

Target Standards		Guidance	Standard met (Y/N)	Measures in place (I.e. Access control, Information, procedures, emergency protocols, training, support, reporting).	How bad is risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)	Further action required? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled)	By when and who? (+ ZD task number) (What is the target date for completion?)
<b>Escape Routes and Travel Distances:</b>	Building provided with more than one escape route or escape stairs if British Council operations located on or above the 4 <sup>th</sup> floor.	Escape should be available in more than one direction. In a single direction the travel distance should not exceed 18m or if in more than one direction should not exceed 45m from the furthest point of any room to a protected staircase or final exit, depending on the function or event. All escape routes and exits must be kept clear of obstruction and be readily available at all material times.					
<b>Fire Alarm and Detection Systems:</b>	Fire alarm and fire detection system provided in the building	The protection afforded by a fire alarm system should be the installation of automatic smoke detectors in fire escape routes and rooms opening onto fire escape routes. Heat detectors should be used in areas, such as kitchens where smoke from cooking may be encountered. Weekly fire alarm tests should be carried out and a maintenance contract must be in place for maintaining the fire alarm and detection systems.					
<b>Emergency Lighting:</b>	Emergency lighting provided in the escape routes and common	All areas affording means of escape, which are devoid of natural light during daylight hours, and all such areas in buildings used during hours of					

	areas of the building.	darkness should be fitted with emergency lighting. All areas intended to be used for licensed purposes and the means of escape routes leading from those areas must be provided with emergency lighting.					
<b>Emergency Signage:</b>	Fire safety signs including fire exit signs, provided within the building.	Fire exit signs should be prominently displayed in such a manner and quantity as to clearly indicate the location and direction of escape routes from all parts of the building to which persons have access.					
<b>Portable Fire Equipment:</b>	Portable or fixed fire fighting equipment (including sprinkler systems) provided within the building.	Portable fire extinguishers should be appropriate to the risk. For example, in office areas, a 9LTR Water and a 2KG Carbon Dioxide extinguisher should be provided to cover the risk of paper fires and electrical fires. A fire blanket should be provided in the kitchen or tea point rooms. In general there should be 1 fire extinguisher for every 200sq m. They should also be available covering actual fire risk such as paper, electronic, cooking etc.					
<b>Fire Exits:</b>	Final exit fire doors provided with panic/push bars and kept unlocked while the building is occupied, and lead directly to a place of safety.	All doors affording means of escape from fire (all designated fire exit doors) should be equipped with fastenings which can be easily and immediately opened, by persons making their escape, without the use of a key. Fire exit doors secured with magnetic security locks must release immediately and automatically on the operation of the fire alarm system or					

		<p>failure of the electricity supply. A break-glass emergency override device must also be provided adjacent to the exit door for use in non-fire emergencies or failure of the fire alarm interface.</p>					
<b>Fire Doors:</b>	<p>Fire resisting doors (self-closing or automatic) provided within the building and at staircase enclosures</p>	<p>Wherever possible, the following measures should be considered:</p> <ul style="list-style-type: none"> <li>• The enclosure and sub-division of high fire risk areas by fire resisting partitions and fire resisting, self-closing doors.</li> <li>• The installation of automatic fire dampers in air conditioning/circulation ducts where these pass through fire resisting walls and partitions.</li> <li>• The fire stopping of gaps in walls, ceilings etc where services pass through fire resisting structures.</li> </ul> <p>Locking the fire resisting doors that give access to storage cupboards and service ducts and ensuring that the latter are not used for the storage of combustible materials</p>					

<b>Seismic Vulnerability:</b>	If building is located in a seismic zone it must be built to acceptable internationally recognised standards.	Where premises are located in zones of medium or high seismic activity as identified by the GSHAP seismic map they should comply with seismic standards. In many countries building regulations require adequate structural integrity to prevent seismic damage of progressive or disproportionate collapse.					
<b>Asbestos Management:</b>	Where asbestos is present in a building, being managed so that people under our duty of care are not exposed to inhaleable fibres.	Many buildings contain asbestos for insulation, lagging, floor and wall coverings, tiles etc, this is not a problem if it is being managed appropriately. If the asbestos is damaged or not being maintained, then the fibres released are hazardous. Buildings managers should be able to identify where the asbestos is and demonstrate that it is being managed.					
<b>Safety Critical Maintenance:</b>	Critical services maintained to an acceptable standard, e.g. electrical, air conditioning, lifts etc.	It is essential that certain services are subject to planned maintenance by a competent contractor to ensure that they are working effectively and do not create an unacceptable risk. Electrical supply should provide a safe source of electricity, earthed and have a circuit breaker; wet air conditioning systems should be regularly cleaned and dosed to prevent legionnaires disease; and lifts should be serviced regularly, approximately 6 monthly.					

<b>General Safety:</b>	Facilities should provide a safe working environment and be appropriate for the activity being conducted.	Dependant on the activity being undertaken, for example; exposed edges should have adequate fall protection to prevent falls from height, i.e. handrails and in-filled gaps to prevent children from falling; a good standard of general maintenance, stairs, glazing, window openings, flooring etc.					
<b>Disabled Access</b>	Where reasonably practicable premises should be accessible to people with disabilities.	Reference should be made to the BC guidance, 'Designing for Accessibility', and where cost (resource) does not prohibit their implementation, premises incorporate these facilities where possible. Basic considerations to people with mobility, vision and hearing impairment should be considered which assist their access to and movement around the premises.					

## Security

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<b>Threat Assessment:</b>	Country threat assessment must be obtained. Where this is applicable to the building's location it will determine the level of protection required.	This has to be based on fact not opinion. Advice available from the FCO local mission and through British Council Head of Security.					
<b>Stand-off:</b>	The minimum stand-off is to be 15m from a vehicle improvised explosive device (vbied) in countries where the terrorist threat is medium or greater.	Stand-off from vehicles must be "captured" by physical barriers which will stop a vehicle ramming the barrier. Parking restrictions do not apply.  If legitimate vehicles are allowed into the stand-off zone appropriate security entry controls must be in place.					
<b>Glazing:</b>	Glazing a minimum thickness of 7.52mm laminated.	Where this is not achieved anti-shatter film (ASF) must be fitted. Specifications and details of contractors to carryout installation of ASF is available from British Council Head of Security.					

<b>Basement car-parking:</b>	Basement car parking (or parking within the building) should be avoided. Where this cannot be avoided the lowest level floor that can be occupied is the 4 <sup>th</sup> floor.	Where the ground floor is named "1 <sup>st</sup> floor then 5 <sup>th</sup> floor is the lowest level.					
<b>Entry control:</b>	You must consider the need for entry controls into the building and the space required.	The need for and the extent of entry controls is established from the threat assessment. The levels of the controls will alter as the response levels change.					
<b>Neighbours:</b>	You must consider who the other tenants are and other organisations close to the building.	Consideration to be given to possible threats to other organisation which may place BC at risk of collateral damage. E.g. Being located next to a Police station in a country where they are targeted.					
<b>Local environment:</b>	You must consider the local environment including how it changes at different times of day.	Are the streets around the building safe? Do the streets become unsafe at certain times of day e.g. after 18:00hrs					
<b>Travel/Transport</b>	You must consider the availability and suitability of transport to a location for staff.	In some location it will be necessary to provide official vehicles with drivers. Vehicles may have to be armoured.					

These are the target standards and should be used as a bench mark against which the existing arrangements are judged in the risk assessment. If these standards are not met, the risks to the British Council operation will increase unless the risk is mitigated through alternative arrangements or the level of risk can be demonstrate as not requiring the measures.

### **Managing H&S, Fire and Security non-Council Premises**

Once a building has been identified, there are a number of management activities that can be put in place to reduce the risks as part of the risk assessment's management solutions; these may also be required by national or local law. The following management arrangements must be proportional and in place where appropriate, once the activity in the premises is up and running. A general assessment of risk should be conducted to review if these are required.



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<b>H&amp;S and Fire Safety Management</b>						
Carry out fire risk assessment	<a href="#">Fire Risk Assessment Guide</a>					
Staff action plan in the event of a fire	An Emergency Action Plan should be formulated to take account of all the likely effects a fire could have on the premises in question and the people who occupy them.					

Annual staff fire safety training	Fire safety information and instructions must be given to all persons who resort to the building. Employees and regular users will receive this information as part of their fire safety training programme. On arrival, visitors and contractors should receive basic verbal or written information and instruction on the action to be taken in case of fire. Persons having special needs and requiring assistance to evacuate the building in an emergency should be identified and informed of the arrangements which exist for their assistance.					
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<p>Annual fire evacuation drill, all persons aware of evacuation procedures.</p>	<p>Fire drills should always replicate the sequence of events that would be expected to occur in a real fire situation. The events which should be addressed and practised should include:</p> <ul style="list-style-type: none"> <li>• Action on discovering fire.</li> <li>• Operating the fire alarm.</li> <li>• Giving correct information to the Civil Defence fire service control operator.</li> <li>• Evacuating the building using the alternative means of escape wherever provided.</li> <li>• Performing nominated duties such as checks of the immediate area, assisting disabled persons, closing doors, turning off machinery and fire fighting by nominated and trained persons.</li> <li>• Accounting for occupants at the assembly area(s).</li> <li>• Liaison with emergency services on arrival.</li> </ul>					
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	The drill should end with a de-briefing of participants and recording the names of those who took part.					
As part of regular fire checks: all escape routes and fire exits clear of all obstructions at all times; fire resisting self-closing doors in good working order and can they close onto their rebates	Fire exit doors, staircases, and passageways, including escape routes leading away from buildings, should be checked on a regular basis in order to ensure that they are unobstructed and readily available for use in an emergency. Persons assigned with the responsibility for carrying out such checks should report defects and abuses of fire safety equipment and means of escape to management immediately. Checks and reports of defects including follow-up action should be recorded in writing.					

Fire alarm system tested regularly (preferably on a weekly basis)	<p>The fire alarm should be tested once per week using a different manual call point on each occasion and preferably at the same fixed time to avoid confusion with genuine evacuation signals. The weekly fire alarm test should be conducted at a time when the building is occupied in order to;</p> <ul style="list-style-type: none"> <li>• ensure that the occupiers are familiar with the sound of the fire alarm and;</li> </ul> <p>enable occupiers to detect and report alarm sounder defects.</p>					
Records available for the testing and maintenance of fire safety systems provided. (including emergency lighting, fire alarm & detection systems, automatic fire doors, portable and fixed fire equipment.	<p>Checks, tests and maintenance of fire safety equipment and systems should be carried out in accordance with National / Local Codes and Manufacturer's requirements. The results should be recorded and held readily available for inspection.</p>					

Trained first aiders, fire wardens or emergency officers provided in the building	Senior manager responsible to ensure that sufficient first aiders, fire wardens or emergency officers are provided and suitably trained.					
Procedure in place for assisting in the evacuation of persons with special needs	Personal emergency evacuation plans should be devised for colleagues and regular visitors who are affected by any disability preventing independent escape. Procedures, for assisting the rapid evacuation of disabled persons in case of fire, should be devised for all areas to which disabled persons may resort.					
Process in place to liaise with local fire department/brigade/civil defence	Ideally the fire brigade should be invited to partake in an exercise which simulates a major incident and incorporates all the internal and external procedures including discovery of fire and calling the fire service, mobilization, arrival, deployment of resources, tactics etc					
Responsible person for H&S	Senior manager responsible to ensure that H&S and fire arrangements are in place.					

Reporting procedure for H&S issues	Establishing a system to ensure that any H&S issues are reported and acted upon.					
Regular H&S checks	H&S inspection to identify any risks, this could be based on a checklist or similar, conducted weekly. Process to ensure that remedial action is taken.					
Significant H&S issues assessed and arrangements in place to manage any residual risk.	Risk assessments are undertaken where necessary, for example, managing children in the event of an emergency, classroom safety, fire risk assessment.					
Planned preventative maintenance	Where there are air conditioning systems, fire alarm systems, lifts etc, that these are serviced and maintained following good practice and manufacturers' recommendations.					

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<b>Security Management</b>						
Carry out security risk assessment	Assess risk from foreseeable threats					
Staff action plan in event of a security incident	Prepare lan for foreseeable incidents					
Bomb evacuation plan	Due to synergies this to be based on the fire evacuation plan. <b>NB.</b> Unlike fire evacuation some exits should not be used as it may bring people to a place of danger. In the case of bomb blast distance is important. Muster people as far away from the building as is practical before continuing to move away from the threat area.					
Levels of security	Security procedures and resources have to reflect the security condition at the time. Therefore you must have in place operating procedures to cover the following levels in country: Normal, Heightened,					



	Exceptional. This is to enable you to quickly move to immediately alter security procedures in response to a change in threat. <b>NB</b> this may mean cessation of activity at a location.					
Duties and responsibilities	Duties and responsibilities must be identified and communicated to staff. These must cover day to day operation of the building (in line with security levels) and emergency plans.					
Security staff	All security staff must be properly trained and briefed on their duties and responsibilities. This to be reinforced from time to time and whenever the security level alters. Provide a detailed document supported by step by step guides to enable staff to operate the security of the site.					
Communications	Ensure that resilient communications are in place to manage day to day and during an emergency.					
Liaison and co-ordination	Maintain high levels of liaison with site hosts and other relevant organisations resident					

	<p>on the site. Knowledge of and where relevant co-ordination with emergency plans of other occupiers is necessary.</p> <p>Maintain strong links with the FCO local mission.</p>					
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