



Fire Safety at Work

Contents

What is this guidance about?	2
Why must we have arrangements for fire safety?	2
What must managers do?	2
What must staff do?	3
What must Fire Wardens do?.....	4
What must Fire Marshals do?.....	5
How do I carry out a fire safety inspection?.....	8
What control measures should be in place to ensure fire safety?	11
Appendix 1 – Personal Emergency Evacuation Plan	15
Appendix 2 – Fire safety inspection checklist.....	19
Appendix 3 – Record of Fire Drills.....	24
Appendix 4 – Additional advice for fire marshals.....	27
Appendix 5 – Non-illuminated signs only.....	29
Appendix 6 – Fire instructions for all staff.....	30
Appendix 7 – Fire instructions to persons hiring premises used for entertainment and public assembly	31
Appendix 8 – Template – Premises Fire Emergency Evacuation Plan.....	32
Appendix 9 Fire Hierarchy – Operational Premises.....	33

What is this guidance about?

1. This guidance is about fire safety and emergency planning. It aims to ensure that the Council complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and to provide managers and staff with information on minimising the risk of harm from fire, including:
 - Their responsibilities with regard to fire safety (see Appendix 9).
 - The role of the Fire Warden.
 - The role of the Fire Marshal.
 - How to carry out a Fire Safety Inspection.

Why must we have arrangements for fire safety?

2. We have a legal duty to protect our employees and those who may be affected by the Council's activities.
3. It is impossible to predict what the actual outcome of a fire will be as many factors may have an influence. However, the consequences from fire can result in:
 - Injury to people, ranging from minor scalds, toxic smoke inhalation, and injuries from falling structures to loss of life.
 - Damage to property, ranging from a singed carpet to a burnt out building.
 - Financial damage in terms of loss of property, loss of business, increased insurance premiums and claims for damages by aggrieved individuals.
4. Therefore, it is vital that fires are prevented from occurring in the first instance and quickly controlled where they do occur.

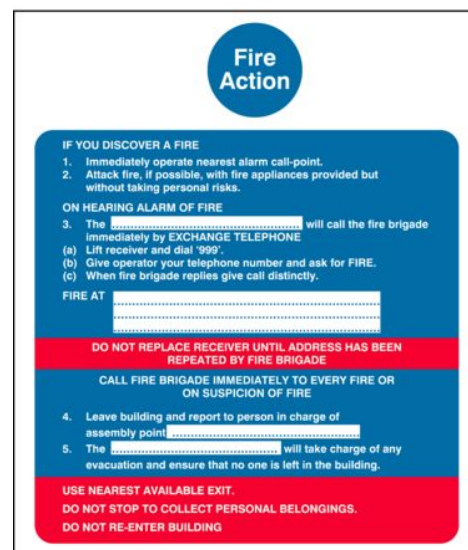
What must managers do?

5. Ensure that a Fire Risk Assessment has been completed for the building. Be familiar with the Fire Risk Assessment for the building. This should be available on site in the Red Box and through the Asset Team. An electronic copy will also be placed on the Concerto Asset Management System.(for non-council managed premises arrangements should be made directly with your professional advisers)
6. Consider all staff and visitors, including individuals with disabilities or particular needs who may be affected by a fire in the workplace.

7. Review and prepare a Premises Fire Emergency Evacuation Plan, deploy this, train staff accordingly, and practice the provisions made within the plan. A template is available for this at Appendix 8 and should be completed for each site.
8. Prepare Personal Emergency Evacuation Plans (PEEPs) for staff with disabilities. (See Appendix 1 for a PEEP checklist and draft plan).
9. Make sure that all individuals can be safely evacuated from the building.
10. Carry out regular fire safety inspections of the workplace. See 'How do I carry out a fire safety inspection?' section.
11. Provide information, instruction and training to staff about the fire procedures in the work place so that they know what to do if there is a fire.
12. Carry out the role of Fire Warden where they have been trained to do so or know who the Fire Warden and Fire Marshals are for their workplaces.
13. Ensure that their workplaces are covered by a Fire Marshal.
 - If the Fire Marshal is provided by your team you should ensure that the individual is trained in this role.
 - If the Fire Marshal is provided by another service area, you should ensure that they inform their staff.
14. Understand the system in your building for contacting the emergency services.

What must staff do?

15. Familiarise themselves with the fire precautions within their workplace, including fire exits and assembly points.
16. Familiarise themselves with the safety information on fire action notices at their usual place of work and when they are away from their usual workplace.
17. Raise the alarm immediately upon discovering or suspecting a fire. Fire alarm break glass call points are located by final exit doors, and on stair landings.
18. Leave the building at once by the nearest exit, go immediately to the assembly point and report to the Fire Warden.



Fire Action

IF YOU DISCOVER A FIRE

1. Immediately operate nearest alarm call-point.
2. Attack fire, if possible, with fire appliances provided but without taking personal risks.

ON HEARING ALARM OF FIRE

3. The [] will call the fire brigade immediately by EXCHANGE TELEPHONE
 - (a) Lift receiver and dial '999'.
 - (b) Give operator your telephone number and ask for FIRE.
 - (c) When fire brigade replies give call distinctly.

FIRE AT []

DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE

4. Leave building and report to person in charge of assembly point []
5. The [] will take charge of any evacuation and ensure that no one is left in the building.

USE NEAREST AVAILABLE EXIT.
DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
DO NOT RE-ENTER BUILDING

19. **NOT** attempt to fight a fire unless they have been trained to use fire-fighting equipment and they can do so safely without putting themselves in danger. If in doubt close the door on the fire to prevent it spreading, and leave by the nearest exit, raising the alarm on the way out. Raising the alarm takes priority over the use of extinguishers and must be raised regardless of using extinguishers.
20. **NOT** use the lifts (except where the lifts are fire safe and can be used for individuals with disabilities).
21. Co-operate with all emergency evacuation arrangements including following instructions given by Fire Marshals.
22. Be aware of individuals who may need assistance in an emergency.
23. Be aware that failure to follow emergency procedures may result in disciplinary action.

(See Appendix 6 for further information)

What must Fire Wardens do?

24. Take control of the emergency and direct all emergency activities including ensuring the evacuation of everyone in the building whether or not it is fire related.
25. Familiarise themselves with the Premises Fire & Emergency Evacuation Procedure for the specific workplace. (see item 7above.)
26. Ensure that all necessary routine checks, tests and records are kept up to date, and are available for inspection by Fire Brigade, the HSE or the Health & Safety Unit (HSU). The FIRE LOGBOOK should hold records of the following:
 - FIRE ALARMS – weekly tests using a different call point each week.
 - EMERGENCY LIGHTING – monthly inspection by staff.
 - FIRE DRILLS – two per year or more frequently in higher risk premises.
 - FIRE RISK ASSESSMENT.

(See appendix 3 for further details)

27. In the event of an emergency, the Fire Warden should:
 - Proceed at once to the main fire alarm panel and ascertain the location of the alarm signal.
 - Call the Fire Brigade by dialling 999 giving the full postal address of the premises.

- Ensure that reports have been received from all Fire Marshals relating to their areas of responsibility.
- Ascertain from the Fire Marshal what they have seen in the area that is in alarm mode.
- Establish some form of communication between the main fire alarm panel and the assembly point where necessary.
- Await the arrival of the Fire Brigade, and be prepared to liaise with the Fire Officer in Charge.
- Wear a high visibility jacket.

What must Fire Marshals do?

1. Wear a high visibility jacket.
2. Co-ordinate the evacuation of the general staff and visitors to the building for the specific area they are responsible for.
3. Check their designated area; including any toilets and other rooms where staff or visitors might be, quickly and methodically to ensure that they are clear.
4. Be aware of staff that have a PEEP and where necessary assist in the evacuation of staff with disabilities.
5. Leave the building by the nearest exit;
6. Report to the co-ordinating Fire Warden at the Assembly Point on the status of their area.
7. NOT put themselves at risk. If they see smoke, or flames, move away from them at once and report what has been seen to the Fire Warden at the Assembly Point.
8. Carry out routine checks, including ensuring that:
 - All escape routes are unobstructed;
 - All fire exit doors are unlocked;
 - Fire resisting doors (marked FIRE DOOR KEEP SHUT) are not open;
 - All escape routes are clearly signed with Running Man fire exit signs (white pictogram on green background);
 - Extinguishers are mounted on suitable brackets and unobstructed;
 - Fire alarm call points are clearly visible;
 - Fire action notices are displayed next to fire alarm call points.

Difficulties with staff or visitors

9. Fire Marshals may encounter difficulties with staff or the public when it comes to clearing the building. It will be easier to get the co-operation of staff and the public if they are properly identified by wearing fluorescent waistcoats, armbands etc.
10. If you have difficulty in persuading anyone to leave the building:
 - Do not put yourself in danger by remaining in the building trying to persuade them.
 - Quickly explain to them that it is not a drill, and they should leave at once.
 - Note their position in the building and carry out the rest of your duties.
 - As soon as possible report their position to the Fire Warden who will inform the Fire Brigade on their arrival.

Staff or visitors with disabilities

11. If there are staff or visitors with disabilities in your designated area you should be prepared to assist them, where this is required. Generally, prearranged plans (PEEPS) should exist.

Staff or visitors, with impaired hearing

12. In larger buildings flashing beacons, linked to the alarm sounders may be available. However complete reliance should not be placed on these and you should ensure that the person knows that the alarm has sounded.

Staff or visitors with impaired vision

13. Whilst they will hear the fire alarm, they could, whilst moving towards an exit, be proceeding towards the area of danger, and should therefore be assisted.

Staff or visitors with impaired mobility

14. In single storey buildings they may need assistance to negotiate steps, changes of level etc. In multi storey buildings they may need assistance to get to ground level:
15. By lift, which should only be used if it is an evacuation standard lift, provided with fire safe refuges (check with Fire Officer) or
16. By proceeding to the fire escape stairs, and being assisted to ground level using EVAC type chairs.

17. These procedures will need prior training and rehearsal and should be incorporated into the fire drills.

(See Appendix 4 for further details)

How do I carry out a fire safety inspection?

18. If a fire occurs in your workplace, people may be trapped by the fire or injured attempting to escape. The purpose of the fire safety inspection is to identify:
 - Where fires may start;
 - People who may be put at risk from the fire; and
 - Control measures that should be in place to eliminate or reduce the risk.
19. A simple fire safety inspection form is available at Appendix 2. It asks a series of questions, the answers to which should form an action plan. The actions identified by the inspection should be carried out as a matter of priority and the form should be retained as a record. Reference should also be made at this point to the Fire Risk Assessment undertaken by the Professional Adviser (competent person) which will outline risks, mitigation and provisions made.
20. The inspection form should be reviewed when significant changes occur or when it is no longer valid. However annually is seen as best practice.
21. Fires occur when combustible materials come into contact with an ignition source. Fires may be started accidentally, through human error, or deliberately by arson. Your fire safety inspection should:
 - Identify any sources of ignition that may cause a fire so that you can take steps to reduce the risk of fire occurring;
 - Identify combustible materials in the workplace so that you can take steps to store them away from ignition sources;
 - Identify persons at significant risk from fire so that you can take steps to reduce that risk;
 - Identify structural features that could promote the spread of fire and, where possible, take steps to reduce the potential for rapid fire growth;
 - Monitor the introduction of sources of heat or combustible materials during periods of maintenance or refurbishment.
 - Evaluate the workplace to ensure that the following precautions are satisfactory:
 - Fire detection and warning systems.
 - Means of escape from fire.
 - Fire fighting equipment.
 - Fire safety training of employees.

- Result in an action plan with staff informed or instructed accordingly.
22. You should also consider the following factors when carrying out a fire safety inspection:
- Careless actions and accidents – e.g. discarded cigarette ends or matches, smouldering waste or unattended burning, e.g. bonfires, unattended chip pans, etc.
 - Misusing equipment – e.g. overloading electrical circuits, failure to follow servicing instructions, failure to repair faulty machinery or equipment.
 - Defective machinery or equipment – e.g. electrical short circuits, electrical insulation failure due to heat, damp or chemicals, electrical earth faults.
 - Deliberate ignition (arson) – e.g. insurance fraud, aggrieved persons, vandalism, terrorism and concealment of another crime.

Sources of ignition

23. The majority of fires need an ignition source to enable them to start. Ignition occurs when a heat source, e.g. a spark containing enough heat energy causes a combustible material to ignite. Therefore it is essential that all sources of ignition be identified during the FSI. Pay particular attention to:
- Heaters (electrical, gas or oiled filled heater either fixed or portable).
 - Boilers.
 - Electrical equipment.
 - Smoking materials.
 - Cookers.
 - Open flames.
 - Chemicals.
 - Mechanical sparks generated in a flammable atmosphere.
 - Soldering, welding and cutting.
 - Indications of 'near misses',
 - such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, etc. can help to identify hazards, which may not be noticed otherwise.
 - Arson from incident reports.

Combustible materials

24. Combustible materials burn when an ignition source and sufficient air is provided. Once ignition sources have been identified then the surrounding areas should be checked for combustible materials. These include:
- wood;
 - paper and card;
 - furniture, including fixtures and fittings;
 - flammable liquids such as paints, varnish, thinners, adhesives, solvents;
 - flammable gases such as Liquified Petroleum Gas (LPG);
 - plastics, rubber and foam such as that used in upholstered furniture;
 - textiles;
 - packaging materials and waste materials.
25. Most establishments contain a variety of combustible materials. These should be used safely and kept away from ignition sources. The amount of such material should be kept as low as is reasonably practicable and stored appropriately.
26. Housekeeping is also an important factor when considering combustible materials. Combustible waste needs to be removed on a regular basis.

People at risk

27. If there is a fire, the main priority is to ensure that everyone reaches a place of safety quickly. A fire is a dynamic event. If unchecked it will spread through the workplace and all persons present will be at risk. The manager needs to:
- identify who may be at risk if there is a fire, including visitors such as service users, visiting contractors, etc.;
 - how they will be warned; and
 - how they will escape.
 - Adequate arrangements for detecting and giving warning of fire together with means of escape must be provided. Staff must know and be trained in the action to take in the event of fire.
 - Some people may be at significant risk e.g. they may work in areas where fire is more likely, such as a kitchen, or they may need assistance from a designated person or via an evacuation chair. Specific steps need to be taken to ensure their safety.
 - Managers of staff with disabilities will need to draw up PEEP'S for these staff.

Structural features

28. The workplace may contain features that could promote the rapid spread of fire, heat or smoke. These will have been identified by the adviser who undertook the Fire Risk Assessment and any mitigating actions undertaken or elevated risks contained in the FRA. The manager should therefore not need to consider the structure of the workplace and how this might contribute to the spread of fire, but it is worth noting that subsequent improvements or additions may add to the fire risk e.g.
- hardboard, chipboard, block board walls or ceilings;
 - synthetic ceiling or wall coverings such as polystyrene tiles;
 - ducts, flues, openings in floors or walls; and
 - open plan areas.
 - In all cases where major alteration work is undertaken, the FRA should be reviewed and updated.
29. Where people are at risk appropriate steps should be taken to reduce the potential for rapid fire spread and to provide an early warning of fire so that people can evacuate.

Evaluating the risks

30. Identifying the factors within your workplace, which can contribute to a fire, will help you to determine whether the precautions that are in place are sufficient or whether more needs to be done to reduce the remaining risks.

What control measures should be in place to ensure fire safety?

Fire detection and warning

31. If there is a fire, it is important that all persons are warned as quickly as possible. Early discovery and raising of the alarm will enable people to escape safely before the fire takes hold.
32. All workplaces should have arrangements for detecting and giving warning of fire. These arrangements need to be conveyed to everyone in the establishment.

Means of escape in case of fire

33. Where people are at risk from fire, this will have been recognised in the Fire Risk Assessment and appropriate measures taken to mitigate any

elevated risks. If there is any doubt as to the provisions for Fire and the reduction of risk, these should be communicated to:

- a. In the case of corporate buildings and community schools managed directly by the Council the Compliance Team in Assets.
 - b. In all other case your competent professional advisor.
34. Fire exit signs on doors or indicating exit routes must be provided where they will help people to find a safe escape route, in the interest of fire safety, and to ensure effective evacuation. Signs need to comply with British Standard 5499: Part 1. (See Appendix 5).

Provision of fire-fighting equipment

35. If fire breaks out in the workplace and trained staff can safely extinguish it using suitable fire fighting equipment and without taking any personal risks, the risk to others will be removed.
36. All workplaces where people are at risk from fire should be provided with suitable fire-fighting equipment and suitably trained staff. Advice on the type and location of fire fighting equipment can be obtained from Building Control.
37. Notices indicating the location of such equipment should be displayed if the location is not obvious or in areas of high risk. Information on the type of fire extinguisher should also be made clear, as not all extinguishers are suitable for all types of fire.

Planning for an emergency and training staff

38. Each workplace should have a Premises Fire and Emergency Evacuation Plan. This should include action to be taken by staff in the event of fire, the evacuation procedure, and the arrangements for calling the Fire Brigade.
39. Generally fire drills should be undertaken at least twice a year or more frequently in higher risk premises e.g. elderly residential premises.
40. All staff should be aware of the risk of fire and the action to be taken.

Personal emergency evacuation plans (PEEPs)

41. Personal Emergency Evacuation Plans are required for people with disabilities in order to ensure that they can leave the building as quickly and safely as possible.
42. The plan must be tailored to the individual needs of the member of staff and should give detailed information on their movements during an escape. PEEPs should take into account:

- the disabled person's day-to-day movements within the building;
- the operational procedures within the building;
- the types of escape that can be made available;
- the building systems, e.g. the fire alarm; and
- the existing egress plan.

Training and instruction

43. All staff should be aware of:

- How to warn others of the fire including the operation of the fire warning apparatus provided.
- The location and use of escape routes.
- Assisting or directing visitors from the workplace.
- The location of a nominated assembly point.
- How to summon the fire service.
- The names of designated fire wardens.
- The names of designated fire marshals.

44. It may be necessary to nominate certain staff to carry out specific tasks in the event of a fire e.g. Fire Warden; Fire Marshals to check certain areas are evacuated. Others may have the task of closing down equipment or ensuring that security is maintained.

45. Training should ensure that these tasks are carried out efficiently and safely. All staff should be made aware of the establishment's arrangements for fire evacuation procedures and their roles and functions within the emergency evacuation plan.

Maintenance and testing of fire safety equipment

46. Fire fighting equipment must be maintained on an annual basis. Arrangements for the servicing of such equipment on Council managed buildings arrangements are made by Asset Management. For non-council managed premises arrangements should be made with a reputable supplier.

47. Fire alarm systems require maintenance and statutory testing at regular intervals and have a corresponding logbook. This outlines procedures relating to the system on a daily/ weekly /monthly/ quarterly/ annual basis. On Council managed buildings arrangements are made by Asset Management. For non-council managed premises arrangements should be made with a reputable supplier.

48. Emergency Lighting systems require maintenance and statutory testing at regular intervals and have a corresponding logbook. This outlines procedures relating to the system on a daily/ weekly /monthly/ quarterly/ annual basis. On Council managed buildings arrangements are made by Asset Management. For non-council managed premises arrangements should be made with a reputable supplier.
49. Establishments not covered by Facilities Management need to ensure that these procedures are followed and relevant entries made in the logbook.
50. Establishments not covered by Facilities Management must ensure that there are procedures for ordering extinguishers, requesting inspections, prompt repairing of faulty alarm systems etc.

Appendix 1 – Personal Emergency Evacuation Plan

This checklist is designed to assist managers in planning for the emergency evacuation of people with disabilities. The answers to the questions will form the basis of any action required for the individual staff member concerned.

Requirement	Observations and Action
1. Name of employee the plan relates to	
2. Describe nature of employee's impairment(s).	
3. Usual workplace and location of employee.	
4. List other areas routinely used by the employee.	
5. Are separate plans required for these locations?	<input type="checkbox"/> No <input type="checkbox"/> Yes
6. Location of refuge points, if any.	
7. Does the employee work out of normal working hours?	<input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, please list hours worked.
8. Is the employee aware of the normal exits and the escape procedures for the building?	<input type="checkbox"/> No <input type="checkbox"/> Yes
9. Does the employee have any visual impairment that affects their ability to recognise and follow fire signs and directions and other safety notices?	<input type="checkbox"/> No <input type="checkbox"/> Yes – If yes, what other measures or special assistance is required, e.g. large print written instructions.
10. Can the employee hear the fire alarm in normal circumstances?	<input type="checkbox"/> Yes <input type="checkbox"/> No – If No, please provide details of special measures that may assist the employee, e.g. visual indicator, assistant "Buddy".
11. Can the employee use a break glass point to raise the alarm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does the employee have problems with mobility?	<input type="checkbox"/> Yes <input type="checkbox"/> No

13. Does the employee use a wheelchair or any other device to aid your mobility?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list the aid(s) used
14. If a wheelchair is used, what type of wheelchair is it?	<input type="checkbox"/> Manual <input type="checkbox"/> Powered
15. What are the dimensions of the wheelchair?	Give make and model number where possible.
16. Can the employee dispense with the wheelchair for short periods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. If possible, is the employee willing to being transferred from the wheelchair into an evacuation chair in order to be evacuated from the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Can the employee self transfer into an evacuation chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. If no, can the employee bear weight to enable others to assist them into an evacuation chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Are the escape routes free from any structural features that will present either a hazard or a barrier to the employee using any of the available fire exits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Does the employee have any other suggestions that could be implemented to ease their evacuation from the building	

Assessment carried out by: (PRINT NAME)	Assessment carried out by: (SIGN NAME)
Job title of Inspecting Officer:	Date and Time of Assessment:
Department or Unit:	Directorate:

Copies of this assessment along with the resulting plan should be held with the Line Manager, the relevant staff members and Facilities Management at each of the relevant locations. For help with completing this assessment contact the Health and Safety Unit, Ext: 6344.

Personal Emergency Evacuation Plan for

John Smith based at Waltham Forest Town Hall

This plan relates to evacuation from [Room 216] on the [second floor] which is the usual place of work for John Smith.

Separate plans should be provided for other work locations within this building and other buildings.

Alarm system

I am informed of the emergency by:

- ☐ The existing alarm system
- ☐ Visual alarm system
- ☐ Members of my work team
- ☐ The fire marshals on my floor

Fire Marshals

My Fire Marshals are (insert names):

1. Name of Fire Marshal
2. Name of Fire Marshal

Getting out

I require (insert number of people here [2] and list names below) to assist me.

1. David Jones
2. Gale Weathers

Back up assistants:

1. Bruce Wayne
2. Vicki Vale

The specialist equipment needed to assist my escape is [insert details of equipment].

This equipment is located at [insert location of equipment].

Example of escape plan

The following is a record of my escape plan. This is a step-by-step account of what will happen during the escape.

1. When the alarm is raised, David and Gale will meet me at my desk.
2. I will inform Bruce or Vicki that my plan is in operation.
3. David and Gale will assist me by taking hold of one arm each side.
4. We will walk to the nearest escape route and wait in the space at the head of the stairs for other people to escape.
5. When it is safe to do so, we will move slowly down the stairs.
6. The fire warden will advise the Fire and Rescue Service which route we took.

Awareness of procedure

I have my own authorised plan.

I have been shown the evacuation routes.

I have practiced the plan with the people named above.

I have received the evacuation procedure in the following format:

- ☐ Braille
- ☐ Electronic format
- ☐ Tape
- ☐ Large print
- ☐ It has been explained in British Sign Language

Copies of this plan should be provided to everyone named above and also to Facilities Management for the building.

Appendix 2 – Fire safety inspection checklist

Directorate:
Department or Unit:
Date and Time of Inspection:
Inspection carried out by (PRINT NAME):
Inspection carried out by (SIGN NAME):
Job title of Inspecting Officer:

Requirements		Observations and action
1.	Has a member of staff been appointed to co-ordinate fire safety? Is there cover for absence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are employees, including supply staff, aware of their roles and responsibilities for fire safety, including fire drills?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have employees been issued with instructions and details of evacuation routes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the work place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	If yes, is this system operating effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are all combustible materials and flammable liquids and gases stored safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Requirements		Observations and action	
9.	Is the electrical wiring of the premises inspected periodically by a competent person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Is the use of extension leads and multi-point adapters kept to a minimum?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Are flexes run in safe places where they will not be damaged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Is the upholstery of furniture in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Is the workplace free of rubbish and combustible waste materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Have suitable measures been taken to protect against the risk of arson?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15.	Are the escape routes free from tripping and slipping hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16.	Are steps and stairs in a good state of repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17.	Are final exits always unlocked when the premises are in use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.	Are internal fire doors labelled as such and normally kept closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.	Do fire safety signs conform to legal requirements? Green and white with pictogram?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21.	Are the self-closers on fire doors operating correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22.	Do the doors on escape routes open in the direction of travel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23.	Are escape routes clearly signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24.	Are escape routes adequately lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25.	Has consideration been given to the safety of all persons who may be affected by fire e.g. visitors, contractors, lone workers, cleaning	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Requirements		Observations and action
	staff, inexperienced staff, staff with disabilities.	
26.	Is there an adequate recording system to account for staff and visitors in the event of an evacuation of the building(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27.	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28.	Are there a sufficient number of exits of suitable width for the people present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
29.	Do the exits lead to a place of safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30.	Are gangways and escape routes free from obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33.	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34.	Is there a plan of the establishment indicating type, location of fire fighting equipment and assembly points?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35.	Do you hold regular fire drills and are these monitored for effectiveness. Refer to Appendix 3 "Record of fire drills".	<input type="checkbox"/> Yes <input type="checkbox"/> No
36.	Where escape lighting is installed is it in working order and maintained regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37.	Is the fire alarm system in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Requirements		Observations and action
38.	Is the fire alarm tested weekly and records made in the alarm logbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39.	Can the fire alarm be raised without placing anyone in danger?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40.	Are the fire alarm call points clearly visible and unobstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
41.	Is an adequate number of suitable fire extinguishers provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42.	Are fire extinguishers and fire blankets located suitably and ready for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43.	Are the fire extinguishers serviced annually by a competent company or person? Date of last service:.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
44.	Are fire action notices displayed prominently throughout the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
45.	Has an emergency plan been drawn up in case of a major fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
46.	Is a copy of the emergency plan kept other than at the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
47.	Have you told your staff or their representatives about your findings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
48.	If you have prepared a formal report has this been shown to your staff or their representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
49.	If you share the workplace with others do they know about the risks that you have identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
50.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
51.	Has a procedure been established to review the fire risk assessment periodically?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional observations

Appendix 3 – Record of Fire Drills

Fire drills should be:

- Carried out at least twice per year or more frequently in higher risk areas or if they are unsatisfactory;
- As realistic as possible, but consider whether it is wise to involve large numbers of the public;
- Varied sometimes – assume that one fire exit is blocked by fire so that staff have to use unfamiliar routes.

Establishment address:			
Date and Time of drill	Time taken to evacuate	Signature of person in charge	Observations: e.g. problems encountered, measures taken, unforeseen circumstances, etc.

LOG SHEET FOR WEEKLY TESTS OF FIRE ALARM BY MANAGEMENT

Managers should:

- Operate a different call point each week;
- Carry out tests when staff are in the building so that they get used to the sound, and can report any areas of low audibility;
- Preferably test at the same day, and time each week;
- Check that the alarm has activated any linked systems such as magnetic door holders.

Date	Call point	Result	Signature

EMERGENCY LIGHTING TEST RECORD SHEET

- Emergency lighting should be tested monthly by staff (not engineers).
- The test switch should be operated by inserting the test key.
- Checks must be made to ensure that all lights on the tested circuit operate.
- Check to ensure that red charging light is on.

Date	Floor or area	Result	Signature

Appendix 4 – Additional advice for fire marshals

Fire extinguishers

All fire extinguishers now have a red body with 15% of the body of the canister in the colour representing the extinguishing agent. Extinguisher Types are outlined below:

Extinguisher type	Colour coding	Image	For use on
Water Works by cooling the burning material to below its ignition temperature, removing the heat of the fire triangle. Water is the most common type of extinguisher media used in workplaces.	Red / Red		CLASS A FIRES Solids, wood, paper, cloth, etc. DO NOT USE ON ELECTRICAL OR LIQUID FIRES
Foam Smothers the burning liquid and stops oxygen reaching the combustion zone. It can be used to prevent vapours escaping from spilled volatile liquids.	Red / Cream		CLASS A FIRES Solids, wood, paper, cloth, etc. CLASS B FIRES Burning liquids and solids which melt and turn to liquids as they burn ELECTRICAL FIRES Only if they are electrically rated
Dry powder Smothers the fire, forming a thin layer on the combustible material excluding oxygen from the burning area. It does not cool it down and thus is not very effective on Class A fires. There is a high risk of fire reigniting. This type of extinguisher may create problems to the operators as it can asphyxiate and may obscure visibility.	Red / Blue		CLASS A FIRES Solids, wood, paper, cloth etc. But only for a short period of time, as the fire may reignite. CLASS B FIRES Burning liquids and solids which melt and turn to liquids as they burn CLASS C Gases, LPG, natural gas; it helps to isolate the source. CLASS D Metals such as magnesium, aluminium and sodium. Only special powders are used for these type of fires. ELECTRICAL FIRES Only on low voltage
Carbon Dioxide (CO₂) Replaces the oxygen in the atmosphere surrounding the fire; only small fires should be tackled with this type of extinguisher. There is a risk of fire reigniting as it does not cool down the fuel. It may remove the oxygen in the air, creating an asphyxiating effect. It is very noisy when discharging and the nozzle can freeze and burn the hand if touched while in operation.	Red / Black		CLASS B Liquids, fats, paints and oil, only small fires ELECTRICAL FIRES

Extinguisher type	Colour coding	Image	For use on
Wet chemical Has been specially designed to deal with cooking oil fires. It congeals on top of the oil excluding oxygen to reach the combustible material.	Red / Yellow		CLASS F FIRES Cooking oils, deep fat frying pans.

Fire blankets are appropriate for flammable liquids (except deep fat fryers for which only a Class F extinguisher is appropriate), and also for fires involving clothing, or costumes.

Dry powder extinguishers (Blue) are not used in the council.

Do not use fire-fighting equipment unless you have been trained to do so and in doing so you are not putting yourself or others at risk.

Bomb threats

The member of staff receiving the call should try to get as much information about the device as possible from the caller especially regarding the location of the device.

Only use the fire alarm if you are confident that staff can be directed away from the suspected location of the device.

















Fire Marshals:

- If alerted, direct staff to exits remote from the location of the device.
- There is usually a different assembly point away from the building to minimise effects of a blast.

Fire Wardens:

- Call the Police.
- Act on the instructions of the police

Appendix 5 – Non-illuminated signs only

		Straight on from here or Straight on and up from here
		Left from here
		Right from here
		Down and left from here
		Straight on and down from here
		Down and right from here
		Up and left from here
		Up and right from here

Fire exit signs in Compliance with BS 5499 PT 1

White pictogram and arrow on green background.

Appendix 6 – Fire instructions for all staff

Action if you discover a fire (or suspect fire):

- Sound the fire alarm immediately;
- Leave the room or area involved, closing the door to restrict spread of smoke and heat.
- Call the fire brigade (if the member of staff responsible for this is not available) by dialling 999.
- Evacuate to the assembly point.

Action on hearing the fire alarm

- Leave the building by the nearest exit route and go directly to the assembly point as quickly as possible.
- Walk quickly and quietly but do not run.
- When supervised, instructions to evacuate will be given by the person in charge who will decide which escape route will be followed.
- Staff should evacuate persons in their charge by leaving the building by the nearest exit and going to the assembly point.
- Do not use lifts, unless the lift is suitable for evacuation of people with disabilities.
- Once you have left the building or your room, DO NOT return for any reason unless you are instructed that it is safe to do so.

Training and instruction

All staff should be aware of:

- How to warn others of the fire including the operation of the fire warning apparatus provided;
- The location and use of escape routes;
- The need to assist or direct visitors or members of the public from the workplace;
- The location of a nominated assembly point;
- How to summon the fire service.

Appendix 7 – Fire instructions to persons hiring premises used for entertainment and public assembly

Before the function commences ensure that:

- All exits are unlocked and unobstructed both internally and externally.
- Safety lighting is operative.
- Seating and gangways are arranged in accordance with the safety rules.
- Fire fighting equipment is available for immediate use.
- Maximum permitted number of persons to be admitted is not exceeded.
- There are nominated attendants who are identifiable by armbands/badge/jerkin etc. and who have received appropriate training in their duties.

Duties of Persons Finding the Fire

- See that the Manager or Master of Ceremonies (MC) is notified of an outbreak of fire discretely and without using the word fire in the hearing of the public.

Duties of the Manager or Master of Ceremonies

- Stop the entertainment.
- Ensure all house lights are fully turned up.
- Ask attendants to proceed to the exits.
- Ask audience to leave the building quietly by the nearest exit available.
- Ensure that the fire brigade is called.

Duties of the Staff

- On the directions of the Manager or the MC proceed to a nominated exit, open the doors and when persons commence to leave, direct them to the way out.
- Tackle fire with equipment if you have been trained in its use and it is safe to do so and after ensuring the safety of the public.

Appendix 8 – Template – Premises Fire Emergency Evacuation Plan

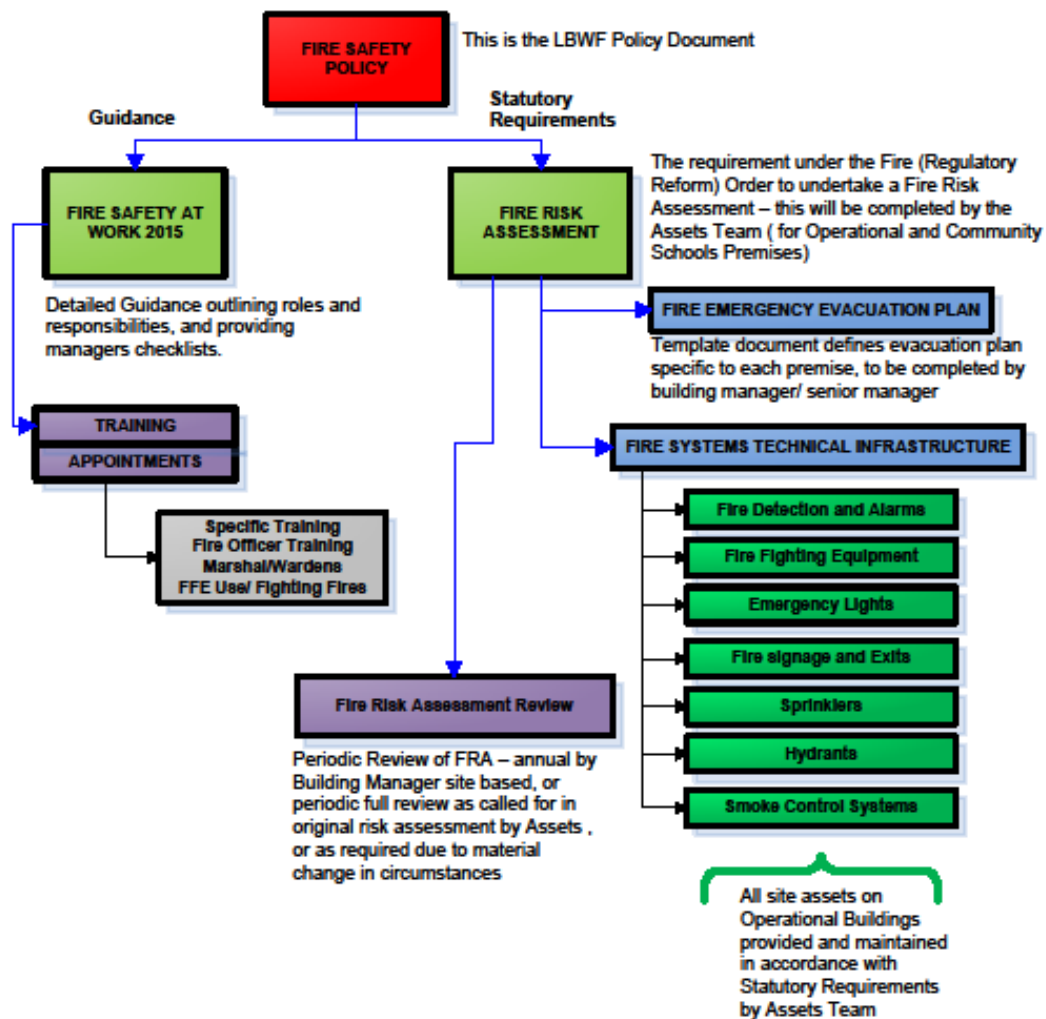


Fire Emergency
Evacuation Plan - Ten

Double click icon to open

Appendix 9 Fire Hierarchy – Operational Premises

Fire Safety Arrangements LBWF



Governance Arrangements

- Assets Compliance Team Check – In scope assets and premises compliance
- Assets Compliance Team – FRA and Periodic Review
- H+S Team – Procedural and Documentary Check – quarterly check questionnaire