**G5-FIRE** **RISK** **ASSESSMENTS** **&** **FIRE** **SAFETY POLICY** **GUIDANCE**

**CONTENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | [**INTRODUCTION**](#INTRODUCTION) **......................................................................................................** | | |  |
| **2.** | [**OBJECTIVES**](#Objectives)**............................................................................................................** | | |  |
| **3.** | [**APPLICATION**](#APPLICATION) **……………………………………………………………………………** | | |  |
| **4.** | [**ROLES** **&** **RESPONSIBILITIES**](#ROLES)**................................................................................** | | |  |
| **5.** | [**THE** **FIRE** **RISK** **ASSESSMENT** **PROCESS**](#TheRiskAssessmentProcess) **...........................................................** | | |  |
| **6.** | [**FIRE** **SAFETY** **GUIDANCE**](#FIRESAFETYGUIDANCE)**.......................................................................................** | | |  |
|  | | [**Eliminating** **or** **reducing** **fire** **risk** **at** **source**](#EliminatingorReducingFireRiskatSource)**...................................................** | |  |
|  | | [**Limiting** **the** **likelihood** **of** **Injury** **and** **damage** **if** **a** **fire** **starts**](#LimitingLikelihoodInjuryDamageFireStarts)**………………** | |  |
|  | | [**Fire** **detection** **&** **warning**](#FireDetectionandWarning) **...............................................................................** | |  |
|  | | [**Means** **of** **Escape**](#MeansofEscape)**…………………………………………………………………..** | |  |
|  | | [**Fire** **Escape** **Signage**](#FireEscapeSignage)**......................................................................................** | |  |
|  | | [**Fire** **Fighting** **Equipment**](#FireFightingEquipment)**................................................................................** | |  |
|  | | [**Evacuation** **of** **Disabled** **Persons**](#EvacuationDisabledPersonsBuilings)**……………………………………………….** | |  |
|  | | [**Personal Emergency Evacuation Plans (PEEP)**](#PersonalEmergencyEvacuationPlansPEEP)**……………………………..** | |  |
| **7.** | [**TRAINING** **&** **DRILLS**](#TRAININGDRILLS)**...............................................................................................** | | |  |
| **8.** | [**MAINTENANCE** **&** **TESTING** **OF** **FIRE** **SAFETY** **EQUIPMENT**](#MAINTENANCETESTINGFIRE) **..............................** | | |  |
|  |  | | |  |
| **APPENDICES:** | | | |  |
|  | [**Appendix 1**](#appendix1) | | **PEEP Procedure** | |
|  | [**Appendix 2**](#appendix2) | | **PEEP** **Process** **Flowchart** | |
|  | [**Appendix 3**](#appendix3) | | **Personal** **Evaluation** **Plan** **(PEEP)** **Proforma** | |
|  | [**Appendix 4**](#appendix4) | | **Visitor** **PEEP** | |
|  | [**Appendix 5**](#appendix5) | | **Quick Card – Fire Safety & Fire Precaution** | |
|  | [**Appendix 6**](#appendix6) | | **Quick Card – Fire Evacuation Plans** | |
|  | [**Appendix 7**](#appendix7) | | **Fire Marshal Identification Form** | |
|  | [**Appendix 8**](#appendix8) | | **Fire Risk Assessment Flowchart** | |

1. **INTRODUCTION**

Fire is one of the common work place hazards. As with other hazards, the associated risks must be assessed and appropriate risk control measures identified and implemented. In the event of a fire a person must dial 999 and ask for the Fire and Rescue.

[***The*** ***Regulatory*** ***Reform*** ***(Fire*** ***Safety)*** ***Order*** ***2005***](http://www.legislation.gov.uk/uksi/2005/1541/contents/made) requires a responsible person to carry out a suitable and sufficient fire risk assessment which must focus on safety in the case of fire of all relevant persons. This applies at all County Council premises, including those that have previously prepared a Fire Certificate under the Fire Precautions Act 1971.

Responsibility for managing fire risks, like managing other health and safety risks, lies with the manager in control. In shared establishments, the managers involved must co-operate and co-ordinate in order to agree how they are to meet the requirements of the Regulations.

The Lincolnshire Fire and Rescue Service is responsible for the enforcement of the Regulatory Reform (Fire Safety Order 2005).

**2.** **OBJECTIVES**

The objective of the policy is to ensure that arrangements are in place for the evacuation of the premises, if the situation requires it. This responsibility cannot be delegated to the Fire and Rescue Service. Each building should have a fire risk assessment for the purpose of identifying what must be done to safeguard employees and other persons from fire.

The purpose of any risk assessment is to identify what preventive and protective arrangements must be implemented to safeguard those at risk; they are a means to an end, not an end in themselves. Priority must be given to ensuring that adequate arrangements are in place to prevent fires starting and to limiting the likelihood of injury and damage if a fire starts, not the risk assessment process. If you already have arrangements in place, the purpose of the risk assessment has been achieved. All that is required is to monitor and review the arrangements to ensure they remain effective.

The term ‘risk assessment’ can sound complicated and specialised. It is more practical to think of them as having a ‘careful look’ at the working practices, the equipment and substances used or with which people come into contact, and the buildings in which they are housed. As a minimum check the following:

that a fire can be detected in a reasonable time and that people can be warned that people who may be in the premises can get out safely

that reasonable fire-fighting equipment is provided

that those in the premises know what to do if there is a fire that fire safety equipment is properly maintained

The significant findings of the ‘fire risk assessment’, as with other health and safety assessments, must be recorded.

1. **APPLICATION**

All County Council Premises.

**4.** **ROLES** **&** **RESPONSIBILITIES**

**Directors** **and** **Assistant** **Directors**

Nominating a responsible"competent person1" to carry out fire risk assessments in their establishments.

Ensure that all actions and recommendations arising out of the risk assessment are implemented and effective so to prevent fires starting and avoid risks to occupants if a fire occurs.

1 Competent Person – meaning a person with practical and theoretical knowledge, as well as sufficient experience of/in a particular subject/item/area/etc. that enables them to identify defects or weaknesses during examination/inspection and recommend remedial action to resolve that defect/weakness

In premises where more than one Directorate is located, the occupying directorates must co-operate and co-ordinate to meet these requirements.

**Corporate** **Health** **&** **Safety** **Team**

Review and revision of the policy, provide assistance on the requirements and implementation of The Regulatory Reform (Fire Safety) Order 2005 Regulations in conjunction with the Fire and Rescue Service.

**Property** **Services** **(Centrally** **Managed** **Office** **Accommodation** **Only)**

Ensure all sites have an up-to-date fire risk assessment, monitor the evacuation practices, providing reports on the effectiveness of the fire prevention and protective measures in place and record findings/outcomes within the buildings fire log.

Carrying out fire/terrorist threat alarm tests at the County Offices where Vinci Mouchel employ commissionaires and record findings/outcomes within the buildings fire log.

Arranging for the service and maintenance of fire alarms, escape lighting and fire extinguishers in accordance with BS standards and record findings/outcomes within the buildings fire log.

**Chief** **Fire** **Officer**

Enforcement of the Regulations and providing advice and guidance on the requirements.

**5.** **THE** **FIRE** **RISK** **ASSESSMENT** **PROCESS**

**Undertaking** **the** **Fire** **Risk** **Assessment**

Vinci will undertake a review of and or carry out a "Fire Risk Assessment" of all corporate properties, and LCC controlled schools. Further advice and information can be obtained by contacting LCC Property Services. Telephone Number 01522555555.

Non LCC schools are responsible for ensuring that a competent person is engaged to undertake and complete the fire risk assessment. Further advice and information can be obtained by contacting LCC Property Services. Telephone Number 01522555555.

**Fire Risk Assessment Manager**

As part of the property services contract, a Fire risk assessment programme manager will review risk assessments at all sites that receive services via the property contract. The role will check that all actions have been completed and that there are no changes to use or physical changes to the building since the risk assessment was completed. In the event a new risk assessment is required they will arrange that. All information will be recorded on Concerto. They will contact sites to arrange site visits however if you require an urgent visit please contact the Property Service Centre. Schools can also use this facility but it will be chargeable.

**Monitoring** **the** **Fire** **Risk** **Assessment**

The implementation of control measures and completion of actions identified within the action plan contained within the fire risk assessment must be monitored on a regular basis. Within centrally managed buildings this is the responsibility of LCC Property Services, and in non-centrally managed premises it is the manager responsible for health and safety within that building and/or the nominated premises. Where actions have been completed and/or control measures implemented successfully this must be recorded within the Action Plan. However where action and/or control measures have not been completed or implemented within the timescale identified then the individual must be reminded of their responsibility to complete/implement the require action/control.

**Reviewing** **the** **Fire** **Risk** **Assessment**

The Fire Risk Assessment should be reviewed on a regular basis, this is the responsibility of LCC Property Services for centrally managed buildings and managers responsible for health and safety in all others buildings. Ideally this should be undertaken to coincide with the Compliance Officer completing the annual checklist or if there have been any changes to how the building is used and by whom, processes/activities undertaken, and changes to the building layout.

Where there have been any building extensions, alterations to building layout via projects undertaken by Corporate Property then they will organise the review/revision of the Fire Risk Assessment.

**6.** **FIRE** **SAFETY** **GUIDANCE**

This section focuses on the controls measures and fire precautions.

**6.1 Eliminating** **or** **Reducing** **Fire** **Risk** **at** **Source**

The best control measure is to try and eliminate the risk of fire starting in the first instance or reducing that risk to its most practicable level. Below are listed examples and considerations that may assist you with developing suitable and sufficient controls and actions for fire precaution and safety:

consider the existing arrangements and decide if any combustible materials or flammable liquids/gases can be eliminated; this removes the risk entirely

if not, explore if it is possible to minimise the quantities of any of these

can any of the ignition sources be eliminated?

smoking areas – are proper receptacles provided for cigarette ends to avoid these being put into waste bins and skips etc. G14 Smoke Free Policy contains further information and guidance.

think about your arrangements and working practices - are they adequate to control the risk of fire by preventing the combustible/flammable hazards from coming together with the sources of ignition hazards

discuss with contractors the steps they will take to control the risk of fire from the use of heat-producing equipment (blowlamps, welding sets, grinders, pitch boilers, etc.) and from the introduction of combustible materials/flammable liquids during periods of maintenance and refurbishment (not applicable if contractors have been procured via the Property Service Centre)

most large fires occur whilst premises are unoccupied. Encourage employees to carry out last minute checks of their work areas prior to leaving, to make sure they have not left anything that could cause a fire, e.g. check that all electrical equipment is switched off where possible and combustibles are well clear of equipment that needs to be left on

arson prevention measures such as:

* fitting strong locks to doors/windows and security grills to skylights
* using laminated security glass in vulnerable places
* storing valuables in secure areas not visible from windows
* storing flammable liquids in secure places at the end of the day
* preventing accumulations of combustible materials beside buildings
* keeping refuse bins in secure enclosures and/or locked
* keeping fences and gates in good repair
* trimming trees/hedges so that buildings are visible from roads/adjacent premises
* applying anti-climb paint to down pipes to deter climbing

**6.2 Fire** **Detection** **and** **Warning**

If a fire starts, it is important that all people in the premises are warned as quickly as possible. Early discovery will enable people to escape safely before the fire takes hold and blocks escape routes or makes escape difficult.

All premises should have arrangements for detecting and giving warning of fire. In most cases fires are detected by people in the premises and many will require nothing further.

Consider your premises when they are occupied and ask yourself how long could a fire burn before it was discovered? Fires in occupied rooms or in parts of the premises that are frequently visited will be quickly discovered by people who may smell burning or see smoke.

Automatic detection in the form of smoke detectors linked to the alarm system may be necessary for unoccupied parts of the premises such as basement and boiler houses. In smaller premises without an electrically-operated fire alarm, this can be done by the use of domestic smoke alarms. Automatic detection may also be necessary on the escape route in premises where there is only one way out, to give occupants in adjacent rooms early warning of a fire so they can escape before the fire develops and cuts off the escape route. Automatic detection must be provided in all premises with sleeping accommodation. Most premises are more vulnerable to a fire whilst they are unoccupied, overnight, weekends and holiday periods. Smoke or heat detectors linked through the fire alarm system via the telephone line to a 24-hour security service control room will protect premises during these times.

Once a fire has been discovered, be it by people or automatic means, the next requirement is for everyone in the premises to be warned. In small premises the warning can be given by manually-operated devices such as bells, gongs or whistles. These should be sited on exit routes where they can be safely operated and must be clearly audible throughout the premises. In other cases, an electrically-operated fire alarm is necessary with call points (break glass points) sited adjacent to exit doors and sufficient sounders to be clearly audible throughout the premises.

**6.3 Means** **of** **Escape**

Usually, the normal ways in and out of a workplace will meet most of the escape needs, particularly if you are satisfied that any fire developing will be noticed early, the warning will be given and employees know what to do in case of fire. If your workplace is fairly modern, or if it is not and Building Regulation approval has been obtained for any structural changes carried out, it is likely that the means of escape will be satisfactory. Special events in schools, such as parents’ evenings, meetings and other out of hours' activities can involve large numbers of people and must be assessed as and when necessary. Public Entertainment Licences are required where events are open to the general public and an admission charge is made. Further information is available by contacting the local council.

Unless a room is designed to accommodate more than about 60 persons, one exit door is normally all that is required. The furniture and equipment in rooms must be organised so that there is a clear, unobstructed route to the door. Any processes creating a high fire risk, i.e. those using flammable or highly flammable liquids, must be positioned so they do not cut off the exit door if they are involved in fire. Doors through which persons in wheelchairs must pass should ideally be a minimum of 800mm wide, normal doors are usually 750mm wide. All doors which persons in wheelchairs might have to use as a means of escape should be checked to ensure they can pass through them safely. All doors that are necessary as a means of escape must be open whilst people are in the building or capable of being opened easily from the inside in the event of a fire. Some exit doors may need to open in the direction of travel, i.e.:

doors that may be used by more than 60 persons

doors at the base of stairs where there may be a danger of people being crushed doors from areas of high fire risk – boilers/plant rooms.

Escape routes should be short enough to enable people in the building to get to the nearest place of safety in two and a half minutes.

A place of safety is an area outside the building in most cases, but where elderly or disabled persons are present this could be an area inside the building which is separated from the location of the fire alert by at least one fire-resisting door, preferably two, with a means of escape to the outside of the building.

If you are not sure of the adequacy of your escape routes, pace out the routes from the furthest points within rooms to the nearest place of safety. Walk slowly, timing yourself as you walk, bearing in mind that the greater the number of people, the longer time they may need. People using stairways move more slowly, as do people with disabilities.

Check how long people take on fire drills to evacuate the building - this will give you a good indication of the adequacy of escape routes.

A place of safety is an area outside the building in most cases, but where elderly or disabled persons are present this could be an area inside the building which is separated from the location of the fire alert by at least one fire-resisting door, preferably two, with a means of escape to the outside of the building.

If you are not sure of the adequacy of your escape routes, pace out the routes from the furthest points within rooms to the nearest place of safety. Walk slowly, timing yourself as you walk, bearing in mind that the greater the number of people, the longer time they may need. People using stairways move more slowly, as do people with disabilities.

Check how long people take on fire drills to evacuate the building - this will give you a good indication of the adequacy of escape routes.eck for any rooms where, from the only exit door to the corridor, escape is possible in one direction only and any rooms that can only be reached by going through another room. Make sure there are no high fire risks on the corridor or in the access room, such as accumulations of readily combustible materials, flammable liquids or naked flames. There should be a vision panel of sufficient size in the inner room to allow occupants to receive early warning of a fire in the access room. If not, a smoke detector linked to the main alarm system may be required in the outer room to give occupants in the inner room early warning of a fire and a chance to escape before the fire develops.

A serious situation may arise should a fire start in a corridor or stairwell, since it may not be detected before smoke cuts off the escape route from the rooms with only one exit door. Corridors and stairwells must be kept free of combustible materials and, as far as is possible, free of ignition sources. Where this is not possible, alternative exits from the rooms will usually be required but, in some circumstances a smoke detector linked to the main alarm system may be a satisfactory alternative.

In all situations, corridors and stairwells must be separated from the rooms by self-closing fire doors and these doors must not be wedged open.

Escape routes need to be adequately lit. If the route depends on artificial lighting or if the area is used during the hours of darkness, you may need to consider alternative illumination should the power fail during a fire. Check routes when it is dark; in small workplaces with employees that are familiar with the surroundings, the provision of torches will be all that is needed. In larger premises it will be necessary to install battery-operated escape lights which come on automatically should the mains lighting fail.

**6.4 Fire** **Escape** **Signage**

Exit signs on doors or indicating routes should be provided where escape doors or routes are not obvious or if they are in addition to those normally used. Premises used by the public or people who are not totally familiar with the surroundings will need more in the way of signs than those occupied only by employees.

All fire signs in premises must be in accordance with BS5499, incorporating pictograms, arrows and supplementary text. (Signs on exit routes should have directional arrows - ‘up’ for straight on and ‘left, right or down’ according to the route to be taken.) It has been decided to standardise on

this because it is easier for occupants to understand signs with a text than the ‘Euro’ type signs having only pictograms and arrows. Signs to BS5499 implement the requirements of the EU Directive and are approved by the Health and Safety Executive.

Fire Action Poster must also be displayed giving basic fire safety and evacuation information, see. Posters should be displayed on exit routes, staff and kitchen areas click [here](https://professionals.lincolnshire.gov.uk/downloads/file/1090/fire-action) for a template poster.

**6.5 Fire** **Fighting** **Equipment**

The type, location and numbers of firefighting equipment should be identified by a competent person, the equipment should be wall mounted and relevantly marked.

Firefighting equipment should be renewed immediately after use.

For further details on different fire extinguishers see Appendix 5 Quick Card – Fire Safety & Fire Precautions

Employees should not attempt to fight fires unless specific instruction and practical training has been provided. However, all staff should be familiar with the location and basic operating procedures for the equipment provided, in case they need to use it to assist them with their escape.

All employees will be expected to complete the e-learning Fire Awareness training module available on Lincs2Learn. Staff who have specific duties detailed within the Fire Risk Assessment and Fire Evacuation Procedures should receive hands on practical training and refresher training on how to use fire extinguishers.

**6.6 E****vacuation** **of** **Disabled** **Persons** **from** **Buildings**

In order to enable disabled people to use a building safely it may be necessary to make reasonable adjustments. Therefore it is important that the manager/responsible person undertakes an assessment of the needs of the individual employee to identify the most appropriate building and or location in order to facilitate ease of use and evacuation in the event of an emergency.

For that reason the manager/responsible person will require to plan for any emergency evacuation. In exceptional circumstances disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. As much as possible the aim should be to allow disabled people independent evacuation, not all people who have an impairment will require assisted evacuation and the existing controls and procedures that are in place for able bodied people may

be suitable and sufficient with no additional controls required.

**6.7 Personal** **Emergency** **Evacuation** **Plans** **(PEEP)**

When additional assist and/or controls are required to ensure the safe emergency evacuation of disabled people from a building a Personal Emergency Evacuation Plan (PEEP) must be undertaken. The PEEP explains the method of evacuation to be used by a disabled person and/or person(s) who are required to assist the disabled person in each area of a building. Any PEEP must be compatible with the general evacuation arrangements and the emergency fire action plan for the premises.

A PEEP will not always be necessary for disabled persons, as stated above; some disabled people will be able to evacuate safely, unaided using the normal fire evacuation procedures. However a

PEEP may be required to be undertaken for people with ‘hidden impairments’ such as a heart condition or epilepsy, and who normally would not have an access problem, but may require some assistance in an emergency situation

The following principles should guide the preparation and implementation of a PEEP:

* The same rules of courtesy and respect apply to disabled and non-disabled people alike. Disabled people should not be treated as a ‘health and safety’ problem to be resolved.
* See the person not the disability; needs and preferences vary widely between individuals.
* Disabled people should be meaningfully involved at all stages in the development and review of their PEEP; and
* In an evacuation, ask, don’t assume, when determining what assistance a person might need. The individual disabled person best understand the nature of his or her impairment.
* Under current fire safety legislation it is the responsibility of the person(s) having responsibility for the building to provide, within the buildings fire risk assessment, an emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented. Such a plan should not rely upon the intervention of the Fire and Rescue Service to make it work, that is not to say however, that the Fire and Rescue Service cannot be approached for advice regarding specific evacuation issues.

Further guidance on the PEEP procedure is available in [Appendix 1 -4.](https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/fire/g5-fire-policy/47699.article?tab=downloads)

**7.** **TRAINING** **&** **DRILLS**

**Planning** **for** **an** **Emergency** **and** **Training** **Employees**

All premises should have an emergency plan in case of a fire starting. The plan should include the action to be taken by employees in the event of a fire, the evacuation procedure and arrangements for calling the Fire and Rescue Service. This will already be in place in most premises, but you should check that the plan is suitable for your particular circumstances and make sure that notices giving clear and concise instructions of the routine to be followed in case of fire are prominently displayed.

Out of hours working should also be taken into account as normal evacuation procedures may not be suitable. An example of a "out of hours" procedure can be view by clicking [here](http://george/upload/private/attachments/1071/FireEvacuationProcedureoutofnormalworkinghours2017v2.pdf).

Further information and a practical example of a detailed fire evacuation plan please see Appendix 6 Quick Card – Fire Evacuation Plans

Special arrangements will be required for disabled and sensory-impaired people in case of fire, and it is necessary to plan and organise employees to assist in these situations, see [Section 6 – Evacuating disabled persons from a building.](#EvacuationDisabledPersonsBuilings)

It’s mandatory for all LCC employees to undertake the [Fire Safety Awareness](https://lincolnshire.learningpool.com/course/view.php?id=1782) Training on Lincs2Learn on an annual bases to ensure employees have a basic knowledge and understanding of what to do in a the event of a fire and assist them to meet their duties to look after their own safety and others.

In addition to the General Fire Safety Training all employees must be instructed in the action to be taken in the event of a fire for the building they are working in during their initial induction. Instruction should be repeated from time to time to ensure that everyone is familiar with procedures.

**7.1 Fire** **Marshals Training and Identification**

In some premises it may be necessary for employees to act as ‘Fire Marshals’ to assist with the evacuation and checking of the building. The specific duties of these Fire Marshals will be detailed within the emergency plan and will vary from location to location dependent on the findings of the Fire Risk Assessment. Those selected as Fire Marshals within building operated/owned by LCC must completed the Corporate Fire Marshal training\*. This training must be refreshed on a regular basis (at least every 3 years). Those employees who are fire marshal will be identifiable via their identification card. For details on training and identification please see Appendix 5 Quick Card – Fire Safety and Fire Precautions.

Training must be recorded, reviewed, and updated in line with the emergency plan, along with updating of the relevant plans, posters, and information.

***\*****The Corporate Fire Marshal Training doesn’t include a fire extinguisher practical**element. Employees who are becoming Fire Marshals within Children's residential homes fire marshal will undertake training that includes a use of fire extinguisher practical element.*

**7.2 Fire** **Drills**

Fire drills are a way of testing the emergency plan and the ability of employees to react correctly in the event of a fire situation. Ideally, a fire drill should take place unannounced and should assume a typical fire situation in the premises, i.e. an employee is informed of an imaginary fire and they are then told to do as the plan states. In some cases a means of escape could be treated as unavailable because of the fire to make employees evacuate via another route. In this way the plan is tested as it would be in a real fire situation. *(If applicable organisations that monitor the "Fire Alarm System" should be informed prior to a "Test, "Fire Drill" is being undertaken and once again after the activity has been completed*). All premises should organise a fire drill at least once per year. Schools should have fire drills at the beginning of each academic year, employees being notified in advance. In spring and summer terms unannounced drills should be organised at different times of the day. Residential premises will have fire training and drills on a more frequent basis to meet the registration requirements.

A record must be kept on site of all fire drills; Lincoln Fire & Rescue can provide a template for recording all the necessary information please see Appendix 5 Quick Card – Fire Safety and Fire Precautions.

**8.** **MAINTENANCE** **&** **TESTING** **OF** **FIRE** **SAFETY** **EQUIPMENT**

It is important that equipment is fit for its purpose and is properly maintained and tested.

All equipment provided to assist escape from the premises, such as fire detection and warning systems and emergency lighting, and all equipment provided to assist with fighting fire should be regularly checked and maintained by a suitably competent person in accordance with the manufacturer’s recommendations. LCC Property Services are responsible for setting up and monitoring relevant maintenance and testing is undertaken on centrally managed buildings.

For non centrally managed buildings the following are a guide as to what is usually recommended: Maintain means of escape. Weekly: check that routes and exit doors are not blocked or

obstructed, check that exit doors open properly, check that fire doors are not propped open and that they close properly

Maintain means for fighting fires. Inspect weekly for correct location and apparent function plus an annual service contract with a BAFE registered specialist company (see www.bafe.org.uk) in accordance with BS5306. Individual technician competency should be verified, preferably by registration on a nationally accredited and approved scheme such as the BAFE ST104 – Listed Service Technicians scheme

Maintain means of giving warning and detecting fires. (Service contract for electrical systems with fire alarm company to maintain in accordance with BS5839)

Test domestic smoke alarms in accordance with manufacturer’s recommendations and replace batteries annually

Test the means of giving warning of fire (weekly tests from different call points in accordance with BS5389)

Test escape lights and generator (if appropriate) in accordance with BS 5266. (Check monthly that lights illuminate when power switched off, every 6 months repeat monthly test but leave on for at least 1 hour, every 12 months repeat monthly test but leave on for at least 3 hours.) Operate any torches provided for emergency lighting every week and replace batteries once per year

A record must be kept on site of all fire alarm tests and emergency lighting; Lincolnshire Fire & Rescue can provide a template for recording all the necessary information. Please click [**here**](https://www.lincolnshire.gov.uk/downloads/file/1313/fire-safety-log-book) to view Fire Safety Log Book.

**APPENDIX 1 – PEEPS PROCEDURES**

**The Aim of a Personal Emergency Evacuation Plan (PEEP)**

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information and/or assistance to be able to manage their escape from the building. This will also provide the divisions concerned with the necessary information to ensure that the correct level of assistance is always available

**Individual PEEPs for permanent staff**

As part of the induction process, line managers should ensure all new employees are able to leave the building safely in an emergency, also individuals are responsible for their own safety and for ensuring they don't put themselves at risk and not to compromise the safety of others, including those who might provide assistance. So everyone should be prepared to engage with the PEEP process

When a new employee with a disability is recruited/transferred they must complete Part A of the PEEPs Proforma. Individuals should provide as much information as possible, in order to enable their Manager to develop an effective and appropriate PEEP tailored to their needs. Once Part A as been completed the line managers must complete Part B of the PEEP’s Proforma which will help to identify the relevant control measures and procedures needed to ensure the safe emergency evacuation of the individual.

Completing part A&B of the PEEPs proforma – Appendix 3 will enable managers to create a PEEP that takes into account the individuals disability and their needs/requirements and identify suitable control measures, building adaption and procedures in order to develop a suitable and sufficient PEEP for the individual and other employees to follow/implement to ensure safe emergency evacuation.

For further guidance see: [Means of Escape for Disabled Persons (Supplementary Guide) –ISBN 9781851128737](http://www.communities.gov.uk/publications/fire/firesafetyassessmentmeans)

**PEEPs for contractors, temporary staff and volunteers**

These people should usually be treated in the same way as new permanent staff for the purposes of preparing an appropriate PEEP. However, where a worker is expected to be employed for only a very short period (up to a week), then they can be treated as a visitor. The person in control of the temporary worker should perform the duties of the Host when creating a Visitor PEEP.

**PEEPs for visitors to LCC premises**

The Majority of visitor to a LCC building should be hosted, regular visitors that require a PEEP should be provided with an individual PEEP. The host of all other, one off or very short term visitors should find out from visitors whether they may have an impairment which would affect their ability to escape from a building in an emergency. Where possible this information should be gathered in advance of any visit.

Hosts should make reference to this guidance and devise a visitor PEEP using a Visitor PEEP Form, see Appendix 4 prior to the LCC site visit. The appropriate people should be designated and available to assist in the event of evacuation, for the duration of the visitor(s) presence.

Hosts should tell visitors and their designated assistants what the evacuation plan involves. This should include: evacuation procedures, details of escape routes, refuges, stairs and evacuation lifts.

A quick reference flow chart for PEEP is available in Appendix 3.

**Review and Updating PEEPS**

Managers should and review the PEEPs for members of staff, allowing for variations in staffing shifts and leave arrangements etc.

* at least every 12 months
* whenever a person moves to a new role, or changes location
* whenever there are significant changes to a building
* whenever people nominated to assist in a PEEP are no longer available
* whenever the nature of a person's impairment changes and this impacts on them being able to safely evacuate a building

If an existing member of staff develops a disability, the same procedure should be followed. If a person with a PEEP leaves the department, it is their line manager’s responsibility to pass the PEEP to the new manager, for revision to take account of their new place of work. If they leave the LCC this fact must be communicated to those named in the PEEP, including the Building Manager.

**Practice and Drills of PEEPs**

Practice and drills are a way of testing the PEEP and the ability of employees to react correctly in the event of an emergency evacuation situation. Ideally, a drill should take place unannounced and should assume a typical emergency evacuation situation in the premises, i.e. an employee is informed of an imaginary fire and they are then told to do as the plan states. In some cases a means of escape could be treated as unavailable because of the fire to make employees evacuate via another route. In this way the plan is tested as it would be in a real fire situation. (The Fire and Rescue Service Control Room must be contacted directly before any drill which involves a 999 call). All PEEP should be practiced on a regular basis i.e. at the same time a normal fire drill for the building is undertaken. Schools should have fire drills at the beginning of each academic year, employees being notified in advance. In spring and summer terms unannounced drills should be organised at different times of the day. Residential care premises will have fire training and drills on a more frequent basis to meet the registration requirements.

**Building Adaption for PEEPs**

In some cases where permanent member of staff will be located in specific areas of a building there may be the need to undertake building adaption to ensure the requirements and controls identified within the PEEP proforma can be fully implemented to ensure the PEEP can be successfully executed. Also the adaption of a building may mean that an individual with a disability could evacuation the building without any additional assistance. In these cases there still the need to undertaken a PEEP and review on a regular basis to ensure the adaption to the building still allows a safe evacuation and that further controls or adoptions are not required.

Where you have identified the need for “reasonable” building adaption for a disabled person through the PEEP proforma please contact LCC Property Services for further advice and guidance.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**APPEN****DIX 2 PEEP Process Flowchart**](#_top) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Individual using LCC building** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | |
| **Visitor to building** | | | | | | | | | | | | | | | | | |  | | |  | | | **LCC employee based in that building** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | |
| Do they have any impairment or disability? | | | | | | | | | | | | | | | | | |  | | | | | Do they have any impairment or disability? | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | |  | | | | | | |  | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Yes | | | | |  | | | | | | | | No | | | | |  | | | | | | | No | | | | | |  | | | | | Yes | | | | | |
|  | |  | | | | |  | | | | |
|  | | | | | | | | | | |  | | | | |  |  | | | | | |  | | | | | |  |  | | | | | | | |
| Does the impairment or disability mean the individual requires assistance to evacuate? | | | | | | | | | |  | | | |  | | | | |  |  | | | | | |  | Does the impairment or disability mean the individual requires assistance to evacuate? | | | | | | | | | | | | | |
| No | | | | | No | | | | | |
|  | | | |  |  | | | | | |  |
|  | | | | |  | | | | | |
|  | | |  | | | | | | | | | | |  |  | | | | |  | | | | | | |  | | | | | | | | | | | |
|  |  | | | | |  | | | | | | |
| Yes | | | | | |  | | | | | | | |  | **No PEEP required Individual to use normal fire evacuation procedures for that building** | | | | | | | | | | | | | |  | | | | | | | | Yes | | | | | |
|  | | |  | | |  | | |  | | |
|  | | |  | | |  | | | | | | | |  |  | | | | | | | | | | | |  | | | | | | | | | |  | | |  | | |
| Are they a regular visitor to the building? | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | | | |  | | | Yes | | | | | | |  | | **Individual to complete part “a” of the PEEP proforma.**  **Manager to complete part “b” of the PEEP proforma using the information provided to them by the individual in part “a” to develop an individual PEEP,** [**see appendix 3**](https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/fire/g5-fire-policy/47699.article?tab=downloads) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |
|  | | | | | |  | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | |  | | | | |  | | | | | | | | |  | | | |  | | | | | | | | | | |
| **Visitor PEEP to be Undertaken by the host officer/manager,** [**see appendix 4**](https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/fire/g5-fire-policy/47699.article?tab=downloads) | | | | | | | | | | | | | | | |  | | | | | **All controls measures/assistance required to be implemented, training/information given as needed, PEEPs to be tested and reviewed on a regular basis.** | | | | | | | | | | | | | | | | | | | | | | | | |

**APPEND****IX 3- Personal Evacuation Plan (PEEP) - Proforma**



**PERSONAL EVACUATION PLAN (PEEP) PROFORMA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Emergency Evacuation Plan (PEEP) Proforma – Part A**  **Part A of this proforma should be completed by individuals with a disability or impairment to assist in the development of a Personal Emergency Evacuation Plan (PEEP).**  Individuals should provide as much information as possible, in order to enable their Manager to develop an effective and appropriate PEEP tailored to their needs.  Once developed, the PEEP will determine the appropriate methods for the individual to escape to safety in the event of an emergency, or as part of routine emergency drills.  **Why should I complete this form?**  **Lincolnshire County Council has a legal duty to protect your health, safety and welfare, whilst you are on their premises. The PEEP will be developed by your line manager jointly, and in agreement with you, based on the information you provide.**  **What will happen when I have completed the form?**  The information will be analysed in order to provide you with the appropriate arrangements e.g. assistance, equipment, refuge points etc. to enable you to escape to a place of safety during an emergency. | | | | | | | | | | | | | | | | | | | | | |
| **1. Your full name:** | | | | | | | **5. Where are you based most of the time?** (Please name exact location i.e. building, room and floor number) | | | | | | | | | | | | | | |
| **2. Department:** | | | | | | |
| **3. Job title:** | | | | | | |
| 1. **Brief description of your duties/activities:** | | | | **6. If you routinely use more than one location in this building, please list the area, room and floor numbers** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | **Day/times:** | | | | | | |
|  | | | | | | | | | | | **Day/times:** | | | | | | |
|  | | | | | | | | | | | **Day/times:** | | | | | | |
| **7. Please indicate nature of impairment or disability:** | | | | | | | **a. MOBILITY** | | | |  | | **b. HEARING** | | | |  | | **c. VISUAL** | | |
| **Awareness of Emergency Evacuation Procedures** (Manager to confirm below any action needed to address requirements) | | | | | | | | | | | | | | | | | | | | | |
| **8. Are you aware of the emergency evacuation procedures that operate in the building you use?** | | **YES** | **NO** | | | | **9. Do you require emergency evacuation procedures to be in Braille?** | | | | | | | | | | | | | **YES** | **NO** |
| **10. Do you require written emergency evacuation procedures?** | | **YES** | **NO** | | | | **11. Do you require emergency evacuation procedures on audio tape or CD?** | | | | | | | | | | | | | **YES** | **NO** |
| **12. Do you require emergency evacuation procedures to be supported by interpretation (BSL, SSE, Makaton etc)?** | | **YES** | **NO** | | | | **13. Do you require a verbal or visual explanation of emergency evacuation procedures?** | | | | | | | | | | | | | **YES** | **NO** |
| **14. Do you require emergency evacuation procedures in large print?** | | **YES** | **NO** | | | | **15. Are signs that mark emergency exit routes and exits clearly visible to you?** | | | | | | | | | | | | | **YES** | **NO** |
| **16. Would tactile signage or floor surface information be useful to you?** | | **YES** | **NO** | | | | **17. Could you find an alternative route out of the building if the normal route was unavailable or blocked?** | | | | | | | | | | | | | **YES** | **NO** |
| **Emergency Alarms** | | | | | | | | | | | | | | | | | | | | | |
| **18. Can you hear fire alarm(s) in your place(s) of work?** | | **YES** | **NO** | | | | **19. Could you raise the alarm if you discovered a fire?** | | | | | | | | | | | | | **YES** | **NO** |
| **Manager to outline what actions will be taken to address any of the above requirements/specific needs:** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **20. How long does it take for you to reach a place of safety in an emergency?** (Please record a time for each of your available exits up to a maximum of 4. You could record each time a fire drill is held). | | | | | | | | | | | | **Min** | | | | | | **Min** | | | |
| **Min** | | | | | | **Min** | | | |
| **Assistance Required** | | | | | | | | | | | | | | | | | | | | | |
| **21. Do you require assistance to evacuate your place of work/study in an emergency? If yes, please outline below.** | | **YES** | **NO** | | | | **22. Please list all named people designated to assist you including their location.** | | | | | | | | | | | | | | |
|  | | | | | | | **Name** | | | | | | | | | **Location** | | | | | |
|  | | | | | | | | |  | | | | | |
|  | | | | | | | | |  | | | | | |
|  | | | | | | | | |  | | | | | |
|  | | | | | | | | |  | | | | | |
| **23. Are these arrangements formal?**  (A formal arrangement specifies helpers or assistants through agreed procedures or written document) | | **YES** | **NO** | | | | **24. Please indicate how arrangement has been recorded** (Manager to attach agreement to this document)**:** | | | | | | | | | | | | | | |
| **25. In an emergency, could you contact the person in charge of evacuating the building(s) in which you work/study and inform them where you are located?** | | **YES** | **NO** | | | | **26. If a refuge is available, have you been shown how to use the communications equipment?** | | | | | | | | | | | | | **YES** | **NO** |
| **27. Do you find stairs difficult to use?** | | **YES** | **NO** | | | | **28. Mobility aid used** (please state power or manual if using  a wheelchair)**:** | | | | | | | | | | | | | | |
| **29. Is an evacuation chair available for you to use?** | | **YES** | **NO** | | | | **30. Could you transfer to the evacuation chair in an emergency with assistance?** | | | | | | | | | | | | | **YES** | **NO** |
| **31. Where is the location of the nearest evacuation chair?** | | | | | | | **32. Where is the location of the nearest alternative evacuation chair?** | | | | | | | | | | | | | | |
| **Personal Emergency Evacuation Plan Proforma – Part B**  Part B of this proforma should be completed by the Line Manager, using information given by the individual in Part A. Please attach any additional documentation such as formal agreements/plans to evacuate. It may be necessary to complete more than one plan if the individual works or studies in more than one building or department. | | | | | | | | | | | | | | | | | | | | | |
| **1. Name of person PEEP being completed for:** | | | | | | | | | | | | | | | | | | | | | |
| **2. Department:** | | | | | | | | | | | | | | | | | | | | | |
| **3. Job title:** | | | | | | | | | | | | | | | | | | | | | |
| **4. Building name or Area:** | | | | | | | | **5. Room number:** | | | | | | **6. Floor number:** | | | | | | | |
| **Awareness of Emergency Evacuation Procedures** | | | | | | | | | | | | | | | | | | | | | |
| **The individual is informed of a fire emergency and evacuation through** (tick appropriate boxes)**:** | | | | | | | | | | | | | | | | | | | | | |
| **7. Visual system i.e. flashing lights** | | | | |  | | | | **10. Other** (please specify)**:** | | | | | | | | | | | | |
| **8. Existing alarm system** | | | | |  | | | | **11. Other** (please specify)**:** | | | | | | | | | | | | |
| **9. Pager/deaf alert device** | | | | |  | | | | **12. Other** (please specify)**:** | | | | | | | | | | | | |
| **Arrangements for assistance in event of emergency evacuation** (please attach agreements to this document) | | | | | | | | | | | | | | | | | | | | | |
| **The following people have been designated to give assistance to the individual in the event of an emergency evacuation** | **Name:** | | | | | | | | | **Telephone contact:** | | | | | | | | | | | |
| **Location:** | | | | | | | | |
| **Name:** | | | | | | | | | **Telephone contact:** | | | | | | | | | | | |
| **Location:** | | | | | | | | |
| **Name:** | | | | | | | | | **Telephone contact:** | | | | | | | | | | | |
| **Location:** | | | | | | | | |
| **Name:** | | | | | | | | | **Telephone contact:** | | | | | | | | | | | |
| **Location:** | | | | | | | | |
| **13. Please give details of people who are designated operators of the evacuation chair** (if chair is available)**:** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | | | | **Location:** | | | | | | | | | | | | | | |
| **Name:** | | | | | | | **Location:** | | | | | | | | | | | | | | |
| **Name:** | | | | | | | **Location:** | | | | | | | | | | | | | | |
| **Name:** | | | | | | | **Location:** | | | | | | | | | | | | | | |
| **14. Where is the location of the nearest evacuation chair?** | | | | | | | **15. Where is the location of the nearest alternative evacuation chair?** | | | | | | | | | | | | | | |
| **16. Please list any equipment provided to the individual** (tick all available and include any additional items to the list)**:** | | | | | | | | | | | | | | | | | | | | | |
| **Evacuation chair** | | | | | |  | **Flashing warning lights linked to fire alarms** | | | | | | | | | | | | | | |
| **Special telephone lines** | | | | | |  | **Other visual indicator** | | | | | | | | | | | | | | |
| **Personal deaf alert alarm** | | | | | |  | **Vibrating paging unit** | | | | | | | | | | | | | | |
| **Panic alarm** | | | | | |  | **Other** (please specify) | | | | | | | | | | | | | | |
| **Mobile telephone** | | | | | |  | **Other** (please specify) | | | | | | | | | | | | | | |
| **17. Egress Procedure** (Please provide a step by step account for evacuating the individual from first warning to final place of safety) | | | | | | | | | | | | | | | | | | | | | |
| **Please be specific** i.e. procedure might include transfer to refuge point, guidance through exit routes, warning devices, use of assistance dog, use of equipment such as evacuation chairs, guidance to places of safety/assembly by safety warden)**:** | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **18. Safe route(s) to be used** | | | |
| **Please specify emergency exit route(s) to be used** (this is normally determined by the general location of the individual but should be flexible enough to cover instances where the normal emergency route may be blocked e.g. by fire)**:** | | | |
| **19. Are the escape routes free from any structural features that will present either a hazard or barrier**  **to evacuating safely?** (If no, please state how the route will be made safe)**:** | | **YES** | **NO** |
| **20. Have all possibilities for relocating the activity or service provision on the ground floor of this, or**  **any other building, been exhausted?** (Any comments) | | **YES** | **NO** |
| **Assessment sign off and declaration:**  **By signing this declaration you agree that the information contained in this PEEP is accurate to the best of your knowledge. Information held will not be shared with any third parties but may be used for monitoring purposes.** | | | |
| **Signed (assessor):** | **Date to be reviewed:** | | |
| **Signed (building user):** |  | | |



**A****PPENDIX 4**

**VISITOR PEEP**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | Assessor: | | Department: | | | | |
| Building to which this PEEP applies: | | | | | | | | |
| Floors used: | | | | | | | | |
| **Personal Emergency Evacuation Plan Checklist** | | | | | | | | |
| AWARENESS OF EMERGENCY EGRESS PROCEDURES | | | | | | | | |
| 1 | Please indicate nature of impairment or disability | | **Mobility** | | **Hearing** | | **Visual** | |
| 2 | Have the general emergency procedures been explained to you? | | | | | **yes** | | **no** |
| 3 | Could you raise the alarm if you discovered a fire (operate the call point)? | | | | | **yes** | | **no** |
| 4 | Can you open the fire escape door on the floor(s) you will be using? | | | | | **yes** | | **no** |
| 5 | Could you use a telephone in the area to call the emergency services? | | | | | **yes** | | **no** |
| 6 | Can you hear the fire alarm in normal circumstances? | | | | | **yes** | | **no** |
| 7 | Do you need assistance to get out of your place of work in an emergency? | | | | | **yes** | | **no** |
| 8 | Is anyone designated to assist you to get out in an emergency? | | | | | **yes** | | **no** |
| 9 | Is the arrangement with your assistant a formal arrangement? | | | | | **yes** | | **no** |
| 10 | In an emergency could you contact the person in charge of evacuating the building in which you work and tell him where you were located? | | | | | **yes** | | **no** |
| 11 | Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions? | | | | | **yes** | | **no** |
| 12 | Can you move quickly in the event of an emergency? | | | | | **yes** | | **no** |
| 13 | **Are you aware of any other measures that could be introduced in the building under assessment that could further aid emergency evacuation of the visitor? Please state below:** | | | | | | | |

**ASSESSMENT SIGNATURES:**

|  |  |
| --- | --- |
| Signed (Assessor) |  |
| Signed(Host) |  |
| Signed (Visitor) |  |

**APPENDIX 5**

**Health & Safety**

Quick Card Guide



**Fire S****afety & Fire Procedures**

**Content**

|  |  |
| --- | --- |
| **1.** | [**Introduction**](#intro) |
| **2.** | [**Legal**](#legal) |
| **3.** | [**Must Do's**](#mustdo) |
|  | [**3.1 - Fire Marshals**](#FM) |
|  | [**3.2 - Training**](#Training) |
|  | [**3.3 – Fire Evacuation Plans**](#evac) |
| **4.** | [**Personal Emergency Evacuation Plans (PEEP)**](#PEEP) |
| **5.** | [**Fire Extinguishers**](#fireextin) |
| **6.** | [**Do's and Don'ts**](#dodonts) |
| **7.** | [**Further Information**](#furtherinfo) |

1. **Introduction**

Fire is recognised as a major hazard to the activities of Lincolnshire County Council, with even the smallest of fires having the potential for loss of life, property; damage to the environment and negative effects on normal business activities.

The information contained in this Guide is allied to the more comprehensive information, policies, guidance and templates that can be found in the G5 Policy of the Health and Safety Manual available on the Lincolnshire County Council Website.

1. **L****egal**

**The Regulatory Reform (Fire Safety) Order** places duties and responsibilities

on Lincolnshire County Council, therefore in order to comply with the legislation the council will ensure so far as is reasonably practical the safety of any of employees, relevant persons that are not their employees, and undertake general fire precautions as may be reasonably required to ensure the premises are safe.

1. **Must D****o's**

To fulfil the requirements of the above legislation Lincolnshire County Council have produced, issued and implemented the following policy and guidance "G5 Fire Risk Assessment & Fire Safety Guidance" this details what actions must be completed including the completion of a "Fire Risk Assessment".

Therefore for managers and those responsible for premises, staff and visitors the G5 Policy is broken into the following areas, that of Documentation, Procedures, Equipment, Training, Information, and Persons. Below is a quick reference as to what should be in place to comply with legal requirements and said policy**.**

* 1. **Fire Risk Assessment**

Every building must have had a fire risk assessment completed, the assessment for each building will uploaded onto the Property Database Concerto – [Click here to access](https://vincimouchel.concerto.co.uk/login.aspx). If you do not have and account for the Concerto system, please contact the [Property Services Centre](http://george/section.asp?docid=111705&ovt=1).

As part of the property services contract, a Fire Risk Assessment Programme Manager will review risk assessments and check actions have been completed. They will contact sites to arrange site visits/assessments however if you require an urgent visit please contact the [Property Service Centre](http://george/section.asp?docid=111705&ovt=1). Schools can also use this facility but it will be chargeable.

**Reviewing Fire Risk Assessment**

The Fire Risk Assessment should be reviewed on a regular basis; this can be undertaken by LCC Property Services for centrally managed buildings and by managers responsible for health and safety in all other buildings. Under normal circumstances an ideal time to undertake this activity is during the Compliance Officer Annual Checks, if there have been no changes to the building, control system etc. then the review can be signed off dated and updated on Concerto.

However if there has been a changes to construction, building layout, use, activities undertaken etc. then the procedures detailed in Fire Risk Assessment section above must be followed in order to carry out a full review, update of the assessment.

**Fir****e Marshals**

Fire Marshals may be required to assist in the evacuation and checking of the building. The Emergency Evacuation Plan will detail the specific responsibilities and duties of the Fire Marshal.

Those selected to undertake the above role must complete the Corporate Fire Marshal Training, refreshed at least every three years.

For details of Corporate Fire Marshal Training see 3.2.2. - 3.2.3. below.

Those designated as a Fire Marshal will be denoted by a specific ID Card. The application form for the above is available in appendix 7.

* 1. **Tra****ining – Fire Awareness & Fire Marshal**

Several training course are available for staff to undertake:-

1. **Fire Awareness Training** – this is mandatory course for ALL employees and must be completed every year. To access this course click [here](https://lincolnshire.learningpool.com/course/view.php?id=1782).
2. **Fire Marshal Training** - these courses are run through-out the year, to book onto one of the courses click [here](https://lincolnshire.learningpool.com/enrol/index.php?id=1624). (for fire marshal training in Children's Centres/residential homes click [here](https://lincolnshire.learningpool.com/enrol/index.php?id=1443)).
3. **Fire Safety for Residential Home only** – these course is additional training for employees working in residential homes, to access this course click [here](https://lincolnshire.learningpool.com/enrol/index.php?id=1865).
   1. **Fire Evacu****ation Plans**

The Fire Evacuation Plan should be developed, implemented, and reviewed by LCC Property Services for centrally managed buildings and by managers responsible for health and safety in all other buildings.

Content of the Fire Evacuation Plan will be dependent on the size, complexity, undertakings and activities relevant to the location.

As a minimum it should contain:

* A plan, of the campus, building, location, zone, rooms etc
* Fire Action Information
* Emergency Exit Routes
* Assembly Points
* Details of Fire Marshals and there undertakings
* Out of Office Procedures

Employees must know the following:

* how to raise the alarm if they discover a fire
* how to summon the Fire and Rescue Service
* the location and use of escape routes
* the location of the assembly points

**NB:** **Please** **be** **aware** **that** **some** **internal** **phones** **may** **require** **an** **external** **line** **to** **be** **opened** **by** **pressing** **9** **or** **0** **before** **dialling** **999** **i.e.** **(9)** **999.** If you need to contact the Emergency Services using the **AVAYA telephone system**, in order to reduce the waiting time for a connection**,** dial (9)999 and then press the **#** key. The same will apply if you use the emergency number 112; i.e. Dial (9)112#.

For Fire Evacuation Plans – Quick set up guide, see appendix 6

Examples of a fire evacuation plans/ out of office procedures can be found by click [here](http://george/section.asp?docId=108960) to view the County Office Complex information.

|  |  |
| --- | --- |
|  | For a single Fire Action Poster template please click [here](https://professionals.lincolnshire.gov.uk/downloads/file/1090/fire-action). |

1. **Personal Emergenc****y Evacuation Plan**

The aim of the PEEP is to provide employees, pupils, service users, volunteers, contractors, residents and visitors to LCC premises and undertakings with the relevant information and or assistance to be able to evacuate the building safely.

Details on how to undertake the relevant PEEP and proforma documents for the above can be found at in Appendix 1-4 of the G5 Policy.

1. **Fire E****xtinguishers**

Employees should not attempt to fight fires unless specific instruction and practical training has been provided. However all staff should be familiar with the location and basic operating procedures for the equipment provided, in case they need to use it to assist in their escape.

Staff who have specific duties detailed within the Fire Risk Assessment and Fire Evacuation Procedures should receive hands on practical training and refresher training on how to use fire extinguishers.

Fire Extinguisher(s) that have been used tampered with (denoted by lack of tag on locking pin) or found to be faulty or missing from designated location should be reported to the person responsible for health and safety for the campus, building etc.

All fire extinguishers should be inspected and serviced every twelve months as denoted by the relevant label.

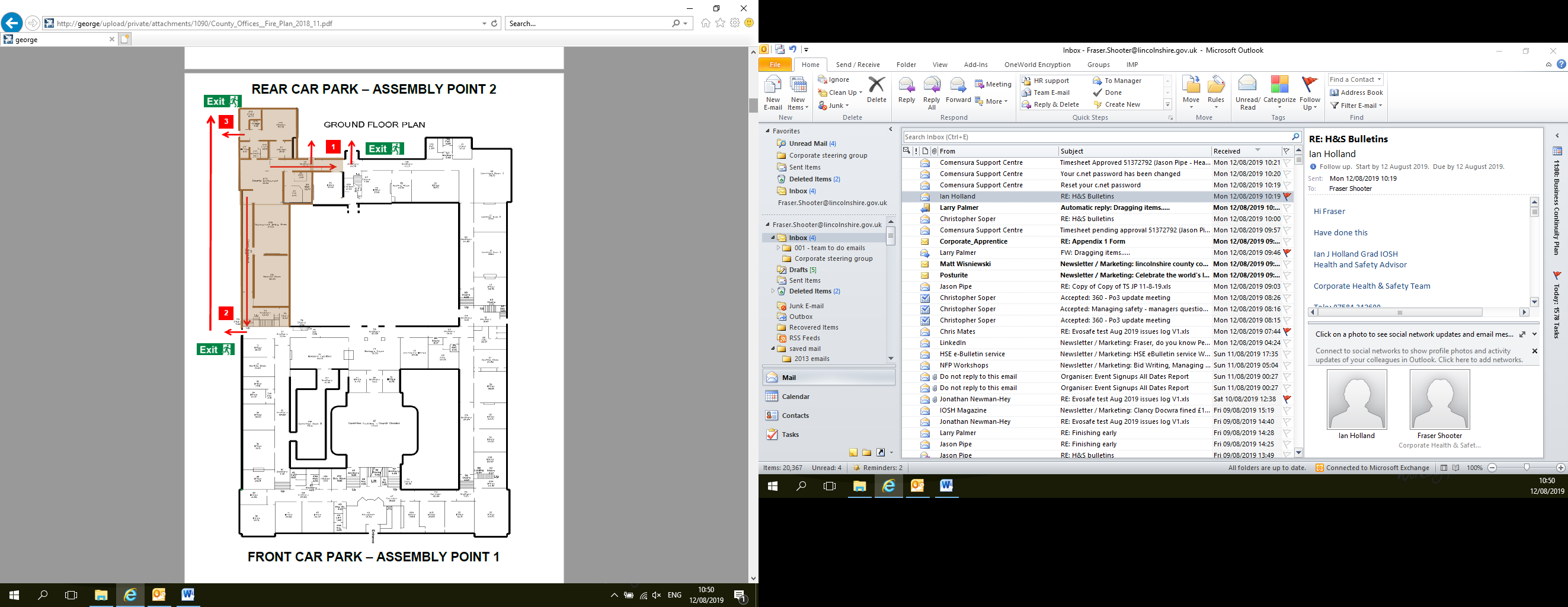
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type &**  **Colour** | **Class** | **Type** | **Not suitable for/shortfalls** | **Works by** |
| **Water** | **A** | **wood, paper, textiles & fabrics** | **Combustible liquids, cooking fats, oil, petrol**  **Electrical fires** | **cooling** |
| **Foam** | **A** | **Wood, paper, textiles and fabrics** | **Electrical fires** | **cooling and sealing the surface** |
| **B** | **Petrol, Diesel & Oil** |
| **Powder** | **ALL** | **Safe to use on any type of fire** | **Powder can cause irritant can cause breathing problems** | **chemically interference** |
| **CO2**  **(Carbon Dioxide)** | **B** | **Petrol, Diesel & Oil, Electrical** | **Doesn't last long**  **Noisy, user has to get very close to the fire t** | **reducing oxygen levels and cooling** |
| **Wet Chemical** | **F** | **Cooking Oils & Fats (Industrial fryers)** | **Only available in professional kitchen or where large industrial fryers are used** | **turns cooking oil into soap /prevents re-ignition** |

1. **Mana****gers** 👍**Do's &** 👎**Don't's**

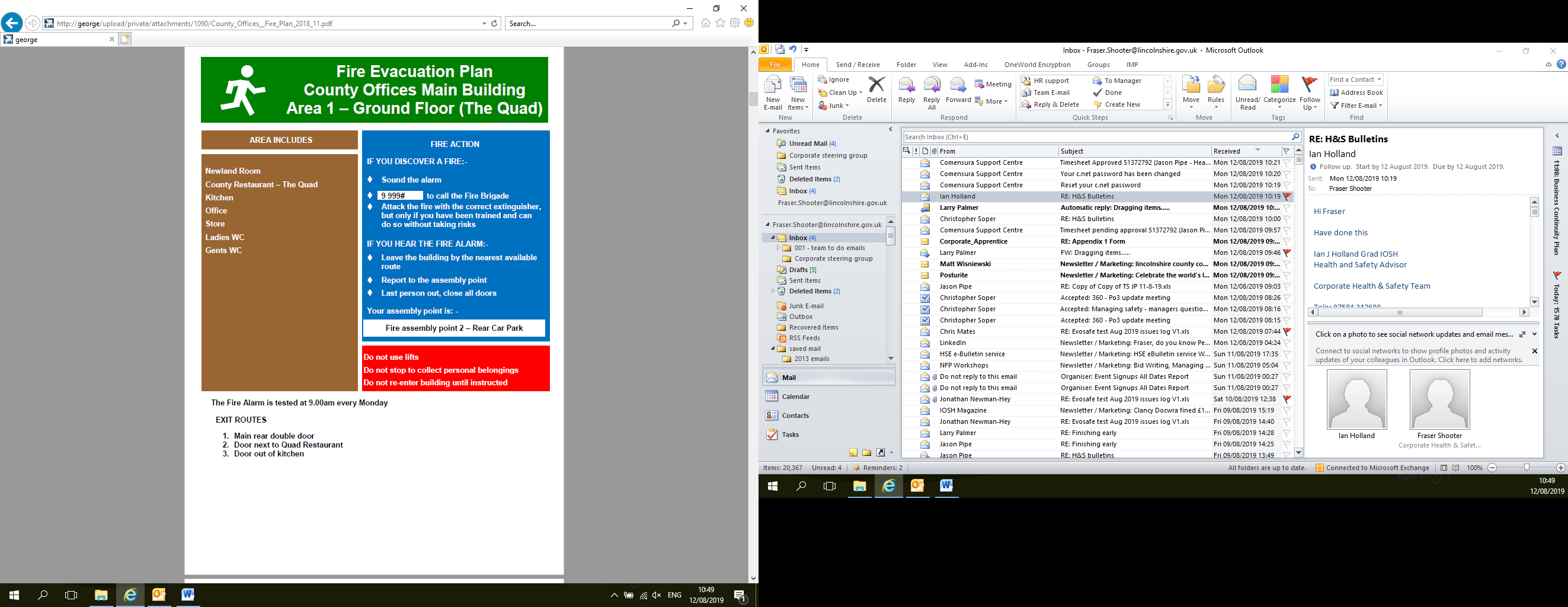
|  |  |
| --- | --- |
| * Ensure that the "Fire Risk Assessment" has been undertaken is current, relevant and available on site. | * Don't block, obstruct fire exit routes or fire doors. |
| * Don’t allow flammable materials, and substances to build up. |
| * Check that a "Fire Plan/Evacuation Procedure" is up-to-date and displayed. |
| * Don't allow contractors to undertake work that involves hot work unless suitable procedures have been agreed and put into place. |
| * Make sure "Signing In Procedures" for contractors and visitors are in place. |
| * Ensure "Out of Hours Working Procedures" are defined and understood – Click [here](http://george/upload/private/attachments/1071/FireEvacuationProcedureoutofnormalworkinghours2017v2.pdf) for an example |
| * Don't allow contractors to undertake activities/work that could interfere with fire emergency procedure, monitoring and alarm systems unless suitable procedures have been agreed and put into place. |
| * Complete a "Personal Emergency Plan" (Peep) for relevant staff and visitors. |
| * Make certain that staff have undertaken "Suitable and Sufficient Training" relevant to duties, roles, and responsibilities. E.g. "Fire Awareness Training" and Fire Marshal Training". |
| * Undertake and record periodic "Fire Drills and Emergency Evacuations" |  |
| * Ensure "Good House Keeping." |
| * Undertake and record periodic checks to ensure that testing, servicing and maintenance of firefighting equipment, detection, alarm, and lighting systems is being carried out. |
| * Carry out and record regular checks to validate that fire doors, exits, signage and lighting are in place and working. |
| * Undertake liaison meetings with other site user, shareholders if a shared site. |

|  |
| --- |
| **Appendix 6 - Quick Set-up Guide: Fire Evacuation Plans**  **EXAMPLE** |
|  |
| **Insert the details of the building, areas or zone this plan is covering** |
|  |
| **Insert the rooms that are within this areas or zone** |
|  |
| **Fire Action information – insert the full and correct emergency phone number** |
|  |
| **Fire Action Information – insert the full details and location of the assembly point for this zone/building.** |
|  |
|  |
| **Insert the time and day of the weekly fire alarm test** |
|  |
| **Insert the exits routes (s) from this zone/rooms** |
|  |
| **EXAMPLE** |
|  |
|  |
| **Insert a plan of the building/floor** |
|  |
| **Colour code the zone /area this plan is covering** |
|  |
| **Insert arrows showing the escape routes to each fire exit/door.** |
|  |
| **Insert the locations of where all the fire exits/doors are from this zone/areas** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **EXAMPLE** |
|  |
| **Insert the details of the building, area or zones this plan is covering** |
|  |
|  |
| **List all the Fire Marshals for each zone/areas, colour coding it to match the zone/area of the buildings plans** |
|  |
|  |
| **Insert a picture/plan of the building, colour coding each zone to indicate the location of that zone within the building** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Fire Evacuation Posters Layout & Templates** |
|  |

**2.**

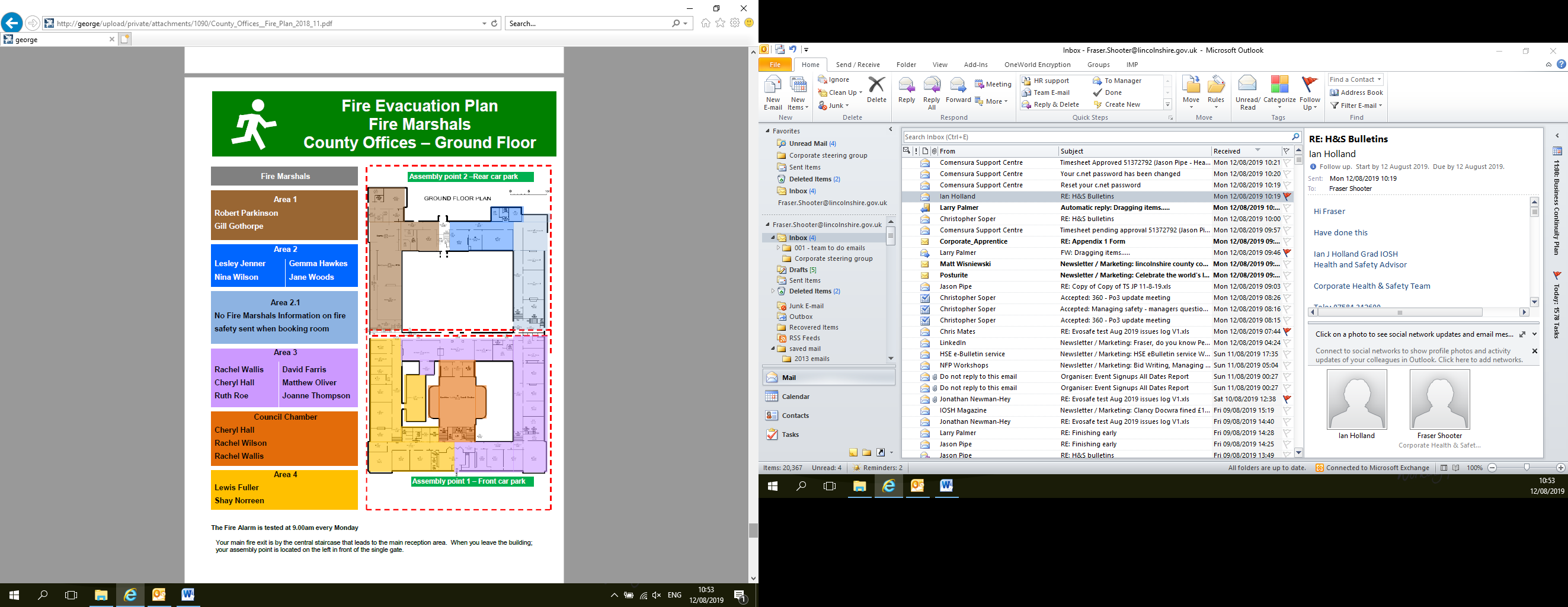


**1.**



**To access blank templates of the Fire Action / Zoning Posters click** [**here**](https://professionals.lincolnshire.gov.uk/downloads/download/122/fire?downloadID=122)

**3.**

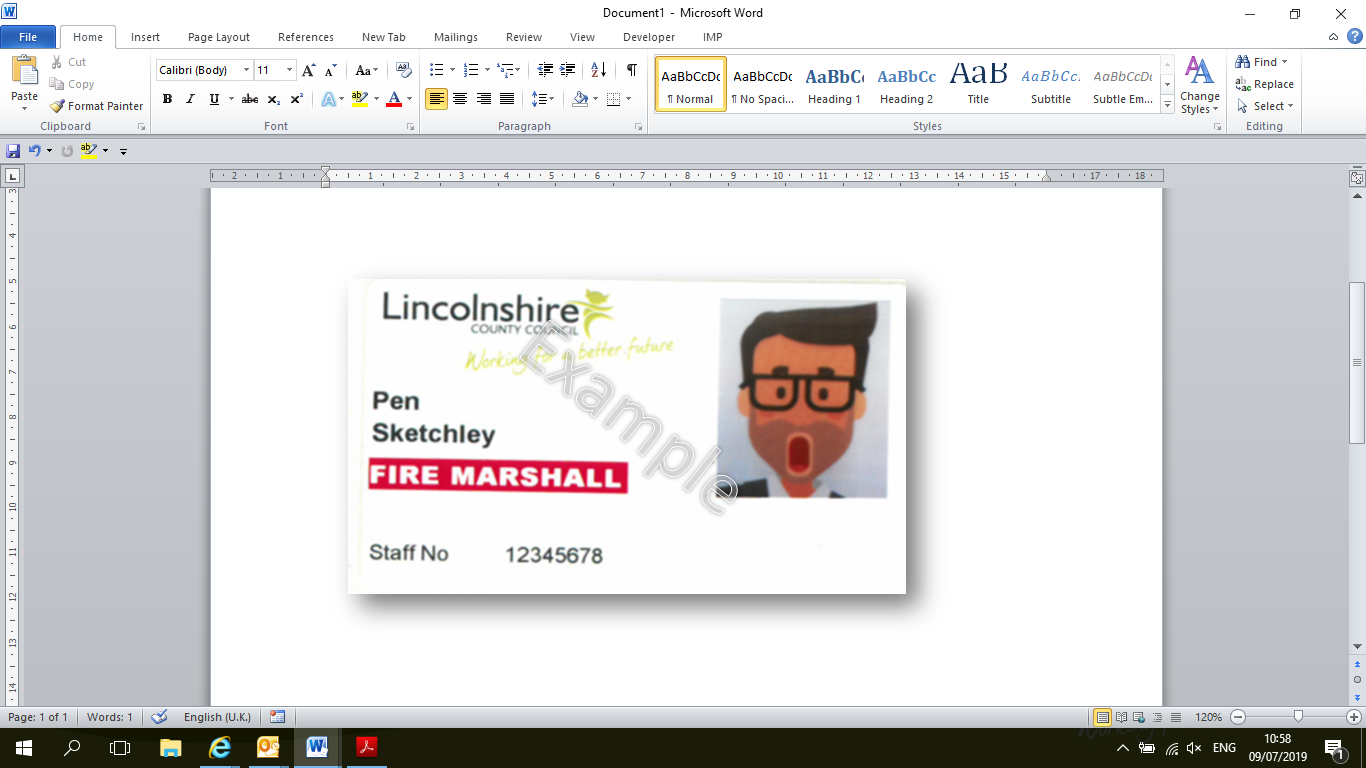


|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPENDIX 7 - Fire Ma****rshal / First Aider** **ID Card application form**  ***Please include a Passport-style photograph. The photograph must be clear, with a plain background, please ensure you are facing the camera. A scanned photograph would be acceptable*** | | | | | |
| **To be completed by Team Leader/Manager # Denotes must be completed** | | | | | |
| **Employee Name** | Name | | | | |
| **Employee Number #** | Number | | | | |
| **Job Title** | Title. | | **Job Number** | | JD Number |
| **Directorate** | Options. | | | | |
| **Select the type of card you require** | Fire Marshal / First Aider / Fire Marshal & First Aider | | | | |
| **Full Work address (including postcode) for delivery** | Click here to enter text. | | | | |
| **Works Ext Number** | EXT | **Email** | | Address | |
| **Date Fire Marshal training attended/completed** | Date | | | | |
| **Date First Aid training attended/completed** | Date | | | | |
| **Signature** |  | | | | |
| **Date** |  | | | | |

Please email your completed form to: [corporatehealth&safety@lincolnshire.gov.uk](mailto:corporatehealth&safety@lincolnshire.gov.uk) or post to

Corporate Health & Safety Team, 5th Floor, Orchard House, Orchard Street, Lincoln, LN1 1YL

**Example of Fire Marshal ID Card**





**APPENDIX 8: Fire Risk Assessment Flowchart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | |  | | | | | | |  | | |  | | |  | |
| **Do You Have a Fire Risk Assessment?** | | | | |  | | **No** | | | | |  | |  | | |  | | | |
|  |  | |  | |  | |  | | |  | |  | |  | | | | |  | |
| **Yes** | | | | |  | | | | | | |  | |  | | | |  | |
|  |  | |  | |  | |  | | | | |  | |  | | | | |  | | |
| **Was it completed in the last**  **2 years?** | | | | |  | | **No** | | | | |  | |  | | |  | | | | |
|  |  |  | | |  | |  | | | | |  | |  | | | | | | | |
| **Yes** | | | | |  | | | | | | | | | | | | | | | | |
|  | |  | | | **Yes** | |  | | | | |  | | **Contact Property Services Centre and request to speak to the Fire Manager.** | | | | | | | |
| **Have there been any significant changes, alterations to the building? How the building is used or who uses the building?** | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | |
| **No** | | | | |
|  | | | | |
|  | | | | |
| **Have all the recommendations detailed within the Fire Risk Assessment been completed?** | | | | | **No** | |  | | | |  | | |  | | | | | | | |
|  | | | | |  | |  | |  | | | | | |  | | | | | | |
| **Yes** | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | |
| **Are there any concerns regarding fire safety in the building?** | | | | | **Yes** | | |  | | | | | |  | | | | | | | |
|  | | |  | | |
|  | | |
|  | | | | |  | | | | | | | | | | | | | | | | |
| **No** | | | | |
|  | | | | |
| **Have you read through in detail the current Fire Risk Assessment and satisfied that there are no issues, concerns, and that all actions, recommendations have been completed?** | | | | | **No** | | |  | | |  | | |  | | | | | | | |
|  | | |
|  | | |
|  | | | | |  | | | | | | | | | | | | | | | | |
| **Yes** | | | | |
| **No further actions required** | | | | | **Contact Details**  LCC Property Services Centre Tel: (01522) 555555  [Corporatehealthandsafety@lincolnshire.gov.uk](mailto:Corporatehealthandsafety@lincolnshire.gov.uk) | | | | | | | | | | | | | | | | |