

## Fire Safety

The piece of legislation relating to Fire Safety in the UK is 'Regulatory Reform (Fire Safety) Order 2005'

The key duties from that legislation, when it comes to landlords/owners/operators are:

- Ensure that a Fire Risk Assessment (FRA) is undertaken
- The FRA is undertaken by a 'competent' person
- Actions identified within the FRA are implemented
- That FRA is reviewed regularly to ensure it's up to date

Fire drills are to be conducted at least once a year but in schools it is usually once a term. These drills are to be recorded, keeping record of:

- The date and time of the fire drill
- How many people were involved in the fire drill (approx.)
- Weather conditions
- Time it took to evacuate the building
- Anything that went wrong
- Lessons learned

It is always worth mixing up the fire drill as well e.g. complete it on a different day every time, this may allow inclusion of staff who work part time.

Also carry fire drills out in different weather conditions, people may grab their coats on the way out which may take longer.

You could also block an exit with a 'fire' people are creatures of habit and may evacuate the same way every time, make them think of another way to escape.



FIRE DRILL LOG					
Year:			Location:		
Month	Date Conducted	Evacuation Time	Head Count	Drill Manager	Signature



## **PEEPs – Personal Emergency Evacuation Plans**

You must also consider if there are any staff members or pupils that will require assistance evacuating the building. If so a PEEP (Personal Emergency Evacuation Plan) must be created.

### **Who needs a PEEP?**

PEEPs may be required for different reasons, staff or visitors that may have one or more of the following:

- Mobility conditions
- Sight conditions
- Hearing conditions
- Neurodiverse or mental health conditions
- People with underlying health conditions
- Pregnant women
- People who have a short-term injury, e.g. a broken leg.

### **Line managers are responsible for the creation of a PEEP. You must follow these principles for the preparation and implementation of a PEEP:**

- The person requiring the PEEP should be meaningfully involved at all stages in the development and review of their PEEP
- The same rules of courtesy and respect apply to disabled and non-disabled people alike.
- See the person not the disability; needs and preferences vary widely between individuals.
- In an evacuation, ask, don't assume, when determining what assistance, a person might need. The individual best understands the nature of their impairment.
- 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.

### **Managers should 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

## **Practice and Drills of PEEPs**

- The best way to test the PEEP and ability of employees to react correctly in the event of an emergency evacuation situation.
- All PEEPs should be practiced on a regular basis i.e. at the same time a normal fire drill for the building is undertaken and all findings noted.

## **Building Adaption for PEEPs**

- Some cases may need some building adaption to ensure the requirements and controls identified within the PEEP can be executed.
- The adaption of a building may mean that an individual could evacuate the building without any additional assistance. In these cases, a PEEP should still be undertaken and reviewed on a regular basis to ensure the adaption to the building still allows a safe evacuation.
- 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.

## **Points to remember...**

Every building is different, a PEEP will be needed for each workplace to suit the individual.

Always include the individual when creating the PEEP

Making someone wait in the refuge area, is not a plan.

If in doubt, ask for help when creating the PEEPs

## **PEEP template**

[G5 Appendix 3 Personal Evacuation Plan.docx \(sharepoint.com\)](#)