	*J Peterson*	**Date**	*02 July16*

Personal Emergency Evacuation Plan (PEEP) MATRIX

Options		Mobility Impaired People (a)				Sensory Impaired People		Cognitive Disabilities (f)			
Options	Types of Escape	Electric Wheelchair (b,c)	Wheel chair user(b)	Mobility Impaired person	Asthma/breathing problems	Visually impaired person(d)	Hearing impaired person(e)	Dyslexic orientation disorders	Learning difficulty autism	Mental health problems	Dexterity problems
1	Meet assistances at refuge		√	√		√					
2	Meet assistance at the workstation	√	√	√	√	√	√	√	√	√	√
3	Where suitable fire evacuation lifts exists these may be used	√	√	√	√						√
4	Make own way downstairs slowly	√	√	√	√						
5	Move downstairs on bottom after main flow	√	√	√	√				√		
6	Use evacuation chair or similar	√	√	√	√						
7	Travel down in own chair with support		√								
8	Can get downstairs using handrails	√	√	√	√	√			√		
9	Needs assistance to walk downstairs 1 person (Buddy system).	√	√	√	√	√			√	√	√
10	Needs assistance to walk downstairs 2 person (Buddy system).	√	√	√	√	√					
11	Horizontal evacuation	√	√								
12	Cannot transfer readily	√	√								
13	Needs colour										

	contrast on stairways					√						
14	Needs step edge markings			√		√	√	√		√		
15	Needs showing escapes routes				√	√	√	√	√			
16	Needs assistance for person and dog					√						
17	Needs door opening (Buddy system)											√
18	Needs orientation information					√	√	√	√	√		
19	Needs tactile map of building					√						
20	Large print information					√		√	√			
21	Needs taped information					√		√	√	√		
22	Needs information in Braille					√						
23	Buddy system					√	√	√				
24	Provision of alternative alarm	√	√	√		√	√					
25	Provision of flashing beacons						√					
26	Additional checks by fire wardens					√	√	√		√		
27	Identification of escape route by reception / security	√	√	√	√	√	√	√	√	√		√

Notes on disabilities

a. There is a vast range of people who fit into this category. Issues relating to this group of people may also be relevant for people who have heart disease, asthma or heart conditions.
b. This group of people is considered most at risk in terms of escape. However, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape. It is essential that the disabled person is asked the relevant questions tactfully and in a way that produces the best escape plan.
c. Electrically powered wheel chair users may have less mobility than people who use manual chairs. It is wise to allow the escape of all other groups of disabled people in the building to ensure that is sufficient staff to assist this group.
d. People who are visually impaired are helped to escape by the provision of good signage and other orientation clues. It should be noted that most visually impaired people have some sight and that they will be able to use this during the escape in order to make their own way out of the building. The provision of a high powered torch may be useful. If the "Buddy System" is used" it is recommended that the vision impaired person grasps their "Buddy's" elbow as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps.
e. Hearing impaired and deaf people need to know that there is an escape in progress.
f. People with cognitive disabilities often problems comprehending what is happening in escape conditions, or may not have the perceptions of risk as non-disabled people. Provision of good orientation facilities and measures within the building is essential. There may be reluctance by some to take an unknown route from the building. Some people with cognitive disabilities may fall into the group of unknown disabilities, such as dyslexia, dyspraxia and autism. These people may not be aware of the problem. The PEEP system should be used to give them the opportunity to understand the possible need for choice and direction change during an escape.

DEFINITIONS

Protected escape route

A protected escape route may consist of a corridor or stair enclosure which, once entered, will lead directly to a place of safety via an emergency exit.

The escape route is separated from the rest of a building by fire-resisting construction, providing a minimum fire resistance of 60 minutes. Access to the escape routes is by 'Fire Doors' which provide a minimum fire resistance of 30 minutes. These doors are fitted with self-closing devices capable of closing the doors from all angles of swing.

Once inside a protected escape route, you are deemed to be

in a place of safety. In order to maintain a satisfactory

standard:

- No combustible material should be stored or sighted within protected stair enclosure. (Open notice boards, paper/cardboard stored below stairs etc.)

- Stairways and corridors to be kept free from obstruction. (No siting of equipment within these areas)

- A programme of inspection to ensure that all fire doors function properly and that any defects are immediately identified and repaired.

Refuges

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance.

The refuge normally needs to be big enough to allow wheelchair use and to allow the user to maneuver into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people who have been designated to provide assistance. This could be by fixed telephone at the refuge point, mobile phone, or two way radio link.
It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.
In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is maneuvered into position after other persons have left that part of the building.

Evacuation chairs (EVAC chairs)

Evacuation chairs are specially designed chairs for the evacuation of a person

down a stair enclosure in a controlled and safe manner.
Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc.

They must only be operated by person(s) trained in their use.

Buddy System

The 'Buddy System' is a procedure whereby a friend, colleague or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation.

Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.
In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputize for those allocated the responsibility in their absence.