

**Fire Safety Arrangements**

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1. **Statement of purpose/objectives**

This document provides information and guidance to managers and employees on the Council’s policy and arrangements for ensuring that all workplaces have adequate fire safety and fire precaution arrangements and that they meet the requirements of The Regulatory Reform (Fire Safety) Order 2005.

1. **Scope**

This arrangement applies to all Service Areas and services within the Council, but may be supplemented by Service Area policies, procedures and guidance, which set out specific detail relating to service needs.

Service Areas should ensure that those with responsibilities under this procedure:

* Are trained to an appropriate level
* Have access to competent advice and support
1. **Introduction**

The Regulatory Reform (Fire Safety) Order 2005 replaces all previous fire legislation. Responsibility for complying with the Order rests with the ‘responsible person’. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date. See 4. for definitions of responsible persons.

**The fire safety order is s**upported by a series of guidance documents relating to specific types of premise and supplementary guidance on means of escape for disabled people.

1. **Responsible Person**

In a workplace, the responsible person is the employer and any other person who may have control of any part of the premises, e.g., the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g., a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

Responsibility for various aspects of fire safety within council premises depends on the type of establishment.

1. **Duty to take General Fire Precautions**

The responsible person must take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe. A relevant person is any person lawfully on the premises and any person in theimmediate vicinity but does not include fire fighters carrying outfirefighting duties. See FAQ for definition of ‘General Fire Precautions’.

1. **Fire Risk Assessment**

The responsible person must ensure that a suitable fire risk assessment is in place which must focus on the safety in case of fire, of all ‘relevant persons’. The fire risk assessment must ensure particular attention to those at special risk, such as people with disabilities (mobility impairment or learning disability), those known to have special needs and children, the risk assessment must include consideration of any dangerous substance liable to be on the premises. The outcome of fire risk assessment will help to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions required.

The fire risk assessment should be reviewed by the premises manager on a yearly basis as a minimum and when there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. When a significant change has occurred or the time set out in the fire risk assessment frequency matrix/reassessment time specified by the assessor, whichever is the sooner, a new assessment should be carried out. N.B. Check whether the assessor has specified a re-assessment date or review date. See the frequency matrix in Appendix 5 and FAQ no 12.

1. **General Principles of Prevention**

**The responsible person, in implementing any preventative or protective measures should do so on the basis of the general principles of fire prevention. The general principles of prevention are:**

(a) avoiding risks;

(b) evaluating the risks which cannot be avoided;

c) combating the risks at source;

(d) adapting to technical progress;

(e) replacing the dangerous by the non-dangerous or less dangerous;

(f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;

(g) giving collective protective measures priority over individual protective measures; and

(h) giving appropriate instructions to employees.

1. **Fire Safety Arrangements**

The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. The responsible person must record the fire safety arrangements.

1. **Elimination or Reduction of Risks From Dangerous Substances.**

Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.

1. **Fire Fighting & Fire Detection**

Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must

* Ensure that the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms.
* Ensure that any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.
* Take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned;
* Fire extinguishers are provided to help protect means of escape and buy time for persons to escape. They are NOT intended to be used to fight fire at all costs.
* Practical training is required to enable fire extinguishers to be selected and used with confidence to tackle a fire if called on to do so. Training can be arranged via the Health & Safety Department.
* Arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.
1. **Emergency Routes & Exits**

Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons;

* emergency routes and exits must lead as directly as possible to a place of safety
* In the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible
* The number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time
* Emergency doors must open in the direction of escape
* Sliding or revolving doors must not be used for exits specifically intended as emergency exits
* Emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency
* Emergency routes and exits must be indicated by the appropriate signs
* Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.
1. **Procedures for Serious and Imminent Danger and for Danger Areas**

The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills to be followed in the event of serious and imminent danger to relevant persons. Competent persons should be appointed to implement those procedures. Known danger areas should not be accessible by relevant persons, unless the person concerned has received adequate safety instruction.

1. **Competency**

The competent person or fire risk assessor need not possess any specific academic qualifications but should:

* Understand the relevant fire safety legislation and the associated guidance documents;
* Have appropriate education, training, knowledge and experience in the principles of fire safety;
* Have an understanding of fire development and the behaviour of people in fire; understand the fire hazards, fire risks and relevant factors associated with occupants at special risk within buildings of the type in question; and
* Have appropriate training and/or experience in carrying out fire risk assessments.

There is no defined skillset or training designated for the “competent person”, however, they must show a competency in all areas equal to (or greater than) the complexity of problems to be tackled. The competent person must display an ability to identify a problem when seen and suitably assess its relative importance in relation to the safety systems in place.

Note. The Council no longer provides training or refresher training for in-house fire risk assessors. In-house fire risk assessors are no longer classified as competent persons for conducting fire risk assessments. A PSG approved fire risk assessor must therefore be used See Section 7 – Fire risk assessment.

Property Services Group (PSG) maintain a framework of competent fire risk consultants to undertake fire risk assessments in all Shropshire Council premises.

1. **Provision of Information to Employees**

The responsible person must ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with comprehensible and relevant information on the risks to those employees and the preventive and protective measures taken by the responsible person.

1. **Training**

The responsible person must ensure that employees are provided with adequate safety training at the time when they are first employed and on their being exposed to new or increased risks. The training should be repeated periodically. Fire training should be based on the particular features of the building as appropriate and include suitable and sufficient instruction and training on precautions and actions to be taken by the employee (i.e. fire drills) in order to safeguard themselves and others. See FAQ for further details.

1. **Co-operation & Co-ordinatio****n**

Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by the Regulatory Reform (Fire Safety) Order. They must also take all reasonable steps to co-ordinate the measures taken to comply with the requirements and prohibitions imposed on them by this legislation. The responsible person must take all reasonable steps to inform the other responsible persons concerned, of the risks arising out of or in connection with the workplace.

1. **General Duties of Employees at Work**

In addition to the general duties placed upon employees applied under the Health and Safety at Work etc. Act 1974 (HSWA), every employee must inform their line manager of any work situation considered to represent a serious and immediate danger to safety and of any shortcoming in the employer's protection arrangements for fire safety.

1. **Implementation**

Management guidance in the form of frequently asked questions will be provided and updated to support the implementation of these arrangements. These arrangements support the implementation of the Council’s Fire Safety Policy.

1. **Compliance**

This arrangement will enable Shropshire Council to conform to statutory requirements and best current practice. Further references are provided in **Appendix 3.**

1. **Review of Arrangement**

This procedure will be reviewed by Occupational Health and Safety Team, in consultation with unions, in three years.

**Approving Body**

Consultation Health, Safety & Welfare Group July 2008

Approval Health and Safety Forum October 2009

Reviewed Occupational Health and Safety Team January 2019

Reviewed Occupational Health and Safety Team/Statutory Compliance Officer – Fire Safety May 2022

Reviewed Occupational Health and Safety Team/Statutory Compliance Officer – Fire Safety September 2023

**Fire Safety Arrangement**

**Frequently Asked Questions**

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Appendix 2 Further advice and guidance

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Appendix 7 Fire Safety Training, Testing and Maintenance Logbook.

1. **Roles and Responsibilities/who does what?**

Please see Section 6 of the Council’s Fire Safety Policy - [Fire Safety Policy (sharepoint.com)](file:///C%3A%5CUsers%5CSC225224%5CAppData%5CExtranet%5Chs%5CSitePages%5CFire-Safety-Policy.aspx) . Schools see Shropshire Learning Gateway for the Fire Safety Policy [Fire safety in schools – Shropshire Learning Gateway (shropshirelg.net)](https://shropshirelg.net/services/occupational-health-and-safety/fire-safety-in-schools/)

1. **What is the Fire Action Plan?**

A fire action plan is a written document which includes the action to be taken by all employees in the event of a fire and the arrangements for calling the fire brigade. It can include concise relevant information, including method for raising the alarm and the location of fire assembly points, the emergency plan should be displayed in prominent areas, including located next to fire alarm call points.

1. **What is a Personal Emergency Evacuation Plan (PEEP)?**

This is an individual plan for means of escape from fire. For further detailed guidance refer to the publication Fire safety risk assessment supplementary guide (Means of escape for disabled people). Down load version available

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

A Personal Emergency Evacuation Plan (PEEP) template is included in **Appendix 4**

1. **Do I need a Fire Certificate?**

No. The Regulatory Reform (Fire Safety) Order 2005 abolished the requirements to have fire certificates.

1. **Who is the Responsible Person?**

In a workplace, the responsible person is the employer and any other person who may have control of any part of the premises, e.g., the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g., a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other. Responsibility for various aspects of fire safety within council premises depends on the type of establishment.

1. **Who is a Relevant Person?**

Anyone who is not an employee but is legally on the premises/establishment and may be affected by events.

1. **What happens if I share occupancy of the building with other organisations?**

If you share a building with others, you will need to co-ordinate your risk management plan with them. The ideal way to manage joint risks is by setting up a Building User Group (BUG) to coordinate and cooperate on joint premises issues.

1. **What does the term General Fire Precautions** **mean?**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuate in the event of fire occurring.

The general fire precautions will include;

**Pre-planning**

* Fire risk assessments
* Making emergency plans and Personal Emergency Evacuation Plans (PEEPS)
* Formulation of fire procedures
* Fire drills
* Provision of information, instruction and training
* Cooperation and coordination with other premise users

**Fire prevention measures**

* Good housekeeping & adequate security measures
* Emergency signs/instructions and emergency lighting
* Control of contractors working on-site
* Maintenance, inspection and testing of electrical installations & equipment

**Fire protection measures**

* Raising the alarm
* Escape routes, fire exits
* Fire-fighting equipment
* Limiting the spread of fire

It cannot be over-emphasised that the main aim is to ensure everyone reaches a place of safety if there is a fire, putting a fire out is secondary to this.

1. **Who enforces fire safety?**

The local fire and rescue authority. For Shropshire it is the Shropshire Fire and Rescue Service. The enforcing authority has the power to inspect your premise & review the content of your fire risk assessment ensuring the significant findings have been acted on. Failure to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 may lead to enforcement notice being issued.

1. **What does a Fire Risk Assessment involve?**

There are **5** key steps in a fire safety risk assessment:

* + 1. Identify the hazards (e.g. how could a fire start? what could burn?)
		2. Consider the people who may be at risk (e.g. employees, visitors and anyone who may be vulnerable such as children, the elderly and disabled)
		3. Evaluate and act. Think about what you have found in steps i & ii above and remove and reduce any risks to protect people and premises.
		4. Record, plan and train, keeping a record of what risks you have identified and what actions have been taken to remove/reduce them
		5. Review your risk assessment regularly (at least annually) to ensure it remains up to date.
1. **I have been identified as the building ‘Responsible Person’ what do I have to do?**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on a ‘responsible person’ to ensure that a suitable fire risk assessment is in place. And following the risk assessment, implement appropriate fire safety measures to minimise the risks to life from fire and to keep the fire risk assessment up to date.

Property Services Group (PSG) maintain a framework of competent fire risk consultants to undertake fire risk assessments. As above.

**12** **How often do Fire Risk Assessments have to be reviewed and who should review them?**

Responsible persons should review at least annually. N.B. Review is not the same as assessment and reassessment. See Appendix 5 - Shropshire Council Fire Risk Assessment (FRA) Frequency Matrix for details relating to assessment and reassessment by a framework consultant.

All premises will require (at least) an annual review of their consultant led FRA\*, but not necessarily by a fire consultant. An annual review, by the on site responsible person, along with reviews when changes occur and or fires and near misses occur to identify if the fire risk assessment is still valid. Should a new assessment be required, a competent fire risk assessment professional should carry out the new/renewed fire risk assessment. PSG have a list of approved fire risk assessors who are used for Shropshire Council Buildings.

The reviewing process should be guided by the risk presented by the building and that assessed by the fire risk consultant.

It is suggested that Premises assessed by a consultant as having a “Tolerable” risk will require a three yearly re-assessment by a suitably competent assessor and premises assessed as presenting a “Moderate” risk should be re-assessed by a suitably qualified assessor every two years. The risk levels are taken from PAS 79-1 2020, the format in which the FRAs should be presented by the assessors.

\*Review will also be required where there have been significant changes to the building or usage.

**13. What are the Objectives of Fire Drills?**

A well planned and executed fire drill will confirm understanding of the training given and provide useful information for future training. The responsible person must establish procedures to be followed in the event of serious and imminent danger, typically the objectives of the drill will be to

* Identify any weaknesses in the fire evacuation plan
* Test the procedure following any recent alteration or changes to working practices
* Familiarise new employees with the fire evacuation procedures
* Test the arrangements for disabled and other vulnerable groups and ensure Personal Emergency Evacuation Plans (PEEPS) are satisfactory.
1. **What are the frequencies of fire drills?**

Fire drills should be carried out at least 6-monthly or more frequently if determined necessary by the fire risk assessment for example where there is a high turn-over of employees, shift work occurs or as stated under regulations made under the Care Standards Act 2000. Schools are advised to undertake fire drills on a termly basis.

1. **What are the Duties of the Fire Evacuation Controller?**

**Duties Prior To Emergency**

* Maintain a register of area/zone Fire Wardens for the building.
* Ensure that all duties are covered by Deputies in periods of absence.

**On Hearing the Fire Alarm**

* Report to the Evacuation Control Point wearing high visibility tabard, with evacuation lists and relevant closure notices available.
* Ensure that the Emergency Services have been notified. If not Dial 999

(NOTE: it may be necessary to dial initially an additional 9 to attain an outside line) and inform the Emergency Services using the correct message procedure.

* Make arrangements to ensure that the premises is not re-entered until authorised to do so.
* Receive and record evacuation reports from Area Fire Wardens informing the Senior Fire Brigade Officer as appropriate.
* Position, organise and co-ordinate First Aiders to ensure provision of an emergency first aid treatment facility.
* Meet the Fire Brigade and give a concise situation report. Carry out the instructions of the Senior Fire Brigade Officer.

**At Conclusion of Emergency**

* Following the all clear from the Senior Fire Brigade Officer the alarm may be switched off, reset and staff recalled.
* Return tabards and notices.
* Debrief all employees with special evacuation responsibilities following the drill/incident.
* Discuss any necessary points with area fire wardens or Service Area managers.
* Record the incident/drill in the Fire Logbook.
* Submit a written report to the Service Area Director responsible for Health & Safety (copy report to the Occupational Health & Safety Team).
* Record the incident on Shropshire Council’s ERP – Incident Form.

It is the duty of the evacuation controller to co-ordinate the premises safe evacuation in case of serious and imminent danger such as bomb alert, gas leak, structural damage etc.

1. **What are the Duties of Fire Wardens?**

**Prior to Emergency**

* Ensure that you are aware of the procedures in place for area clearance, closure & safe evacuation. If you are planning leave or working away from your designated building, ensure your deputy is available and is aware they are responsible for those periods of absence.
* Ensure you know who the Evacuation Controller is for your building and know the meeting area.
* Discuss evacuation plans with disabled staff and ensure that, where necessary, Personal Emergency Evacuation Plans (PEEPS) are practised in advance.
* Liaise with Service Area Managers / Team Leaders to ensure that all employees receive relevant fire safety information & training and know what to do in the event of an emergency.

**On Hearing the Fire Alarm**

* Put on your high visibility Tabard and assist with the orderly evacuation of the building using the approved routes.
* Check all offices, toilets and other rooms, ensure that no-one remains within your area of responsibility. Ensure all fire doors are closed (**only if it is safe to do so)** and proceed to the Evacuation Control Point.
* Ensure that any special procedures for the evacuation of the disabled are put into effect Personal Emergency Evacuation Procedures (PEEPS).
* Report to the Evacuation Controller at the Evacuation Control Point giving details of any problems in your area of responsibility e.g., disabled people proceeding at a slower rate or that your area is clear (if you are satisfied that no one remains in the area.)
* Proceed to the Assembly Area, encouraging other employees and visitors to do so. Report to the senior manager assuming responsibility, offering any assistance they require.

**At the conclusion of emergency**

* Attend the drill/incident debriefing session bringing to the meeting any problems or points which need to be discussed.
* Disseminate feedback to employees within your fire zone

**It is the duty of the fire wardens to co-ordinate a local search and or assist in the verbal communication strategy to ensure the premises safe evacuation in case of serious and imminent danger such as bomb alert, gas leak, structural damage etc.**

1. **What action should be taken on discovering a fire**
* Shout, “FIRE FIRE FIRE” to alert people in the immediate vicinity.
* Raise the alarm - use the nearest alarm call point.
* Leave the building via the nearest available exit.
* Do not stop to collect personal belongings.
* Do not use the lift (with the exception of designated fire lifts). Assemble with your section at the designated assembly point.
1. **What action should be taken on hearing the fire alarm?**
* Leave the building via the nearest available exit.
* Do not stop to collect personal belongings.
* Do not use the lift (with the exception of designated fire lifts).
* Assemble with your section at the designated assembly point.
1. **What should our Fire Action Notices state**

These should reflect the bullet points given in the above two questions.

1. **What is the policy on the use of fire extinguishers?**

Fire extinguishers are provided to help protect means of escape and buy time for persons to escape. They are NOT intended to be used to fight fire at all costs.

Practical training is required to enable fire extinguishers to be selected and used with confidence to tackle a fire if called on to do so.

Only tackle a fire if you have received the appropriate training and feel confident to do so, the following points are intended as a guide:

* Always raise/sound the alarm before attempting to fight a fire.
* Select the correct extinguisher for the type of materials involved in the fire.
* Do not attempt to fight a fire on your own.
* Do not let the fire come between you and your means of escape.
* Do not continue to fight the fire if it continues to grow, or if it threatens to involve containers or cylinders of flammable gases, or highly flammable liquids.
* Do not continue to fight the fire if, it has not been extinguished by one extinguisher.

Employees need to familiarise themselves with their specific local arrangements.

1. **Do Fire Wardens Require Training?**

Yes, fire wardens should complete the following training;

* + Fire safety awareness training to include the practical use of fire extinguisher training
	+ Fire warden local fire zone awareness, provided by Building responsible person
	+ Refresher training to be carried out every 3 years as a minimum, to include the practical use of fire extinguishers.
1. **What are the Duties of Managers & Team Leaders?**

**Prior to an Emergency**

* Ensure that each new member of staff (or existing employees relocated to a different work site) is briefed on their first day in the workplace on the following:

 (a) Site specific Fire Precautions.

 (b) Action to be taken on discovering a fire.

 (c) Action to be taken on hearing the Fire Alarm.

 (d) Location of the Fire Assembly Point.

* Be aware of the special needs of any disabled staff and liaise with the Evacuation Controller and Area Fire Wardens about implementing any special arrangements i.e. Personal Emergency Evacuation Plans (PEEPS) which may be necessary.
* Undertake regular (no less frequently than annually) Fire safety re-training of all staff including the use of evacuation chairs and **ensure that all such training is recorded.**

**On Hearing the Fire Alarm**

* Assist the Area Fire Warden with their task of ensuring an orderly evacuation. Pay particular attention to any employee who may need reassurance or special help.
* Evacuate to the designated Fire Assembly Point.
* The most Senior Manager should take charge of the assembly, encouraging employees to assemble in a safe and orderly manner e.g. in the middle of the Assembly Area away from traffic hazards. Do not inhibit members of the public during drills but redirect them during an emergency.
* Await instructions from the Evacuation Controller. If the building cannot be re-occupied, liaise with the Evacuation Controller (and the Emergency Planning Team) about what instructions should be given to employees or emergency contingency plans put in place.
* Be advised by Evacuation Control when the emergency is over. Assist the Evacuation Controller to recall employees.

**At Conclusion of Emergency**

* Discuss any necessary points with the Evacuation Controller.
* Ensure that any observations made by the drill/incident debriefing group are passed on to employees and actions taken where necessary.
1. **Duties of Receptionist/Attendants/Security Staff**

**On Hearing the Fire Alarm**

* Ensure the Fire Service has been alerted. Dial 999 and inform the Fire Brigade using the correct message procedure. (NOTE: it may be necessary to **dial an** **initial additional 9 to attain an outside line**)
* Push back any displays, tables, chairs and rope barriers to improve fire door access.
* Ensure that the exit door is fully opened and prevent entry to the building.
* Report to the Evacuation Controller and confirm that the Fire Brigade has been called.
* Evening venues ~ Assume responsibilities of Evacuation Controller if a responsible person has not been identified by the committee services officers, convenors of meetings or group organiser letting the building.

**Note: Displays or equipment should never be in a position in a way that constitutes a hazard or impedes swift safe access / egress.**

1. **What are the Duties of Premise Managers?**

**Prior to Emergency**

* See Appendix 6/6A for the Fire Safety Maintenance Check List that describes daily, weekly, monthly etc testing requirements. Two lists are provided. One for residential and non-residential properties,
* Test Fire Alarm sounders weekly (at different call points): at a pre-set time and day.
* Inspect fire fighting and evacuation equipment weekly. Ensure fire fighting equipment (extinguishers, blankets, hoses etc.) are in place and have not been used/tampered with. Ensure evacuation chairs are in place and without visible defect.
* Advise the Evacuation Controller of any faults or problems. Always inform the Evacuation Controller when (and why) fire zone areas are temporarily isolated. Such isolation must be formally managed on site using a Hot Work Permit as a template. See Hot Work Policy.
* Record the tests / inspections in the Fire Logbook. See Appendix 7
* Ensure fire system inspections are carried out by external contractors such as routine alarm system maintenance checks; extinguisher servicing and testing; smoke/heat detector cleaning and testing; emergency lighting tests etc. Ensure inspections are recorded in the Fire Logbook.

**On Hearing the Fire Alarm**

* Evacuate the building.

**At Conclusion of Emergency**

* On the advice of the Evacuation Controller and or Senior Fire Brigade Officer reset the alarm.
* Discuss any necessary points with the Evacuation Controller.
1. **How do I report a fire incident (on completion of incident / emergency)?**

All fire related incidents including false alarms and near misses should be reported using the Council’s ERP digital platform.

1. **What is COMAH?**

COMAH is short for the Control of Major Accident Hazard Regulations 1999. There are industrial sites in Shropshire that these regulations apply, for further information contact Shropshire Council Emergency Planning Team. The Health & Safety Executive offer further advice and guidance.

1. **Smoking including electronic / vapour cigarettes.**

To significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking, smoking (including electronic/vapour cigarettes) is not permitted inside Shropshire Council premises. This includes all places of work, within Council grounds or in Council vehicles. As an employer Shropshire Council must display approved “No Smoking” signs in the workplace.

Shropshire Council is aware of a number of serious fires, injury or near miss incidents within the UK where electronic or vapour cigarettes have been connected to a computer via a charge lead. Therefore, in the interest of safety for all within Shropshire Council owned or controlled premises, charging of electronic cigarettes via any computer is prohibited.

Shropshire Council’s **Smoking policy** is available on the intranet via HR and Payroll

1. **What is a Hot Work Permit?**

This is the control procedure where ‘hot works’ are planned (i.e. welding/burning, grinding and the use of bitumen boilers). The use of a Hot Work Permit system must be rigorously enforced where required. This will require the Authorised Person for the premise to issue and manage a written permit with the Competent Person (Contractor) undertaking any hot work.

All premise managers should undertake the Hot Work Awareness session available on Leap into Learning. See also Hot Works Procedure and Hot Works Permit.

The Hot Work Permit should be used to formally manage situations where automatic fire detection systems are isolated for example during maintenance. The permit should be issued by the premise to the contractor to assist in managing the temporary risk presented by the isolation of the fire alarm.

1. **What is the Fire Policy Statement?**

The fire policy statement is a written statement that sits at the front of the Council’s Fire Safety Policy stating the employer’s commitment to ensuring safe systems of work are in place for fire safety. A localised fire policy commitment/template is provided for schools via Shropshire Learning Gateway to help with implementing the outcomes provided in the Council’s Fire Safety Policy and Statem

**Appendix 1**

**Evacuation Controller & Fire Warden Action Flowchart**

**Fire**

**Incident**

Fire Action Plan Initiates

**Fire Alarm Activation**

Establish first aid post

report to fire evacuation controller

Co-ordinate

First Aiders

Go to fire panel

ID location of incident

(Evacuation control point)

Put on high visibility fire warden tabard

Area Fire Wardens

Fire Evacuation Controller

Fire Brigade called

* Record incident in fire logbook
* Report incident using ERP Incident Reporting system to inform the Occupational Health & Safety Team
* Submit a written report to the Service Area Director

responsible for Health & Safety (copy report to the

Occupational Health & Safety Team).

Feedback to colleagues in work area fire zone

Report to Senior Manager at fire assembly point to offer support if required

At conclusion of emergency, report to fire evacuation controller for debrief

Check out your Fire Zone

* Ensure all have left the building.
* Doors closed (if safe to do so).
* Ensure any special procedures have been put into place (i.e. Personal Emergency Evacuation Plan).
* Proceed to evacuation point.
* Provide report to evacuation controller.
* Go to fire assembly point.

**At conclusion of emergency**

* Silence alarms.
* Return tabards and notes.
* Debrief fire wardens and those with special evacuation responsibilities.
* Discuss any necessary points with fire wardens and Service Area management.

Confirm emergency services has been notified

(Site specific actions)

Receive & record evacuation reports from fire wardens

Carry out instructions as advised by senior fire officer

Meet Senior Fire Brigade Officer

**Appendix 2**

Further advice and guidance

* Health & Safety at Work etc Act 1974
* Regulatory Reform (Fire Safety) Order 2005
* Care Standards Act 2000
* Care Homes Act 2001
* Fire Safety Guides and advice for various types of premises can be found here <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

 **Appendix 3** 

Fire Safety Policy Statement

See Fire Safety Policy on the intranet - [Fire Safety Policy (sharepoint.com)](https://shropshirecouncil.sharepoint.com/sites/Extranet/hs/SitePages/Fire-Safety-Policy.aspx)or on Shropshire Learning Gateway. - [Fire safety in schools – Shropshire Learning Gateway (shropshirelg.net)](https://shropshirelg.net/services/occupational-health-and-safety/fire-safety-in-schools/)

**Appendix 4**

**Personal Emergency Evacuation Plan (PEEP)**

Please note - A PEEP should consider all buildings/areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

|  |  |
| --- | --- |
| PEEP for: |  |
| Contact Details: |  |
| Building/area PEEP applicable to: |  |

### Impact of disability on emergency evacuation

|  |
| --- |
| How may the individual’s disability (e.g. mobility, hearing, sight, communication etc) impact on their safe evacuation?  |
|  |

**Awareness**

|  |
| --- |
| How will the individual be made aware of the need to evacuate the building? |
|  |

## Assistance

|  |
| --- |
| Identify those people who will provide assistance and the nature of the assistance.* You should identify both the primary assistant and those who will provide back-up cover during absence e.g. holiday, sickness etc.
* An adequate number will be required to ensure assistance is available at all times.
 |
| Name | Nature of assistance | Contact details |

### Equipment

|  |
| --- |
| What equipment will be provided to assist with the evacuation and who is responsible for maintaining this? |
|  |

### Procedure

|  |
| --- |
| Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm first sounds  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Relevant party | Name | Signature | Date |
| PEEP owner (the individual): |  |  |  |
| PEEP assessor: |  |  |  |
| Assistants: |  |  |  |

|  |  |
| --- | --- |
| Distribution list: |  |

**Appendix 5**









**Appendix 6** – **Fire Safety Maintenance Checklist – Non-residential Premises**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check frequency and type** | **Y** | **N** | **N/****A** | **Who / Responsibility** | **Comment** |
| **Daily checks (not normally recorded)** |
| **Escape routes** |
| Can all fire exits be opened immediately and easily? |[ ] [ ] [ ]   |  |
| Are fire doors clear of obstructions? |[ ] [ ] [ ]   |  |
| Are escape routes clear? |[ ] [ ] [ ]   |  |
| **Fire warning systems** |
| Is the indicator panel showing ‘normal’? |[ ] [ ] [ ]   |  |
| Are whistles, gongs or air horns in place? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Are luminaires and exit signs in good condition and undamaged? |[ ] [ ] [ ]   |  |
| Is emergency lighting and sign lighting working correctly? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Are all fire extinguishers in place? |[ ] [ ] [ ]   |  |
| Are fire extinguishers clearly visible? |[ ] [ ] [ ]   |  |
| Are vehicles blocking fire hydrants or access to them? |[ ] [ ] [ ]   |  |
| **Weekly checks** |
| **Escape routes** |
| Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly? |[ ] [ ] [ ]   |  |
| Are external routes clear and safe? |[ ] [ ] [ ]   |  |
| **Fire warning systems** |
| Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.) |[ ] [ ] [ ]   |  |
| Did the alarm system work correctly when tested? |[ ] [ ] [ ]   |  |
| Did staff and other people hear the fire alarm? |[ ] [ ] [ ]   |  |
| Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop) |[ ] [ ] [ ]   |  |
| Do all visual alarms and/or vibrating alarms and pagers (as applicable) work? |[ ] [ ] [ ]   |  |
| Do voice alarm systems work correctly? Was the message understood? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Are charging indicators (if fitted) visible? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Is all equipment in good condition? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Monthly checks** |
| **Escape routes** |
| Do all electronic release mechanisms on escape doors work correctly? Do they ‘fail safe’ in the open position? |[ ] [ ] [ ]   |  |
| Do all automatic opening doors on escape routes ‘fail safe’ in the open position? |[ ] [ ] [ ]   |  |
| Are fire door seals and self-closing devices in good condition? |[ ] [ ] [ ]   |  |
| Do all roller shutters provided for fire compartmentation work correctly? |[ ] [ ] [ ]   |  |
| Are external escape stairs safe? |[ ] [ ] [ ]   |  |
| Do all internal self-closing fire doors work correctly? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Do all luminaires (emergency lights) and exit signs function correctly when tested? |[ ] [ ] [ ]   |  |
| Have all emergency generators been tested? (Normally run for one hour.) |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Is the pressure in ‘stored pressure’ fire extinguishers correct? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Three-monthly checks** |
| **General** |
| Are any emergency water tanks/ponds at their normal capacity? |[ ] [ ] [ ]   |  |
| Are vehicles blocking fire hydrants or access to them? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Six-monthly checks** |
| **General** |
| Has any firefighting or emergency evacuation (eg. disabled evacuation) lift been tested by a competent person? |[ ] [ ] [ ]   |  |
| Has any sprinkler system been tested by a competent person? |[ ] [ ] [ ]   |  |
| Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person? |[ ] [ ] [ ]   |  |
| **Fire warning system** |
| Has the system been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Annual checks** |
| **Escape routes** |
| Do all self-closing fire doors fit correctly? |[ ] [ ] [ ]   |  |
| Is escape route compartmentation in good repair? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Do all luminaires operate on test for their full rated duration? |[ ] [ ] [ ]   |  |
| Has the system been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Has all firefighting equipment been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Miscellaneous** |
| Has any dry/wet rising fire main been tested by a competent person? |[ ] [ ] [ ]   |  |
| Has the smoke and heat ventilation system been tested by acompetent person? |[ ] [ ] [ ]   |  |
| Has external access for the fire service been checked for ongoing availability? |[ ] [ ] [ ]   |  |
| Have any firefighters’ switches been tested? |[ ] [ ] [ ]   |  |
| Has the fire hydrant bypass flow valve control been tested by a competent person? |[ ] [ ] [ ]   |  |
| Are any necessary fire service direction signs in place? |[ ] [ ] [ ]   |  |
| **Periodic** |
| Is the premises electrical installation inspected in accordance with the IET Wiring Regulations/BS 7671- at least every 5 years? |[ ] [ ] [ ]   |  |
| Have all actions raised in the premises electrical installation report (above) been actioned and closed out? |[ ] [ ] [ ]   |  |
| Has portable electrical equipment been PAT tested at least every 12 months, 24 months or 48 months as determined by the location risk (see intranet) <https://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/registration-inspection-and-testing-of-portable-and-transportable-electrical-equipment/> )?And for high risk locations: * 3 monthly on construction sites?
* 6 monthly in industrial site and commercial kitchen?
 |[ ] [ ] [ ]   |  |

**Appendix 6A - Fire Safety Maintenance Checklist – Residential Premises (multi-occupied)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check frequency and type** | **Y** | **N** | **N/****A** | **Who / Responsibility** | **Comment** |
| **Daily checks (not normally recorded)** |
| **Escape routes** |
| Can all fire exits be opened immediately and easily? |[x] [ ] [ ]   |  |
| Are fire doors clear of obstructions? |[ ] [ ] [ ]   |  |
| Are escape routes clear? |[ ] [ ] [ ]   |  |
| **Fire warning systems** |
| Is the indicator panel showing ‘normal’? |[ ] [ ] [ ]   |  |
| Are whistles, gongs or air horns in place? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Are luminaires and exit signs in good condition and undamaged? |[ ] [ ] [ ]   |  |
| Is emergency lighting and sign lighting working correctly? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Are all fire extinguishers in place? |[ ] [ ] [ ]   |  |
| Are fire extinguishers clearly visible? |[ ] [ ] [ ]   |  |
| Are vehicles blocking fire hydrants or access to them? |[ ] [ ] [ ]   |  |
| **Weekly checks** |
| **Escape routes** |
| Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly? |[ ] [ ] [ ]   |  |
| Are external routes clear and safe? |[ ] [ ] [ ]   |  |
| **Fire warning systems** |
| Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.) |[ ] [ ] [ ]   |  |
| Did the alarm system work correctly when tested? |[ ] [ ] [ ]   |  |
| Did staff and other people hear the fire alarm? |[ ] [ ] [ ]   |  |
| Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop) |[ ] [ ] [ ]   |  |
| Do all visual alarms and/or vibrating alarms and pagers (as applicable) work? |[ ] [ ] [ ]   |  |
| Do voice alarm systems work correctly? Was the message understood? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Are charging indicators (if fitted) visible? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Is all equipment in good condition? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Monthly checks** |
| **Escape routes** |
| Do all electronic release mechanisms on escape doors work correctly? Do they ‘fail safe’ in the open position? |[ ] [ ] [ ]   |  |
| Do all automatic opening doors on escape routes ‘fail safe’ in the open position? |[ ] [ ] [ ]   |  |
|  |[ ] [ ] [ ]   |  |
| Do all roller shutters provided for fire compartmentation work correctly? |[ ] [ ] [ ]   |  |
| Are external escape stairs safe? |[ ] [ ] [ ]   |  |
| Do all internal self-closing fire doors work correctly? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Do all luminaires (emergency lights) and exit signs function correctly when tested? |[ ] [ ] [ ]   |  |
| Have all emergency generators been tested? (Normally run for one hour.) |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Is the pressure in ‘stored pressure’ fire extinguishers correct? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Three-monthly checks** |
| **General** |
| Are any emergency water tanks/ponds at their normal capacity? |[ ] [ ] [ ]   |  |
| Are vehicles blocking fire hydrants or access to them? |[ ] [ ] [ ]   |  |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| Fire door inspection in communal areas (subdividing corridors & protecting escape routes eg. service riser and cupboard doors |[ ] [ ] [ ]   |  |
| **Six-monthly checks** |
| **General** |
| Has any firefighting or emergency evacuation (eg. disabled evacuation) lift been tested by a competent person? |[ ] [ ] [ ]   |  |
| Has any sprinkler system been tested by a competent person? |[ ] [ ] [ ]   |  |
| Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person? |[ ] [ ] [ ]   |  |
| **Fire warning system** |
| Has the system been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Additional items from manufacturer’s recommendations (specialist equipment etc.). |[ ] [ ] [ ]   |  |
| **Annual checks** |
| **Escape routes** |
| Do all self-closing fire doors fit correctly? |[ ] [ ] [ ]   |  |
| Is escape route compartmentation in good repair? |[ ] [ ] [ ]   |  |
| Flat front door (fire door) inspection |[ ] [ ] [ ]   |  |
| **Escape lighting** |
| Do all luminaires operate on test for their full rated duration? |[ ] [ ] [ ]   |  |
| Has the system been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Firefighting equipment** |
| Has all firefighting equipment been checked by a competent person? |[ ] [ ] [ ]   |  |
| **Miscellaneous** |
| Has any dry/wet rising fire main been tested by a competent person? |[ ] [ ] [ ]   |  |
| Has the smoke and heat ventilation system been tested by acompetent person? |[ ] [ ] [ ]   |  |
| Has external access for the fire service been checked for ongoing availability? |[ ] [ ] [ ]   |  |
| Have any firefighters’ switches been tested? |[ ] [ ] [ ]   |  |
| Has the fire hydrant bypass flow valve control been tested by a competent person? |[ ] [ ] [ ]   |  |
| Are any necessary fire service direction signs in place? |[ ] [ ] [ ]   |  |
| **Periodic** |
| Is the premises electrical installation inspected in accordance with the IET Wiring Regulations/BS 7671- at least every 5 years? |[ ] [ ] [ ]   |  |
| Have all actions raised in the premises electrical installation report (above) been actioned and closed out? |[ ] [ ] [ ]   |  |
| Has portable electrical equipment been PAT tested at least every 12 months, 24 months or 48 months as determined by the location risk (see intranet) <https://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/registration-inspection-and-testing-of-portable-and-transportable-electrical-equipment/> )?And for high risk locations: * 3 monthly on construction sites?
* 6 monthly in industrial site and commercial kitchen?
 |[ ] [ ] [ ]   |  |

**Append****ix 7**

****

**Fire Safety**

**Logbook**

|  |
| --- |
| **Premises Name…………………………………………………………………………………****Address……………………………………………………………………………………………****Postcode…………………………………………………………………………………………..****Contact Number…………………………………………………………………………………………….** |

|  |  |
| --- | --- |
| **Name of Responsible Person** | **Position** |

**Contents of the Log Book**

**Content Section**

General Information 1

Fire Alarm System 2

Fire Extinguishers 3

Emergency Lighting 4

Miscellaneous Tests and Checks 5

Contractor Certificates 6

Fire Risk Assessment 7

General

Information

**Section 1**

**An Introduction to Your Logbook**

This fire safety logbook has been prepared to assist duty holders, managers and other responsible persons to co-ordinate and maintain a fire safety record keeping system as part of their duties under the Regulatory Reform (Fire Safety) Order 2005.

This book seeks to cover the main requirements for demonstrating compliance with current fire safety legislation.

The logbook should be kept up to date and readily accessible for inspection by the enforcing authority when required.

***It is recommended that if downloaded, this logbook should be kept in a loose-leaf format with new record keeping pages photocopied or downloaded when required.***

It should also be noted that it is an offence under Article 32 of the Fire Safety Order for a person to knowingly make a false entry.

**Note: British Standards**

At the time of publication, the British Standards referred to in the logbook were believed to be correct. However, they are the current standards which may be revised from time to time, so you should use the information as a basic guide and if in doubt seek specialist advice from a competent person.

**Useful Telephone Contacts**

**IN THE EVENT OF AN EMERGENCY CALL 999**

|  |  |
| --- | --- |
| **Shropshire Council** **Risk Management Team** | 01743 252851 |
| **Shropshire Council****Health & Safety Team** | 01743 252819 |
| **Shropshire Council****Statutory Compliance Officer, Fire Safety, Property Services Group (PSG)** | 01743 258428 |
| **Shropshire Council** **Building Surveyor, PSG** | 01743 28\_\_\_\_ |
| **Electrical Surveyor, PSG** | 01743 28\_\_\_\_ |
| **Shropshire Fire and Rescue Service**Business Fire Safety Office | 01743 260260 businessfiresafety@shropshirefire.gov.uk |
| **Emergency Lighting Engineer** | Enter details…… |
| **Fire Extinguisher Engineer** | Enter details…… |
| **Fire Alarm Engineer** | Enter details…… |
| **Sprinkler Maintenance** | Enter details…… |
| **Electrical Appliance Testing Contractor** | Enter details…… |

**List of competent persons and Fire Wardens**

|  |  |  |
| --- | --- | --- |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |
| NameDeputy | Department | Telephone |

**Visits by Fire Service Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Inspecting Officer | Officers Signature | Comments |
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**Note**: Fire and Rescue officers will periodically visit premises for familiarisation purposes or school visits. These visits should not be interpreted as an endorsement of the fire safety measures in place at the premises. Fire officers are entitled to ask to see a copy of the fire risk assessment; this should be available at all times and produced for viewing on request.

Fire Alarm System

**Section 2**

**Fire Instruction and Drills**

All staff should receive training and instruction as soon as possible after starting and refresher training twice per year and last no less than 30 minutes. The fire safety awareness training should include fire extinguisher training on a 3-yearly basis with refresher training each year. All staff must be kept up to date with all procedures.

|  |  |  |
| --- | --- | --- |
| **✓****when complete** | **Name** | **Position held** |
|  | Action to be taken on discovery of fire |
|  | Action to be taken on hearing the alarm |
|  | Raising the alarm, including location of call points |
|  | The correct method of calling the Fire and Rescue Service |
|  | Location and use of fire fighting equipment |
|  | Knowledge of escape routes from the building |
|  | Appreciate the importance of fire resisting doors and the need for them to be closed and the dangers associated with obstructing fire exits. |
|  | Stop machines or processes and isolate power before leaving the building if appropriate to do so |
|  | Correct evacuation of buildings to official assembly points |
|  | The arrangements for the evacuation of people with special needs |
| **Staff with Specific Responsibilities**.*State responsibility and type of additional training taken* e.g. *Receptionist will call 999, teaching staff will lead class evacuation etc.*……………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

|  |  |  |
| --- | --- | --- |
| **Date** | **Tick Box** | **Participation in fire/evacuation drill (termly for schools)** |
|  |  |  |
|  |  |  |
|  |  |  |

Training Received (signature)………………………………………………….. Date:………………………..

Trained By: (signature)………………………………………………………… Date:………………………..

**Fire Drills**

**Drills should be carried out at least annually and once per term in schools.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Evacuation Time | Who was involved | Observations and Actions Taken | Signature of Co-ordinator |
|  |  |  |  |  |
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***Good Practice:***

* Make a list of who participated in the drill , this will highlight anybody that has missed a drill
* Note any observations and any subsequent actions that were taken
* Full evacuation in the event of false alarms and actual incidents may also be included as fire drills

**Fire Alarm System – Record of Tests**

Fire alarm tests should be carried out in accordance with the manufacturer ’s instructions and to the current British Standard.

It is important that any testing of the fire alarm should not result in a false signal of fire.

**Weekly test by user –** Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely: -

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test.

**Quarterly inspection of batteries -** Vented batteries and their connections should be examined by a person who is competent in battery maintenance. Electrolyte levels should be checked and topped up as necessary.

**Periodic inspections and tests by a fire alarm engineer -** These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system but will generally be carried out six monthly.

Where a detection system without a panel is installed press the test button on the alarm or manual call point.

**Fire detectors**

Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer’s instructions and the current British Standard.

**Measures to reduce unwanted alarms.**

False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life or property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

**Automatic door release mechanisms activated by the fire alarm system**

**Weekly -** In conjunction with the fire alarm test, check that all the fire doors are being released and closing fully into the door rebates.

**Note -** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Fire Alarm | Automatic Door Release | Remedial Action Needed | Date Completed | Signature |
| Location / Number | Satisfactory Yes / No | Satisfactory Yes / No |
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**Record of False Alarms**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Call point/device activated | Cause of Alarm | Were the Fire and Rescue Service Called | Action Taken | Signature |
|  |  |  |  |  |  |
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Fire Extinguishers

**Section 3**

**Fire Fighting Extinguisher Inspection and Maintenance**

**1. Routine Inspection by the User**

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user ’s representative. This is to make sure that the appliances are in their proper position and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage. The frequency of the inspection should not be less than quarterly, but preferably monthly. Any extinguisher not available for use should be replaced.

**2. Annual Inspection, Service and Maintenance by a Competent Person**

The user should ensure that extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in current British Standards. These procedures should be carried out by a competent person capable of conducting them according to the recommendations of this code and any special procedures recommended by the manufacturer using the recommended tools, equipment and materials at least annually.

**Self-maintenance extinguishers** should be visually inspected in accordance with the manufacturer ’s instructions and the results recorded.

**3. Intervals of Discharge**

The recommended times, in each case since the date of manufacture or the last actual date of discharge (test or otherwise) of the particular extinguisher body (see note below) are as follows:

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| --- | --- | --- | --- |
| Type of extinguisher | Basic service | Extended service | Overhaul |
| Water-Based | 12-monthly | Every 5 years\* |  |
| Powder | 12-monthly | Every 5 years\* |  |
| Power Primary Sealed | 12-monthly | Every 10 years\*\* |  |
| Clean Agent | 12-monthly |  | Every 10 years |
| Halon | 12-monthly |  | Every 10 years\*\*\* |
| C02 | 12-monthly |  | Every 10 years\*\*\*\* |

\* water based & powder: 5 years from the date of commissioning or 6 years from the date of manufacture of the extinguishers, whichever is sooner and subsequently 5 years from the date of the last extended service.

\*\* powder -primary sealed: 10 years from the date of commissioning or 11 years from the date of manufacture of the extinguishers, whichever is sooner and subsequently 10 years from the date of the last extended service.

\*\*\* Service of this type of extinguisher may only be carried out if the extinguisher meets the criteria of the “critical uses” in Annex VII of EC Regulation 1005/2009

\*\*\*\* Intervals for Co2 extinguishers: Standards require that the stamped date of manufacture or last overhaul be used.

**Note -** The replacement of parts does not affect these intervals. For example, if the hose on a Carbon Dioxide extinguisher has been replaced after the extinguisher has been in service for 6 years (from new) then the discharge test should be after a further 4 years.

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

**Fire Extinguishers Record of Tests**

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| --- | --- | --- | --- | --- |
| Date | Result of Inspection Satisfactory / Faulty (Record Faulty Equipment ID No.) | Remedial Action Taken | Fault Rectified (Date) | Signature |
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**Fire Extinguishers Record of Tests**

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| Date | Result of Inspection Satisfactory / Faulty (Record Faulty Equipment ID No.) | Remedial Action Taken | Fault Rectified (Date) | Signature |
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Emergency Lighting

**Section 4**

**Emergency Lighting System – Record of Tests**

Emergency lighting tests should be carried out in accordance with the manufacturer ’s instructions and the current British Standard.

Daily - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

Monthly– Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

Annually - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper function.

Note - All checks, tests and maintenance, including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

***Battery and rechargeable torches should also be tested!***

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**Emergency Lighting - Record of Tests Cont.**

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Miscellaneous Test and Checks

**Section 5**

**Miscellaneous Test and Checks**

As these systems are not found in the majority of premises this logbook only provides one page for recording the associated tests.

You should enter tests and results in this log book

**Weekly Tests**

**Sprinkler System (the following should be checked)**

1. Water and air pressure gauge readings on installations, trunk mains and pressure tanks and water levels in elevated private reservoirs, rivers, canals, lakes, water storage tanks and all gauge readings and levels recorded.

2. That each water motor alarm has been sounded for at least 30 seconds.

3. Fuel and oil levels of diesel engines used to power automatic pumps.

4. That automatic pumps start when the water pressure is reduced to the specified level and, if powered by a diesel engine, the oil pressure, the flow of cooling water through open-circuit cooling systems or the water level in the primary circuit of closed-circuit cooling systems, and whether the engine will restart, using the manual start test button.

5. The electrolyte level and density of all lead acid battery cells and if the density is low the battery charge is working correctly, ensure that the affected cells have been replaced.

6. The operation of the mode monitoring system for stop valves in life safety installations.

7. The continuity of connection between the alarm switch and the control unit and between the control unit and the Fire Service (usually via a remote manned centre) for automatically monitored connections.

8. The correct functioning of trace heating systems provided to prevent freezing in the sprinkler system.

**Smoke Control Systems for Means of Escape**

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) natural exhaust ventilators open, automatic smoke curtains move into position etc.

**Monthly Tests**

Smoke Control Systems to Assist Fire Fighting

Simulate actuation of the system and ensure that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems) etc.

**Monthly Inspections and Tests**

Arrange for the quarterly inspections and tests of the sprinkler system to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received.

Yearly Tests

Arrange for the annual inspections and tests of the following to be carried out by competent persons, for any defects found to be logged and the necessary action to be taken and ensure that certificates of satisfactory testing are received:

1. Sprinkler Systems

2. Smoke Control Systems.

**Escape Route**

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

Note - All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

**Generators**

The manufacturer ’s instructions as given in the associated instruction manual or other literature should always be followed. It should be noted, however, that the failure of engines to start up readily often arises from poor maintenance or defect in the starting battery or in electromechanical apparatus, e.g. relays incorporated in the starting system.

Dust and damp, singly or in combination, can have an adverse effect on electromechanical apparatus and it is therefore important that a system of regular cleaning and, where necessary, adjustment is carried out. Some parts of the starting system may be sited where they are subjected to vibration and great care should therefore be taken in such instances to ensure that all connections are mechanically and electronically sound. It is essential that air intakes and exhausts are unobstructed.

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| Date | Items Tested | Satisfactory Yes / No | Remedial Action | Signature |
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**Miscellaneous - record cont.**

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Contractor Certificates

**Section 6**

**Contractor Certificates Checklist**

**Do you have current maintenance and inspection certificates for………**

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| --- | --- | --- |
| **Device** | **Yes/No** | **Date of certification** |
| Fire Alarm System  |  |  |
| Emergency Lighting System |  |  |
| Fire fighting Equipment |  |  |
| Fire doors and hold open devices |  |  |
| Portable Appliance Testing |  |  |
| Main Electrical Installation |  |  |
| Sprinkler System  |  |  |
| Extraction systems |  |  |
| Ventilation systems |  |  |
| Gas safe certificates |  |  |
| Sprinkler system where applicable |  |  |
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|  **Action Required** | **Date Rectified** |
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Fire Risk Assessment

**Section 7**

**Fire Risk Assessment**

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| --- | --- |
| Details of Risk Assessor |  |
| Date of Assessment |  |
| **Fire Risk Assessment Review** |
| **Date** | **Risk Assessor’s Name** | **Position Held** | **Signature** | **Date Reviewed** |
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All premises will require (at least) an annual review of their consultant led FRA\*, but not necessarily by a fire consultant. An annual review, by the on site responsible person may be appropriate based on the matrix given in the Appendix 5. The reviewing process should be guided by the risk presented by the building and that assessed by the fire risk consultant engaged.

Specific fire risk assessment reviews should be undertaken when planning and preparing for irregular activities such as; plays, nativity events, fund raising events and extracurricular activities and hire sessions in schools and other premises.