



# **Fire Safety Management and Fire Emergency Plan for**

**Company Name:**

**Address:**

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# **Fire Safety Management**

## **Statement of Intent**

**[company / organisation / business name]** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction, and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

**Signed:**

**(Managing Director / Chief Executive Officer  
Employer / Owner)**

**Date:**

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# 1 Introduction and Scope

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **[company / organisation / business name]** as the employer, occupier / owner or '*responsible person*'.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the **[company / organisation / business name]** as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated, and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.6 **[company / organisation / business name]** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
  - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
  - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
  - provide a programme of fire safety training.
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement.
  - have in place a programme of works to improve or maintain the existing fire safety specifications.
  - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

## **2 Practical Fire Safety Arrangements**

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication, and safe evacuation. In particular:
  - materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of pupils, service users, people with disabilities, contractors, the public, etc.
  - appropriate safe and secure location of building services e.g. gas and electricity.
  - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995.
  - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
  - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
  - the installation, maintenance, inspection, and weekly testing of fire alarms.
  - the appropriate design, location, operation, monthly inspection, and annual testing of adequate (emergency) lighting systems for fire escape routes.
  - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
  - A quarterly / six monthly / annual premises fire safety inspection will be carried.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -
  - Effective planning, organisation, control, monitoring and review of protective and preventative measures
  - Fire safety risk assessments and building audits
  - Fire safety systems and maintenance
  - Fire warden and staff training
  - Fire evacuation drills
  - Building design, alterations, and commissioning

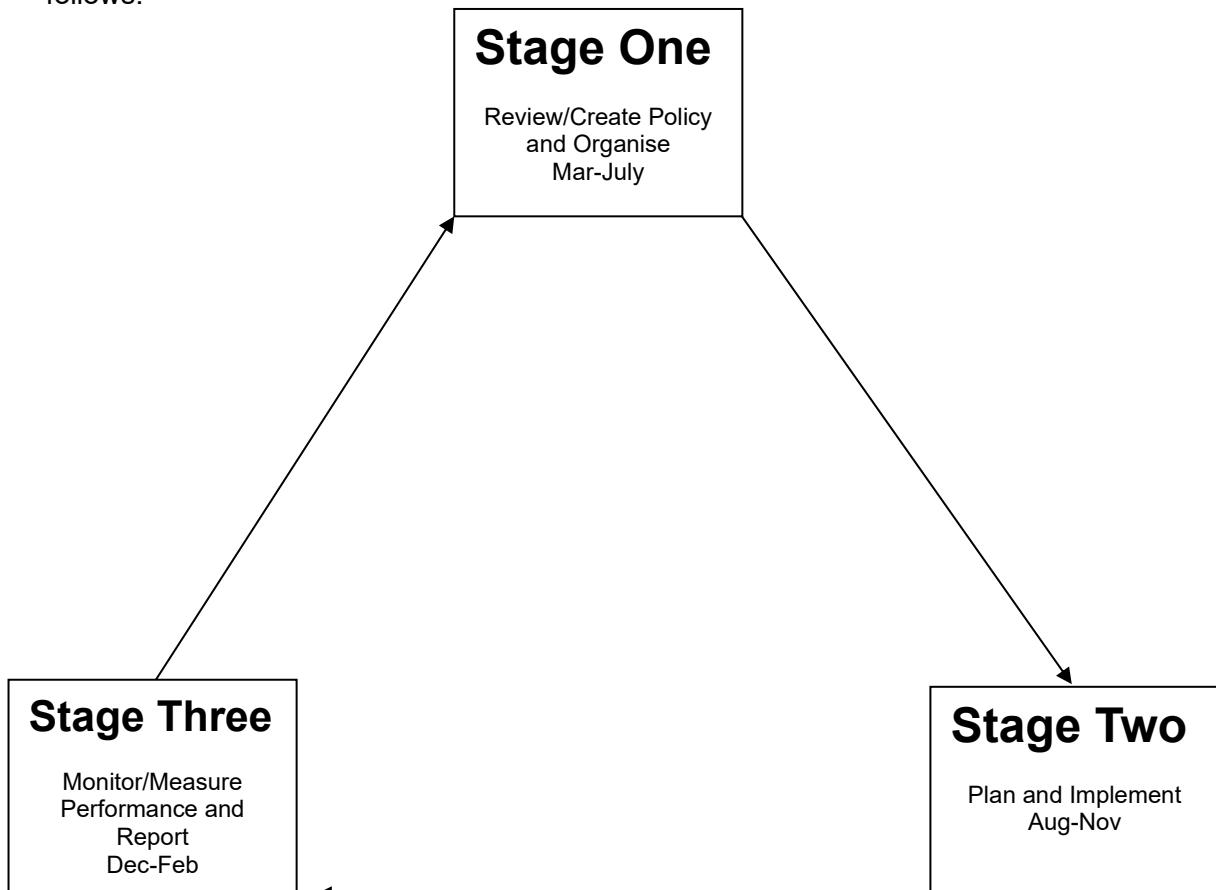
### **3 Planning**

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

<b>High Risk</b>	=	Work to be completed within 4 to 8 weeks
<b>Medium Risk</b>	=	Work to be completed within 6 months
<b>Low Risk</b>	=	Work to be completed within 1 year

- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities, and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
  - Fire detection and warning system
  - Emergency lighting
  - Fire fighting facilities
  - Emergency routes and exits
  - Fire safety signs and notices
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Fire Warden and staff training are provided through **[company name / person's name]** who conducts a number of courses annually. The course is delivered by a qualified competent person **[company / organisation / business name]**. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out each term / 3 monthly 6 monthly / annually within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Chief Executive / Managing Director
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by **[name of person here]** at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to their respective Chief Wardens who will forward the details to the Fire Safety Officer / Health and Safety Manager.
- 3.15 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



## **4 Organisation and Control**

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 Chief Officers / Managing Directors will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties.
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 Managers / Section Heads / Department Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc.
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations.
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation.
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf.
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers.
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with.

- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.
- ensure that effective arrangements are in place for contacting the emergency services.
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.
- confirm that their quarterly premises fire safety inspections address fire safety arrangements; and
- liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

**4.4 The Competent Persons (who must be competent to carry out this role) must:**

- assist and support with the preparation and review (at least annually) of fire safety risk assessments.
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented.
- prepare and review the emergency plan issued to all staff.
- ensure information on fire safety arrangements is available to service users and visitors.
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six months.
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed.
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly.
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained.
- keep the fire logbook or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date.
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded.
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

**4.5 Employees must:**

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements.
- know, and co-operate with, the responsible person for their workplace.
- report to their manager or supervisor any concerns about fire safety.
- be familiar with all escape routes.
- not wedge fire doors open, nor block or obstruct them.
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

## **5 Monitoring**

**5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -**

- i. Number of fires recorded annually / number of fire related incidents.
- ii. achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the chief executive / managing director.

## **6 Review**

- 6.1 Annual audit of all fire systems by the chief executive / managing director to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.**
- 6.2 Active reviews will take place quarterly prior to any likely accident or event**
- 6.3 Reactive reviews will take place following a fire safety event occurring**
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles**

## **7 Fire Emergency Plan**

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

### **7.1 Training and Training Provision**

Identify any training needed and how it will be provided. This should include the following: -

- Staff identified as trained in the use of fire equipment.
- Staff identified as trained in the use of the fire panel.
- Staff identified as trained for Fire Marshal duties.
- Staff identified to register visitors at the assembly point(s).
- Staff identified as having duties specific to the type of evacuation.
- Method of ensuring everyone understands how to operate the fire alarm.
- Method of ensuring everyone has sufficient instruction and training for fire evacuation.
- Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation.

### **7.2 Information Distribution**

Detail the method(s) of informing personnel (incl. visitors / contractors) of escape routes. This should include the following: -

- Instruction
- Training
- Emergency exit / route signage
- Fire action Notices
- Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads past a potential arson attack areas, such as near rubbish skips.)
- The Emergency Plan

### **7.3 What People / Staff Should Do If They Discover a Fire**

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- DO NOT USE THE LIFT (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings).
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

### **7.4 What People / Staff Should Do If They Hear the Fire Alarm**

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

### **7.5 Contacting the Emergency Services**

Detail: -

- Who will contact the emergency services?
- What are the means of calling the emergency services? For example by mobile telephone or landline
- Include a method in the event of a power failure

## **7.6 Identify Processes, Machines or Power That Must Be Shut Down**

This should include the following where appropriate: -

- Staff responsible for ensuring any hot work equipment is turned off
- Science labs
- Technology departments
- Welding
- Cookery
- Kitchen

## **7.7. Specific Arrangements for Any High-Risk Areas**

*For Example:* -

- Boiler room
- Chemical storage areas
- Gas storage
- Generators
- Work processes

## **7.8 Emergency Services Liaison Procedures**

- Who will liaise with the emergency services on arrival?
- What information will they have and how will they get it?
- How will the person, identified above, direct the emergency services to the emergency?  
i.e. will they meet them at the gate or at a pre-determined place?
- How will the emergency services be able to identify this person? e.g. hi-viz vest, armband etc
- If anyone is missing and where they were last seen

### **7.8.1 Specific Information for the Emergency Services**

How will the emergency services be given specific information such as: -

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

## **7.8.2 Location of information**

Detail: -

- Where will the information be kept on risks
- E.g. Maps / sketches / alarm identification?
- For example - held near the fire panel.

## **7.8.3 Accounting for Personnel**

- How will all people be accounted for?
- Staff; pupils; Visitors; Contractors
- How will the Emergency situation manager be informed?
- Who will ensure that all personnel are accounted for?
- How will this be managed if there is more than one assembly area?
- What is the procedure if someone is missing?
- How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing)

## **7.9 Escape Routes**

A map or diagram should be included for ease of reference. Include other relevant information such as details of fire fighting equipment provided, location of designated 'Safe Refuges', types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

## **7.10 Assembly Points**

Give the locations of assembly points, including: -

- the point where visitors / contractors must assemble
- Identify how each assembly area is recognised
- Identify who should be in each assembly area e.g. groups or departments or sections
- Identify the locations of any designated safe refuges
- Where possible provide plans or schematic diagrams

## **7.11 Identify Persons Especially at Risk**

- Identify lone workers, contractors and the areas where they may be at risk
- Include methods of escape and identify how they will be located

- If there is sleeping accommodation on site, identify the method of ensuring that they are safely out of the building and accounted for

## 7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- **Progressive Horizontal Evacuation.** This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction.
- **Evacuation by Lift.** This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings.
- **Evacuation by Stairs.** This method involves the use of equipment such as special evacuation chairs but is usually only possible if people are being evacuated downwards or horizontally.
- **Use of Refuges.** BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)

A refuge is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit and be clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate.

Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated in safety. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Designate responsibilities for persons at special risk and: -

- Who is responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety?
- Have they had any specific training e.g. using the 'evacuation chair'?

## **7.13 Visitors and / or Contractors**

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

In buildings not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

- Visitors on site for evening classes, open evenings, school plays etc.
- A method of ensuring that all visitors are evacuated and accounted for.
- Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.)

## **7.14 Staff with Specific Responsibilities**

Give the name (post) and duties of identified personnel in the event of a fire or other emergency.  
E.g. the fire marshals / fire wardens, ushers

This should include backup personnel in the event that identified personnel are not available.

## **7.15 Overall Control**

- Who is in overall control of the emergency situation and what are their responsibilities?
- Who records the emergency situation and actions taken?

A senior person should be nominated to: -

- Take overall control of the evacuation
- Ensure that other people with specific duties have taken relevant action
- Account for all persons in the premises
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs

## **7.16 Fire Marshals and Fire Wardens**

Fire marshals / fire warden are valuable in any premises and vital in large ones. Fire Marshals / Fire Wardens should always be given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as: -

- Who are the Fire Marshals / Fire Wardens and what are their responsibilities?
- Do they 'sweep' the building on their way out?
- Do they carry out 'first aid' fire fighting if trained and safe to do so
- How do they ensure they do not work alone and put themselves at risk?
- Proceed to the assembly point close doors on route
- Helping the person in overall control of the evacuation by confirming their area has been checked

## **7.17 Fire Fighting**

- Who is trained to use the fire fighting equipment?
- What are their responsibilities?
- Where is fire fighting equipment located?

## **7.18 Fire Control Panel**

- Who will check the fire panel?
- What is their next step?
- What do they do with the information?
- Who is responsible for silencing and resetting the panel and on what occasions?

## **7.19 Contingency Plans**

Have contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.

As part of your emergency plan it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving: -

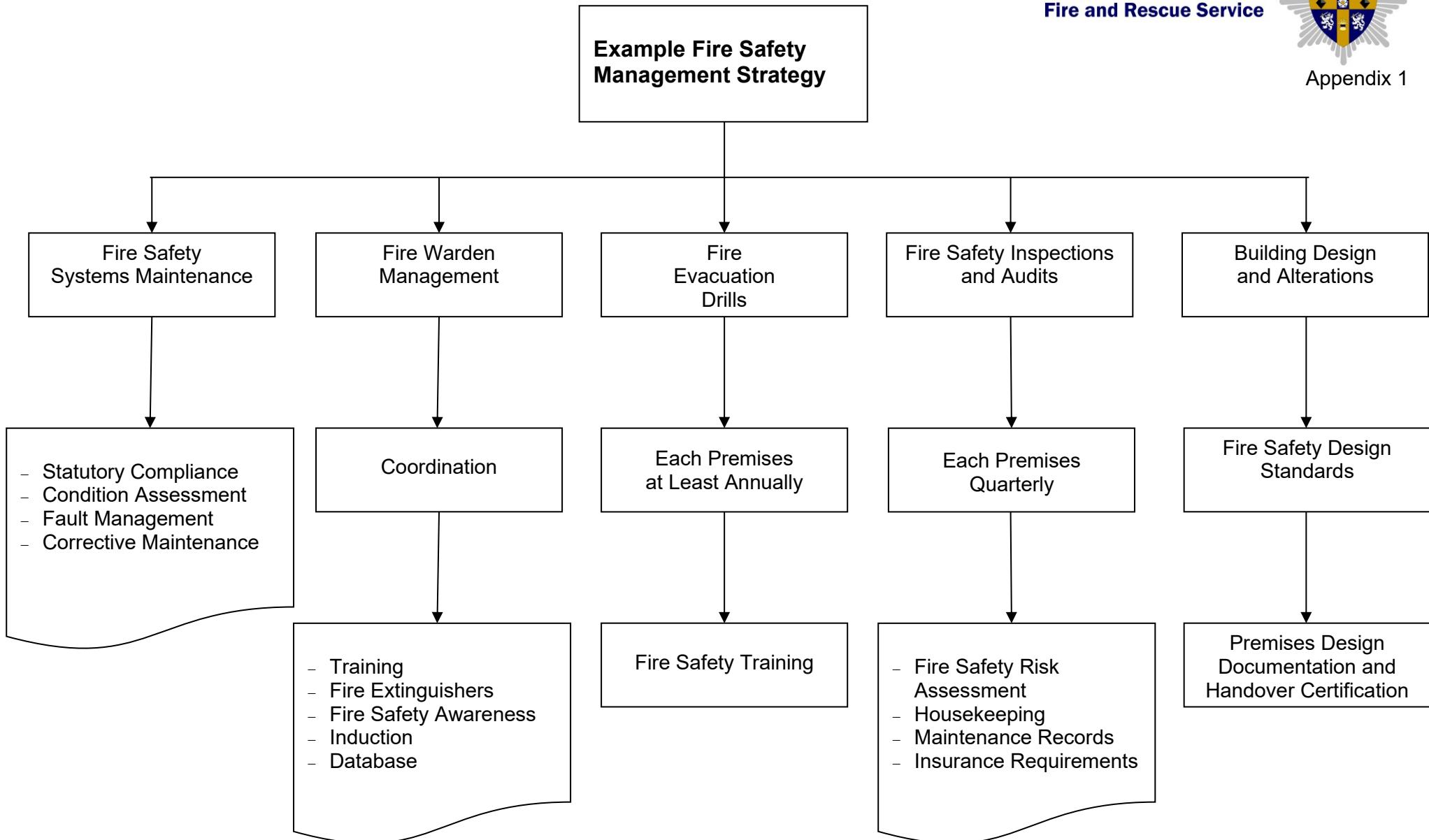
- unaccompanied children.
- people with personal belongings (especially valuables) still in the building.
- people wishing to re-join friends.
- getting people away from the building (e.g. to transport).
- inclement weather; or
- the building cannot be re-entered / reoccupied.

## **7.20 Re-Entering the Building**

- How people be prevented from re-entering the building?
- How will people know when they can re-enter the building?
- Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building

## **7.21 Contingencies If Not Re-Entering the Building**

- Are there arrangements in place if the building cannot be re-entered?
- Consider weather conditions, time of year, length of time before re-entry is possible etc.
- Personnel will remain in the assembly area or be relocated to.....
- Staff identified to monitor / escort the pupils / service users during this time are.....
- Staff identified to ensure that all pupils / service users have arrived at the relocation point are.....
- Method of contacting parents or guardians if the pupils are sent home is.....
- Procedures to ensure the safety of pupils / service users that cannot be sent home or relocated





## Example Fire Safety Maintenance Checklist

<b>Daily Checks (not normally recorded)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Escape Routes</b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire fighting Equipment</b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weekly Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Escape Routes</b>				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers, or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Are all firefighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monthly Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Escape Routes</b>				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Three Monthly Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>General</b>				
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Six Monthly Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>General</b>				
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Annual Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Escape Routes</b>				
Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Do all luminaries operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire fighting Equipment</b>				
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Miscellaneous</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any firefighters' switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Example Fire Safety Training Programme

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

### Fire Safety Training Sessions

**New Employees:** Induction Programme

**Current Employees:** One / Two training session per year

**Fire Wardens:** One / Two training session per year specific to their duties

**Managers:** One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

### Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies.
- What to do on discovering a fire.
- How to raise the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm.
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety.
- The arrangements for calling the fire and rescue service.
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use.
- How to open all emergency exit doors.
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes.
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances.
- General fire precautions, fire awareness and good housekeeping practices.
- The no smoking policy (where applicable).
- Special provisions for assisting disabled people and any training needed.
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.



## Example Fire Safety Training Record

**Date:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Given By:** \_\_\_\_\_ **Session For:** \_\_\_\_\_

### Subjects Covered

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raise the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

## **Names of those attending**

Print Name	Signature

I confirm that I have delivered the above subjects to those named above as attending.

<b>Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Position:</b>	

# Example Fire Safety Management Structure

