# HARMONIZE ACADEMY

# FIRE SAFETY: FIRE RISK ASSESSMENT

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|---|---|
| **POLICY WRITTEN BY:** | **PRINCIPAL** |
| **DATE POLICY PREPARED:** | **SEPTEMBER 2014** |
| **DATE FIRST RATIFIED BY GOVERNING BODY:** | **SEPTEMBER 2014** |
| **DATE POLICY REVIEWED:** | **DECEMBER 2020** |
| **DATE FOR NEXT REVIEW:** | **DECEMBER 2023** |

**Trust, Respect, Compassion, Forgiveness**

**APPENDIX 1: FIRE SAFETY RISK ASSESSMENT**

**Introduction**

Harmonize Academy is committed to ensuring the health, safety and welfare of all staff, pupils and visitors, for which there is a legal responsibility under the Health & Safety at Work etc Act 1974. The Regulatory Reform (Fire Safety) Order 2005 (the 'FSO'), which came into force in October 2006, replaces previous fire safety legislation and places a specific duty on the 'responsible person' for each premise to carry out a fire risk assessment, take steps to remove, reduce or protect from the risk of fire and record the significant findings.

The fire risk assessment must identify the fire hazards and people who may be at risk and consider whether existing control measures are adequate to prevent, detect and protect from fire. This will also need to be kept under periodic review, to ensure effectiveness is maintained.

Carrying out a fire risk assessment is not a new duty; it has been a requirement of fire legislation, through previous regulations, since 1997.

A set of guidance notes, produced by the Government to aid compliance with fire legislation, should be used in conjunction with this guidance note (HM Government Fire Safety Risk Assessment).

Fire spreads through means of conduction, radiation or convection. Heat and smoke can result in people being overcome before they have a chance to escape therefore in the event of fire, priority must be towards the evacuation of people from the premises to a place of safety. Firefighting should be considered secondary to evacuation.

Further advice or clarification of points within this guidance can be gained from the Health and Safety Unit, Liverpool City Council.

**Principal Legislation**

- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Building Regulations Approved Documents B and M 2013
- Equality Act 2010

**Guidance**

- LCC Guidance Note GN26 Risk Assessment
- LCC Guidance Note GN15 Extended Duty of Care
- LCC Guidance Note GN04 Hazardous Substances (COSHH)
- HM Government Fire Safety Risk Assessment Guides:

**Educational Premises**

- Small and Medium Places of Assembly (holding 300 people or less)
- Large Places of Assembly (holding more than 300 people)
- Open Air Events and Venues
- Transport Premises and Facilities
- Means of Escape for Disabled People

About the HM Government, fire safety guides:

These guidance notes are produced to assist in the general and specific premises fire risk assessment requirements, in order to comply with the FSO 2005.

They have been written so that the 'responsible person' at Harmonize Academy, can carry out a fire risk assessment, with limited prior training or experience, and can be downloaded free of charge via GOV.UK:

https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments

**Aim**

To ensure that a standardised, practical and knowledge based approach for considering specific risks from fire in the workplace is taken by all managers, in line with current legislation and best practice. This will also facilitate safe working procedures, as required, including carrying out emergency evacuation plans.

**Key Definitions**

FSO **–** The Regulatory Reform (Fire Safety) Order 2005.

'Responsible person' **–** the Principal – Harmonize Academy.

If the workplace is not under the control of the employer, the 'responsible person' is:

a. the person who has control of the premises in connection with the business or other undertaking.
b. the premises owner, where the person in control of the premises does not have control in connection with the business or other undertaking.

'Workplace' **–** any place within the premises to which employees have access while at work, including all means of access to or egress from.

'Fire hazards' – all sources of ignition, fuel and oxygen.

'Fire triangle' – the 3 fire hazards, as above; all 3 are required to start and sustain a fire.

'FRA' – fire risk assessment.

'PEP' – personal evacuation plan.

**Responsibilities**

Ensuring that a FRA is carried out and all control measures are implemented is a managerial responsibility (a duty of the 'responsible person'). All relevant members of staff should be consulted when carrying out the risk assessment and must be informed of the findings. Particular attention should be paid to all persons identified as being at greater risk e.g. children, young workers and those with disabilities.

To ensure compliance with their legal duties managers are also required to:

- Carry out or appoint a competent person to carry out any additional controls of fire protection or prevention required by the FSO – The Site Manager, Harmonize Academy:
- Name of appointed Fire Safety Manager of the Building: **Mr Michael Kearns,** Site Manager & Health & Safety Officer

  Harmonize Academy, 7 Phillimore Road Liverpool L6 6DL
- M 07872 483586
- Provide information and instruction to all members of staff regarding risks identified and all measures in place for fire prevention and protection
- Inform all non-employees of the relevant risks to them and measures of protection in place e.g. evacuation procedures
- Supervise all non-employees whose activities may introduce a fire hazard or have effect on measures in place for fire protection e.g. ensure risk assessments and safe working procedures are provided by contractors for all hot work activities
- Nominate, through consultation, specific roles and duties in connection with fire protection e.g. Fire Marshals. The identities of nominated positions should also be provided to all employees
- Establish a suitable means of contacting the emergency services
- Ensure that the premises and equipment provided for fire detection, warning and fighting is maintained by competent persons
- Inform and co-operate with other occupiers (other responsible persons) within the building, concerning findings of significant risk and measures of prevention and protection

New buildings or significant building alterations undertaken at Harmonize Academy should be designed to satisfy the specific fire precaution requirements of the building regulations. These will have a documented fire safety strategy incorporated into the Health & Safety File, which must be kept for the lifetime of the building and periodically reviewed.

Further technical support, as may be required for issues such as the fire performance of the building structure etc., should be sought from suitably competent persons where required e.g. The City Council's Premises Management Unit.

All staff have a responsibility to apply the controls identified in the FRA and follow the safe working procedure with regard to emergency evacuation. Staff also have a duty to inform their managers of any concerns regarding controls in place, methods of work or hazards that may not have been identified i.e. inform their manager of any shortcomings within the risk assessment. They must not do anything that will place themselves or others at risk.

Responsibility for enforcing fire safety legislation lies with Merseyside Fire and Rescue Service.

Fire Marshal Role

Fire Marshals should be encouraged to take proactive involvement concerning premises fire safety; it should not be seen solely as a reactive role required only in the event of an emergency.

The main responsibilities include:

Reactive Duties

- Aid escape from school building/grounds to an area of safety
- 'Sweep' the building on evacuation ensuring areas are clear
- Report to the Assembly Marshal/Chief Fire Marshal to inform area is clear
- Prevent people from re-entering the building during evacuation

Proactive Duties

- Report fire hazards, to prevent fires from starting or aiding fire spread
- Report misuse of equipment required as fire precaution (equipment for fire fighting, detection and aids to enable escape)
- Report incidences of obstruction to equipment and/or to escape routes

Fire Marshals should remain visible during an emergency evacuation; this can be achieved by wearing an armband or high visibility vest.

Each Marshal should be given specific responsibilities to carry out in the event of a fire; this includes a pre-defined area of the building to carry out a sweep.

Each area of sweep should start at the furthest point from the exit and work back towards it; no area should take more than 60 seconds to check.

Glass panels within doors prevent the need for opening to check for the fire location, those without panels should only be opened by the smallest amount (crouching down first and placing all body weight behind). Rooms should not be entered where there is a fire suspected within.

Active involvement during the FRA process, fire safety inspections and post-fire investigation should be encouraged.

The number of Marshals required will depend on the size of the premises and the activities carried out within.

Chief Fire Marshal

The Chief Fire Marshal, (Site Manager), takes overall control of an evacuation and co-ordinates and receives information from Fire Marshals/Assembly Marshal.

Assists the attending Emergency Services, ensuring access routes are unobstructed and permit re-entry to the premises once authorised by the senior attending fire officer or confirmation of a false alarm is received.

Assembly Marshal

Team Managers should conduct roll calls and inform the designated Assembly Marshal whether all occupants are accounted for.

Where relevant, all registers and the premises signing-in book must be taken to the assembly point and any absentees reported. Note: dependent upon the type of premise, evacuation may not rely on registers in which case Fire Marshals sweeping their area must report that their designated area is clear.

Hosts are responsible for ensuring that visitors follow the evacuation procedure, evacuating the building via the nearest available fire exit and reporting to the designated assembly point.

Managers are responsible for instructing all appointed Fire Marshals of the role requirements and their specific responsibilities, this will include ensuring suitable training is provided.

**Risk Assessment**

The aim of this guidance and government documents is to assist the 'Principal at Harmonize Academy, with limited training or experience within this subject area, in carrying out a FRA. See also section entitled 'Training'.

The FRA process follows the same five step principles as with other risk assessments but is specific to fire risks within the workplace:

1. Identify potential fire hazards in the workplace e.g. sources of ignition, fuel and oxygen.
2. Identify the people who may be at risk in the event of fire in the workplace.
3. Evaluate the risk by considering whether existing control measures are adequate to prevent, detect and protect from fire (considering all fire hazards and people identified in stages 1 & 2).
4. Record significant findings and action any additional control measures required. Inform all staff of your findings.
5. Review the assessment to ensure effectiveness is maintained and revise where necessary.

   A review should take place:

   a. Periodically (annually).
   b. Following significant changes to the building and grounds or operations carried out within.
   c. After a fire.

The purpose of the assessment is to identify all significant fire hazards within the premises and evaluate the risk by considering whether these hazards are adequately controlled. Prioritised actions should be detailed for all additional control measures identified, in order that risks are sufficiently managed.

Answering the fire prevention and fire protection questions within step 3 of the FRA will establish the existing controls within the premises and identify gaps where additional controls are required. A level of risk must be detailed against each question to detail whether controls are adequate.

Depending on the size and complexity of the building, it may be useful to divide the assessment up by looking at whole-building hazards and specific hazards within individual areas.

Situations

The locations within premises where a fire is generally most likely to start are where 'hot' processes are carried out e.g. within school kitchens, boiler rooms or risks are introduced on site by external contractor works.

Consideration must be given to structures and areas away from the main building, including external material storage, outbuildings and waste storage areas. These places are often less well protected and can therefore be more prone to arson (fires, if adjacent to the main structure, can affect the main building).

In addition, fires within isolated or less frequently visited parts of the building and grounds may take effect before anyone notices and is able to raise the alarm.

Fire spreads through a process of convection, conduction and radiation:

- Convection – hot air and smoke rise, passing through the building spreading the heat from the fire; this is the main way in which fire spreads
- Conduction – heat passing through materials (metal is a good conductor of heat) causing a fire to ignite elsewhere
- Radiation – direct heat from the fire being absorbed into flammable materials causing them to heat up and ignite

Poor housekeeping contributes to the risk of fires within all situations.

Hazards

Below are some potential fire hazards and risk control measures to assist you in undertaking the fire risk assessment. It must be noted that these lists are not exhaustive.

Identify potential sources of:

- Ignition
- Fuel, and
- Oxygen

All three hazard sources are known as the 'fire triangle' and are required to start and maintain a fire.

*Ignition Hazards*

Potential sources of ignition can be identified by looking for possible heat sources that could ignite combustible materials.

Examples of ignition hazards:

- Naked flames and smoking materials
- Arson – deliberate ignition
- Electric, oil or gas heaters (fixed or portable)
- Hot lamps e.g. halogen lighting
- Hot work activities e.g. welding, grinding, use of burners
- Cooking equipment
- Operating machinery (mechanical or electrical work equipment)
- Faulty or misused electrical equipment
- Chemical agents
- Hot surfaces and obstruction of equipment ventilation

*Fuel Sources*

Fuel sources are anything that will easily burn; consider whether there are sufficient quantities to provide fuel for a fire or cause it to spread to further fuel sources.

Examples of fuel sources:

- Flammable solids e.g. wood, paper, card, textiles, foam, plastics and packaging materials
- Waste materials and litter
- Flammable liquids e.g. paints, thinners, adhesives, petroleum based products, cooking oil, white spirit, paraffin
- Flammable gases e.g. mains gas, gas cylinders, acetylene, liquefied petroleum gas (LPG)

*Oxygen Hazards*

The main source of oxygen is within the air, although consideration should be given to mechanical ventilation and areas that store bottled oxygen.

Examples of oxygen hazards:

- Natural ventilation through open doors and windows
- Mechanical ventilation e.g. building ventilation, extraction ducting
- Oxygen cylinders
- Oxidising chemicals (as identified by the substance manufacturer or supplier)

<u>Controls</u>

All staff, pupils or visitors who may be at risk in the event of fire must be identified. This includes staff, pupils, service users, visitors, contractors and other occupiers sharing the school building or in close vicinity. Particular attention must be given to anyone who may require additional measures of assistance or arrangements.

Groups of people considered at greater risk include:

- Young people (between the ages of 13 and 16)
- Those with learning difficulties or mental health problems
- Those with a disability; particularly those who use a wheelchair or require specific assistance
- Those who have impaired vision or hearing
- Those who work alone or in isolated parts of the building

You must consider whether existing control measures are suitable and sufficient to remove or reduce the risk of fire, considering the type of premises and the work being undertaken.

Measures of fire prevention are through removing or reducing the sources of ignition, fuel and oxygen.

Measures of fire protection are through provisions of fire protective structure, systems of fire detection, fire fighting and means of escape and evacuation.

It can be helpful to take photographs of areas where fire controls require improvement as these can be used to reinforce recommended actions and for review to completion. Examples of areas requiring improvement may include:

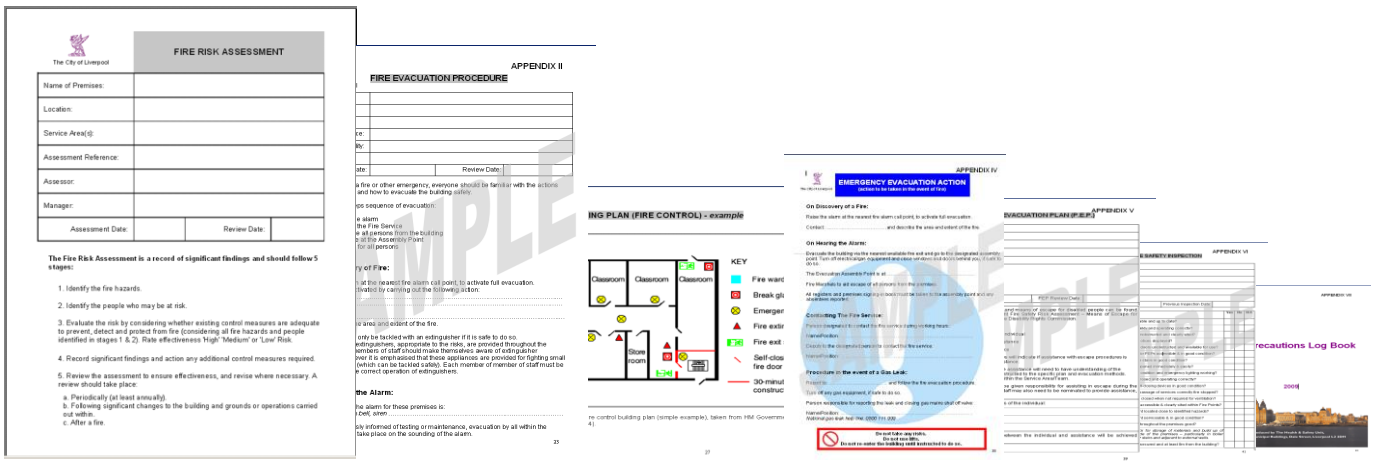
- Poor fire compartmentation (services not fire stopped where going through compartments)
- Poor housekeeping
- Blockages to fire escape routes
- Missing signage
- Missing firefighting equipment
- Poor practices e.g. leaving fire doors wedged open

Provision of information, instruction, training and supervision must be made for all systems of protection.

Step 3 of the FRA form identifies various types of general predetermined control measures (either in place or required) against questions of fire prevention and fire protection. Detail should be added to each of these predetermined measures to reflect the specific circumstances of the premises.

Specific fire protection control documentation required:

- Fire Precautions Log Book (detailing records of inspection, testing, incidents, drills and training)
- Evacuation Procedure (detailing all roles, responsibilities and actions)
- Building Plan (detailing locations of fire protection provisions e.g. exits and extinguishers). Building structure fire compartments should also be clearly marked on the plan
- Fire Action Notice (detailing immediate action to be taken in the event of fire)
- Personal Evacuation Plan (means of escape for disabled people)
- Fire Inspection (monitors the effectiveness of fire control provisions); this should be formally carried out monthly




Safe Working Procedure

The Site Manager should use the completed assessment to develop safe working procedures; these include emergency evacuation procedures, personal evacuation plans and permit to work procedures for hot working.

**Training**

All staff should receive sufficient training to enable them to carry out their duties in accordance with legislation and any specified safe working procedure.

The level of fire competence required to carry out a FRA is dependant on the pre-known risks within the premises i.e. types of activities carried out and the building design. Specialist advice may be required if the extent of issues are outside the capabilities of the responsible person.

Practical training can be supplemented by additional written instructions. Instruction in fire emergency procedures is particularly important during staff induction. Defined roles and responsibilities will also require specific training and/or instruction; roles include fire marshals, assembly point marshals and responsibilities for personal evacuation plans.

Fire drills should be carried out at least twice a year. The timing and frequency of drills should take into account staffing issues including, part-time workers and holidays. Named managers should be designated to observe and formally report on both good and bad observations made. Any failings should be rectified through the fire risk assessment process and associated procedures.

The purpose of fire drills is to train all staff in the correct procedure and actions required when confronted with a fire or emergency. This should prevent panic and ensure the safe, orderly and efficient evacuation of all building occupants to a safe place.

Training and instruction may be provided either 'in-house' (for fire safety training courses contact Learning Development), or from an external provider. Regular refresher/continuation training and instruction is necessary to ensure competence remains current.

Training and instruction should include:

- Fire risks and precautions to be taken to avoid fire
- Action to take if you discover a fire
- Raising the alarm, including location of alarm call points
- What to do when the fire alarm operates
- Contacting the Fire Service
- Location and correct use of fire fighting equipment
- Making power supplies and plant safe
- Escape routes and fire exits
- Operation of escape door fastenings (panic bars etc)
- Evacuation procedure, including arrangements for ensuring that people with disabilities, members of the public etc. are removed to a safe place
- Assembly areas and means for ensuring that everyone has left the building

Some staff may need additional training about specific risks in their work area e.g. kitchen staff, laboratory staff, electrical and maintenance engineers.

Records of all training must be kept.

**Review**

This guidance will be reviewed every two years, or sooner should new legislation or knowledge become available.

## Fire Safety Personnel

### Current Fire Safety personnel are listed below

| Role | Name | Location to cover |
|---|---|---|
| **Fire Safety Manager** | **Mr Michael Kearns**<br>**Site Manager** | **Whole Building** |
| **Deputy Fire Safety Manager** | **Mr Sam Elackman**<br>**Technician** | **First Floor** |
| • During lessons, Fire Marshals are responsible for ensuring their area is evacuated and for taking a roll call of students.<br>• At break, lunch and enrichment, Fire Marshals are responsible for ensuring the communal dining area and student toilets are evacuated and for taking a roll call of students. | | |
| **Fire Marshall** | **Miss Amelia Sherlock** | During lessons:<br>**Ground floor, *Science Corridor***<br>At break, lunch, enrichment:<br>Dining Room & Toilets |
| **Fire Marshall** | **Miss Michaela Webb** | During lessons:<br>**Ground floor, *Science Corridor***<br>At break, lunch, enrichment:<br>Dining Room & Toilets |
| **Fire Marshall** | **Ms Ann-Marie Tunstall** | During lessons:<br>**Ground floor, *Options Corridor* and *Music Suite***<br>At break, lunch, enrichment:<br>Dining Room & Toilets |
| **Fire Marshall** | **Mr Okaro Onowighose** | During lessons:<br>**First Floor, *Maths Corridor***<br>At break, lunch, enrichment:<br>Dining Room & Toilets |
| **Fire Marshall** | **Miss Denise Vaughan** | During lessons:<br>**First floor, *English Corridor***<br>At break, lunch, enrichment:<br>Dining Room & Toilets |

**The ASSEMBLY POINT for this building is the PLAYGROUND**

…… Date ……

**Mr Michael Kearns, Health & Safety Officer**

## THE RISK ASSESSMENT FORM

| FIRE RISK ASSESSMENT | | | |
|---|---|---|---|
| Name of Premises | | | |
| Location | | | |
| Service Area(s) | | | |
| Assessment Reference | | | |
| Assessor | | | |
| Manager | | | |
| Assessment Date | | Review Date | |

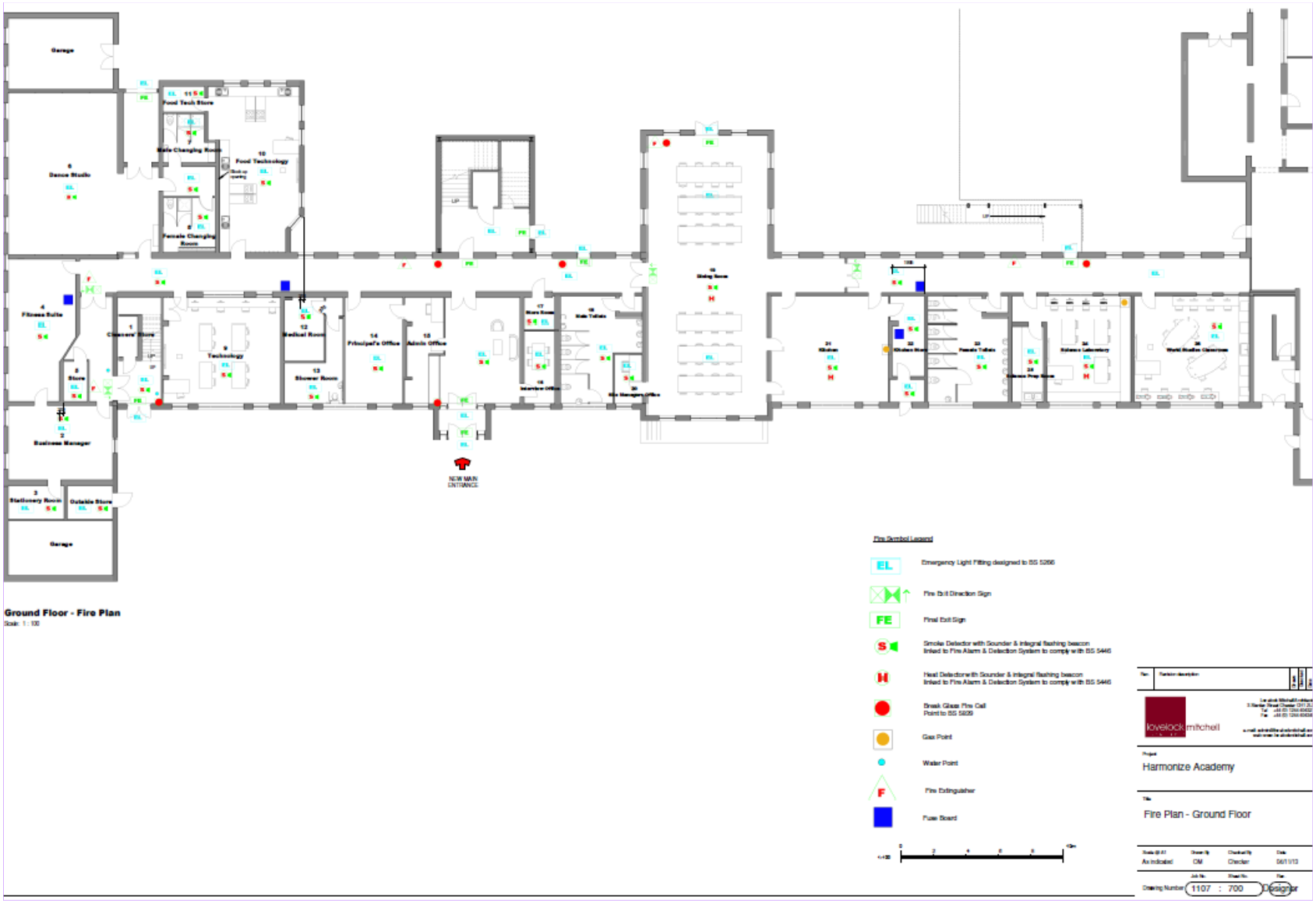
The Fire Risk Assessment is a record of significant findings and should follow 5 stages:

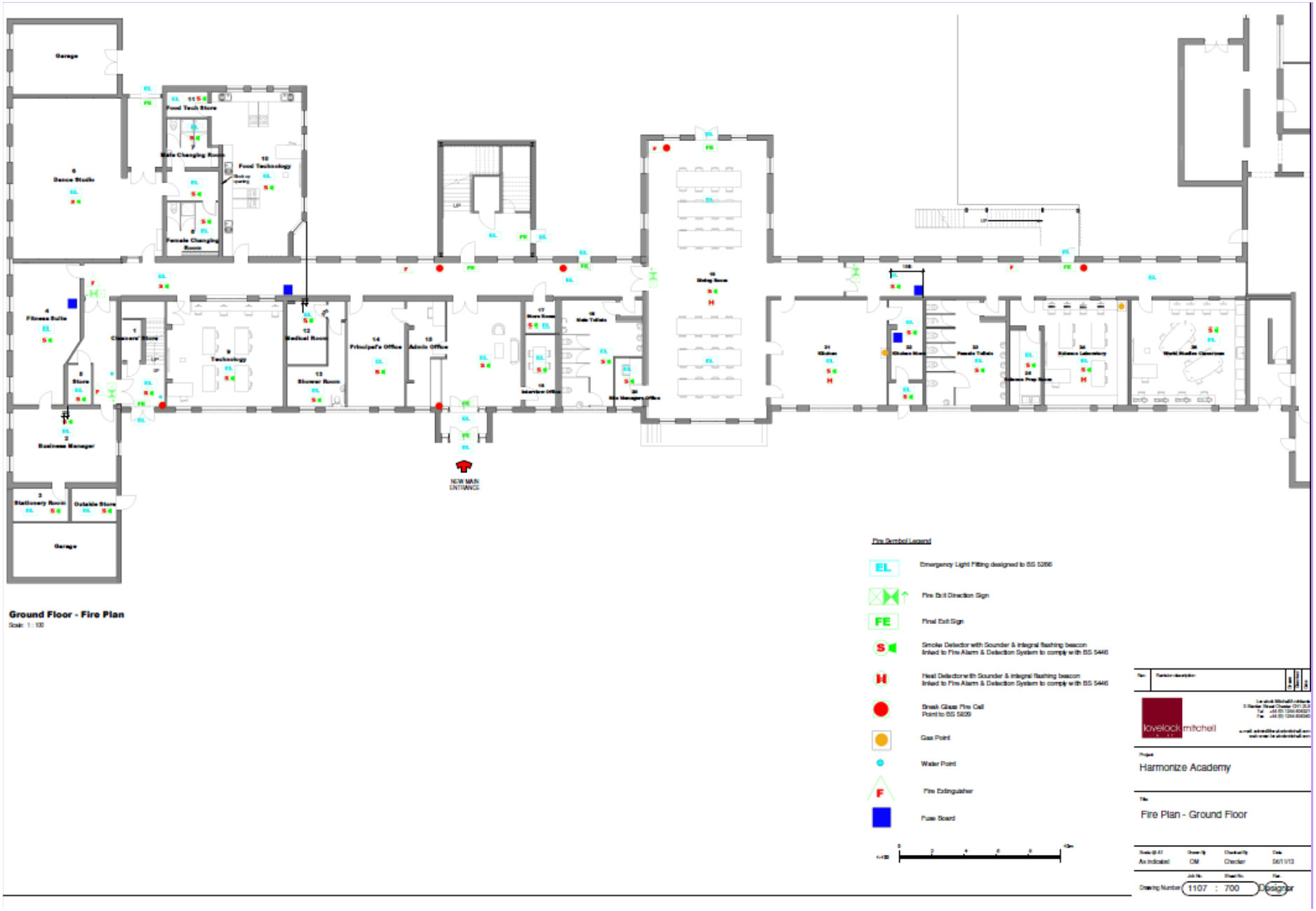
1. Identify the fire hazards.
2. Identify the people who may be at risk.
3. Evaluate the risk by considering whether existing control measures are adequate to prevent, detect and protect from fire (considering all fire hazards and people identified in stages 1 & 2). Rate effectiveness as 'High' 'Medium' or 'Low Risk'.
4. Record significant findings and action any additional control measures required.
5. Review the assessment to ensure effectiveness, and revise where necessary. A review should take place:
    a. Periodically (at least annually).
    b. Following significant changes to the building and grounds or operations carried out within.
    c. After a fire.

**PLEASE REFER TO THE RISK ASSESSMENT FILE FOR FURTHER DOCUMENTATION ON FIRE SAFETY.**

# APPENDIX 3

## BUILDING PLAN (FIRE CONTROL)



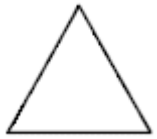



**Ground Floor - Fire Plan**

Scale: 1 : 100

BUILDING PLAN (FIRE CONTROL) **Fire Protection Graphic Symbols:**

**Fire Extinguishers – Portable and transportable**



**Any Type**

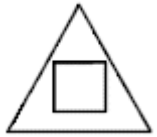
**Any type Gas Extinguisher**

**Portable Free Standing Water Extinguisher**

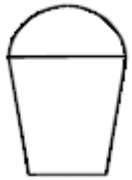
**Halon Gas Extinguisher**

**Portable Free Standing Foam Extinguisher**

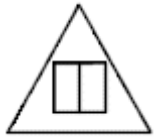
**Carbon Dioxide Extinguisher**



**Dry Powder Extinguisher**



**Water Bucket**



**BC Dry Powder Extinguisher**

**Sand Bucket**

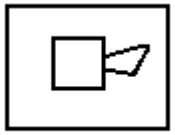
ABC Dry Powder Extinguisher

Fire Blanket

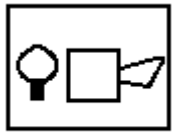
**Fire Alarm – Initiating, Control and Indicating Equipment**

**Control Panel Any Type**

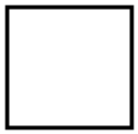
**Control Panel Illuminated Signals**



**Control Panel Sounders**



**Control Panel Sounders and Illuminated Signals**



**Detector Any Type**

**Gas Detector**

**Heat Detector**

**Fire Alarm Manual Call Point**

**Smoke Detector**

**Beam Detector**

**Flame Detector**

**Warning Device Any Type**

**Warning Device Loudspeaker**

**Warning Device Manual Sounder**

**Warning Device Telephone**

**Warning Device Sounder**

**Warning Device Visual**

**Warning Device Bell**

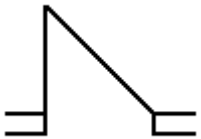
**Fire Precautions – Building Elements**

60 **Fire Resistance in Minutes**

VP **Vision Panel**

SL **Security Lock**

PB **Push Bar Door Ironmongery**

| | | | |
|---|---|---|---|
| SC | **Self Closing** | S | **Smoke Resisting** |
|  | **Fire Resisting Door** |  | **Fire Resisting Construction 30 min's** |
| **30** | **30 minutes fire resisting rating** | **120** | **120 minutes fire resisting rating** |
| **60** | **60 minutes fire resisting rating** | **240** | **240 minutes fire resisting rating** |

**Emergency Lighting**

**Luminaire Any Type, Enclosed**

**Emergency, Self Contained**

**Exit Sign Internally Illuminated**

**Fire Safety Signs – Descriptions**

S2 **Smoking is Prohibited**

S22 **Fire Exit**

S3 **Smoking and Flames Prohibited**

S23 **Slide to Open**

| | | | |
|---|---|---|---|
| S4 | **Water as Extinguishing Agent Prohibited** | S24 | **Break to Obtain Access** |
| S5 | **General Warning** | S25 | **Push Bar to Open** |
| S6 | **Flammable Materials** | S26 | **Directional Arrow (Green)** |
| S7 | **Oxidizing Materials** | S27 | **Collection of Firefighting Equipment** |
| S8 | **Risk of Explosion** | S28 | **Fire Alarm Call Point** |

| | | | |
|---|---|---|---|
| S9 | **No Means of Escape** | S29 | **Fire Telephone** |
| S10 | **In the Event of a Fire, Avoid use of Lift** | S30 | **Fire Hose Reel** |
| S11 | **General Mandatory Sign** | S31 | **Fire Extinguisher** |
| S12 | **Fire Action Sign** | S32 | **Foam Inlet** |
| S13 | **Fire Door Keep Shut** | S33 | **Dry Riser** |

| | | | |
|---|---|---|---|
| S14 | **Fire Door Keep Locked** | S34 | **Wet Riser** |
| S15 | **Automatic Fire Door Keep Clear** | S35 | **Fireman's Switch** |
| S16 | **Automatic Fire Door, Keep Clear, Close at Night** | S36 | **Open Valve, in the event of a Fire** |
| S17 | **Door to be Secured Open** | S37 | **Open Valve before running out Hose** |
| S18 | **Door to be Unlocked** | S38 | **Fire Plan** |

S19 **Gangway Keep Clear**

S20 **Fire Escape Keep Clear**

S22 **Fire Exit**

S39 **Directional Arrow (Red)**

# APPENDIX 4

Liverpool City Council

## EMERGENCY EVACUATION ACTION
**(action to be taken in the event of fire)**

**On Discovery of a Fire:**

Raise the alarm at the nearest fire alarm call point, to activate full evacuation.

Contact: ……..……and describe the area and extent of the fire.

**On Hearing the Alarm:**

Evacuate the building via the nearest available fire exit and go to the designated assembly point. Turn off electrical/gas equipment and close windows and doors behind you, if safe to do so.

The Evacuation Assembly Point is at: ……...

Fire Marshals to aid escape of all persons from the premises.

All registers and premises signing-in book must be taken to the assembly point and any absentees reported.

**Contacting the Fire Service:**

Person designated to contact the fire service during working hours:

Name/Position: …….

Deputy to the designated person to contact the fire service:

Name/Position: ……..…

**Procedure in the event of a Gas Leak:**

Report to: …… and follow the fire evacuation procedure.

Turn off any gas equipment, if safe to do so.

Person responsible for reporting the leak and closing gas mains shut off valve:

Name/Position: …….
*National gas leak help line: 0800 111 999*

**Do not take any risks.**
**Do not use lifts.**
**Do not re-enter the building until instructed to do so.**

# APPENDIX 5

**PERSONAL EVACUATION PLAN (PEP)**

| | | | |
|---|---|---|---|
| Business Unit & Team: | | | |
| Name of Individual: | | | |
| Premises/Location: | | | |
| Alternative Location(s): | | | |
| Line Manager: | | | |
| Names of Persons Allocated to Provide Assistance: | 1.<br>2.<br>3.<br>4. | | |
| PEP Date: | | PEP Review Date: | |

**Further information on accessibility and means of escape for disabled people can be found within the guidance HM Government Fire Safety Risk Assessment – Means of Escape for Disabled People, as endorsed by The Disability Rights Commission.**

**The PEP should incorporate:**

1. **Establishing contact with the individual**
2. **Allocating people to give assistance**
3. **Devising methods of assistance**

**Consultation with disabled employees will indicate if assistance with escape procedures is required and the extent of such assistance.**

**Members of staff allocated to provide assistance will need to have understanding of the individual's mobility needs and be instructed to the specific plan and evacuation methods. Assistance must be provided from within the Service Area/Team.**

**Escorts of disabled visitors should be given responsibility for assisting in escape during the event of an emergency. Additional staff may also need to be nominated to provide assistance, as required.**

| | |
|---|---|
| a. | **Detail particular mobility needs of the individual:** |
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| b. | **Detail how communication between the individual and assistance will be achieved when the alarm sounds:** |
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|---|---|
| c. | **Is assistance down stairs required? Yes / No** |
| d. | **How will assistance down stairs be achieved?** |
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| e. | **Detail any specific training provided in lifting and handling techniques and use of specialist equipment, where required e.g. correct use of evac-chairs:** |
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| f. | **Detail any refuge points that will be used during the PEP:** |
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| g. | **Detail (briefly) the step-by-step account of actions and responsibilities within the PEP:** |
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| h. | **Copies of this PEP must be provided to the following persons/positions:** |
| | **Individual concerned** |
| | **Line Manager** |
| | **Persons allocated responsibility to provide assistance** |
| | **Principle Fire Marshal for the building/premises** |
| | **Workplace 'Responsible Person' (manager responsible for control of the premises)** |

# APPENDIX 6

## FIRE SAFETY INSPECTION

| | | | |
|---|---|---|---|
| Name of Premises: | | | |
| Location: | | | |
| Business Unit: | | | |
| Inspection Reference: | | | |
| Inspected By: | | | |
| Manager: | | | |
| Inspection Date: | | Previous Inspection Date: | |

| Ref: | Inspection Checks: | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Is the Fire Log Book available and up to date? | | | |
| 2 | Is the fire alarm tested weekly and operating correctly? | | | |
| 3 | Are all alarm Call Points unobstructed and clearly sited? | | | |
| 4 | Are suitable 'Fire Action' notices displayed? | | | |
| 5 | Are all escape routes and doors unobstructed and available for use? | | | |
| 6 | Is all equipment required for PEPs accessible & in good condition? | | | |
| 7 | Are all external fire escape stairs in good condition? | | | |
| 8 | Can all fire exit doors be opened immediately & easily? | | | |
| 9 | Are all exit signs in good condition and emergency lighting working? | | | |
| 10 | Are all internal fire doors closed and operating correctly? | | | |
| 11 | Are fire door seals and self-closing devices in good condition? | | | |
| 12 | Are holes within walls for passage of services correctly fire stopped? | | | |
| 13 | All other doors & windows closed when not required for ventilation? | | | |
| 14 | All fire fighting equipment accessible & clearly sited within Fire Points? | | | |
| 15 | Is all fire fighting equipment located close to identified hazards? | | | |
| 16 | Is all fire fighting equipment serviceable & in good condition? | | | |
| 17 | Is general housekeeping throughout the premises good? | | | |
| | *Housekeeping note: check for storage of materials and build up of rubbish inside and outside of the premises – particularly in boiler rooms, plant rooms, under stairs and adjacent to external walls.* | | | |
| 18 | Are waste bins effectively secured and at least 8m from the building? | | | |
| 19 | Do any curtains, furnishings or displays constitute a fire hazard? | | | |
| 20 | Are electrical plug sockets overloaded? | | | |

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|---|---|---|---|---|
| 21 | Are portable heaters sited away from fuel sources? | | | |
| 22 | Are there satisfactory storage provisions for flammables? | | | |
| 23 | Is unobstructed access available for Fire & Rescue Service vehicles? | | | |
| 24 | Is unobstructed access available to fire hydrants? | | | |
| 25 | Are all areas of relative safety clearly marked e.g. refuge points? | | | |
| 26 | Are evacuation assembly points clear & free from additional hazards? | | | |
| 27 | Are building signing in/out procedures being used effectively? | | | |
| 28 | Is the building evacuation procedure available to view and current? | | | |
| 29 | Are all fire hazards controlled, as detailed within the risk assessment? | | | |
| 30 | Have any additional fire hazards been identified during the inspection? | | | |

| **Ref:** | **Detail significant findings made during the inspection:** | **Detail action required to improve fire safety standards:** |
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|---|---|---|---|
| Name of Premises: | | | |
| Location: | | | |
| Business Unit: | | | |
| Log Book Reference: | | | |
| Responsible Person: | | | |
| Manager: | | | |
| Book Start Date: | | Book Completion Date: | |

**FIRE LOG BOOK:**

1. Useful Telephone Contacts
2. Visits by Fire and Rescue Service Officer
3. Annual Planner for Tests, Inspections and Drills
4. Record of Staff Training and Instruction
5. Record of Fire Evacuation Drills
6. Fire Alarm Systems – Record of Tests
7. Fire Alarm Systems – Record of False Alarms
8. Emergency Lighting – Record of Tests
9. Fire-Fighting Equipment – Record of Tests
10. Miscellaneous Provisions – Record of Tests

1. **Useful Telephone Contacts:**

| | |
|---|---|
| Health and Safety Unit | Tel: 233 2832, 2446, 3129, 5436 |
| Fire Service Point of Contact | |
| Fire Alarms – Service & Maintenance | |
| Fire Extinguisher – Service & Maintenance | |
| Emergency Lighting – Service & Maintenance | |
| Building Maintenance | |

Any queries concerning this Fire Log Book should be directed to the Health & Safety Unit
email: Health&SafetyUnit@liverpool.gov.uk

2. **Visits from Fire and Rescue Service Officer**

| Date: | Inspecting Officer Name and District Location: | Comments: |
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3. **Annual Planner for Routine Tests, Inspections and Drills**

| **Daily tests and inspections:** |
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| **Weekly tests and inspections:** |
| --- |
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| **Monthly tests and inspections:** |
| --- |
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| **6 Monthly and Annual tests and inspections:** |
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4. **Record of Staff Training and Instruction**

| Date: | Name: | Training or Instruction: | Training Provider: |
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5. **Record of Fire Evacuation Drills**

| Date: | Nature of Drill: | Level of Participation: | Evacuation Time: |
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6. **Fire Alarm System – Record of Tests (BS5839 pt. 1)**

Failure to provide and maintain an appropriate fire alarm system could lead to formal enforcement and may invalidate, or reduce, any claim made through an insurance company.

In summary, British Standard BS 5839 Part 1, requires the following testing:

**Daily Check**

- Inspect the main panel for normal operation of the system

**Weekly Check and Test**

- Operate trigger device, manual call point or detector, or end of line switch on a zone circuit
- Audibility of the alarm should be confirmed, reported and improved if necessary
- Zones should be tested in strict rotation
- Each time a zone is tested a different trigger device should be used
- Each zone should be tested at least quarterly for a monitored system and weekly for an unmonitored system
- Where provided, check the connection to the remote manned centre is functioning correctly
- Check that automatic door releases function correctly
- *It is important that testing does not result in a false alarm to the Fire Service*

**Monthly Check & Test**

- Test any standby generators by operation in accordance with manufacturer's instructions
- Examination of batteries and connections, including electrolyte level

**Quarterly and Annual Inspection and Test**

- This should be carried out, as per manufacturer's instructions, by the installer or a member of staff who has received training from the installer
- The false alarm/unwanted fire signals section should be checked by the installer/servicer and any faults to the system rectified

**Fire Detectors**

- Regular visual inspection of detectors for damage, unusual accumulations of dirt, heavy coats of paint and any other conditions likely to interfere with the correct operation
- All detectors should be checked for correct operation and sensitivity in accordance with manufacturer's instructions

6. **Fire Alarm System – Record of Tests (BS5839 pt. 1)**

| Date: | Fire Alarm: Call Point Detector, Locator or Number | Automatic Door Releases Satisfactory Yes / No | Fault (specify): | Remedial Action Taken: | Fault Cleared Date: | Name: |
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7. **Fire Alarm System – Record of False Alarms (BS5839 pt. 1)**

Users of automatic fire alarm systems must demonstrate management of false alarms.

**False alarm categories:**

1. Unwanted alarms – e.g. from tobacco smoke, cooking fume or steam, dust, insects etc.
2. Equipment false alarms – faults within the equipment circuitry
3. Malicious faults – unauthorised or malicious use
4. False alarms of good intent – suspected fire
5. Unknown – alarms that do not fit into categories 1-4 above

| Date: | Location: | Category: 1 – 5 | Cause of False Alarm: | Action Taken to Rectify and Prevent Re-occurrence: | Name: |
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## 8. **Emergency Lighting Systems – Record of Tests**

The Emergency Lighting system, which incorporates; luminaires, wiring, batteries and or generators, must be tested.

Ensure manufacturer/supplier has provided the specific testing requirements for the system installed (following the manufacturer's instructions will enable full compliance and may allow you to reduce the amount of routine tests e.g. modern systems have self testing components).

All monthly and annual tests should be recorded.

In summary, BS EN 50172:2004, requires the following testing:

**Daily**
Indicators of central power supply shall be visually inspected for correct operation. Note: This is a visual inspection of indicators to identify that the system is in a ready condition and does not require a test of operation.

**Monthly**
Switch on in the emergency mode to simulate failure of the normal lighting supply; ensure each luminaire and internally illuminated exit sign illuminates. Note: The period of simulated failure should be sufficient for the purpose but minimising damage to the system components e.g. lamps. Check all luminaires and signs to ensure present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

For central battery systems check the correct operation of system monitors.

**Annually**
If automatic testing devices are used, the results of the full rated duration test shall be recorded.

For all other systems the monthly inspection shall be carried out and the following additional tests made:

1. Each luminaire and internally illuminated sign shall be tested but for its full rated duration in accordance with the manufacturer's information
2. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored

8. **Emergency lighting systems – record of tests**

| Date: | Duration of Test: | Result of Test: | Fault (specify): | Fault Cleared Date: | Name: |
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9. **Fire Fighting Equipment – Record of Tests (BS5306 pt. 3)**

**Fire Extinguishers, Fire Blankets, Hose Reels**

**Routine Inspection by the User:**

It is recommended that regular inspection of all extinguishers, spare gas cartridges and replacement charges should be carried out by the user or the user's representative, to make sure that appliances are in their proper position and have not been discharged, or lost pressure (In the case of extinguishers fitted with a pressure indicator), or suffered obvious damage. These inspections should be carried out monthly.

The user should replace extinguishers not available for use, with serviceable extinguishers.

**Annual Inspection, Service and Maintenance by a Competent Person:**

**a. General**
The user should ensure that all extinguishers, gas cartridges and replacement charges are inspected, serviced and maintained as recommended in BS 5306 part 3.

These procedures should be carried out by a competent person capable of conducting them according to the recommendations of this code and any special procedures recommended by the manufacturers using the recommended tools, equipment and materials.

**b. Intervals of Discharge**
The recommended times, in each case since the date of manufacture or the last actual discharge (test or otherwise) of the particular extinguisher body are as follows:

| **Extinguisher Type** | **Intervals of Discharge** |
|---|---|
| Water (stored pressure)<br>Foam (all types) | Every 4 years |
| Water (gas cartridge)<br>Powder (gas cartridge)<br>Powder (stored pressure valve operated)<br>Carbon Dioxide (all types) | Every 5 years |
| Powder (stored pressure primary sealed)<br>Halon (discharge into reclamation plant) | Every 10 years (20 years where the annual inspection given in clause 8 has been followed) and subsequently after a further 10 years and thereafter at intervals not exceeding 5 years |

Note: The replacement of parts does not affect these intervals. For example if the hose on a carbon dioxide extinguisher is replaced after the extinguisher has been in service for 6 years from new then the discharge test should be after a further 4 years.

**Hose Reels**
Regular Inspections for leaks and correct operation.
Annual test when the hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are watertight.
A flow test should be carried out to ensure that a discharge of at least 30 litres/minute is achieved.

9. **Fire Fighting Equipment – Record of Tests (BS5306 pt. 3)**

| Date: | Equipment & Location or Number | Result of Inspection or Test | Remedial Action Taken | Fault Cleared Date | Name: |
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10. **Miscellaneous Provisions – Record of Tests**

**General**
There are many features that may be provided within premises that relate to Fire Safety or provided to assist the Fire Service in dealing with an incident safely and more effectively to minimise the impact of a fire in a building. These facilities may be provided for one or more of the following reasons:

- Condition of insurance
- Part of an engineered solution
- Requirement at time of building, or major refurbishment
- Compensation for departures from normal building regulations
- Deemed necessary as part of the Fire Safety Risk Assessment

**Facilities provided may include one or more of the following:**

- Foam inlets
- Wet / Dry Risers
- Drencher systems
- Inert gas Flooding systems
- Pressurised stairways and corridors
- Fire fighting shafts, with dedicated lifts
- Smoke Detectors
- Sprinkler Systems

The following checklist is intended to provide only a guide and you should seek advice from your individual service provider on the necessary maintenance regime to ensure full compliance with the law and insurance conditions.

10. **Miscellaneous Provisions – Record of Tests**

| Date: | Equipment & Location or Number | Result of Inspection or Test | Remedial Action Taken | Fault Cleared Date | Name: |
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