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**FIRE SAFETY POLICY**

**June 2023**

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| **Authorship:** | Risk Assurance and Safety Lead - HNY ICB |
| **Committee Approved:** | Executive Director of Corporate Affairs  |
| **Approved date:** | 06/07/2023 |
| **Equality Impact Assessment:** | 03/2023 |
| **Target Audience:** | ICB and its Committees and Sub-Committees, ICB Staff, agency, and temporary staff & third parties under contract |
| **Policy Number:** | ICB 48 |
| **Version Number:** | 3.0 |

 **The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.**

**AMENDMENTS**

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

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| --- | --- | --- | --- | --- | --- |
| **New Version Number** | **Issued by**  | **Nature of Amendment** | **Approving body** | **Approval date** | **Date published on website** |
| 1.0 | Risk Assurance and Safety Lead | New Policy for comment and approval of sharing with SPF  | ICB Executive Committee | 11/04/2023 | N/A |
| 2.0 | Risk Assurance and Safety Lead | DRAFT for comment by SPF | SPF  | 02/05/2023 | N/A |
| 3.0 | Risk Assurance and Safety Lead | Policy for Approval | ICB Executive Director Lead | 06/06/2023 | July 2023 |
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# Introduction

For the purposes of this policy Humber and North Yorkshire Integrated Care Board (ICB) will be referred to as 'the ICB'.

The ICB recognises it has a statutory duty towards the safety of its employees and others working in or visiting its premises, including contractors and visitors who might be subject to fire risk.

The main statutory requirements are found in the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1999. The ICB will also comply with current Department of Health and Social Care Policy on fire precautions as set out in the ‘Firecode’.

# Purpose

This document sets out the ICB’s approach to minimising the incidence of fire within its premises and the impact of fire on life safety, delivery of service, the environment and property. It applies to all ICB staff, functions, actions, and services.

The purpose of the policy is to ensure that on all sites:

• the risk of fire will be reduced through good housekeeping measures being implemented throughout the ICB, raising staff fire safety awareness, fire training, appointing fire wardens and carrying out fire risk assessments.

• trained personnel will respond to fire alarm calls. They will take initial control of fire procedures with regard to the safety of visitors, staff and premises.

• the ICB has in place appropriate fire response and control measures, and fire alarm incidents are recorded, monitored and managed in order to minimise the number of incidents over time.

Whilst this policy applies to all individuals, ICB staff who are based in other buildings are to comply with the fire safety policy of those premises and should make themselves familiar with local evacuation procedures.

Each of the ICB’s sites must have co-ordinated local fire safety management activities which are managed on a day-to-day basis by the Nominated officer of Fire and the Fire Warden; these include being a focal point on fire safety issues and ensuring that individuals are adhering to the best practice detailed in this policy. Fire safety concerns may be raised during the tenants’ meetings at the individual sites to ensure that the fire safety management activities undertaken by individual tenants complement each other and all reasonable steps to co-operate and co-ordinate with other tenants within the premises have been taken.

# Definition/ Explanation of Terms

Nominated Officer of Fire is the most senior person on site who will take charge in the event of an emergency.

Fire Warden is the appointed person who will assist with the safe evacuation of premises and who may also be asked to undertake other specific site-related fire duties.

# Policy for Fire Safety

The Secretary of State for Health and Social Care has mandated that all NHS organisations:

• have a clearly defined Fire Safety Policy covering all buildings they occupy.

• comply with legislation.

• nominate a board level executive accountable to the accountable officer for fire safety.

• nominate a Fire Safety Manager to take the lead on all fire safety activities.

• implement fire safety precautions through a risk management approach.

• comply with monitoring and reporting mechanisms appropriate to the management of fire safety.

• develop partnerships initiatives with other agencies and bodies in the provision of fire safety.

**4.1 Fire Risk Assessments**

In order to comply with statutory requirements Fire Risk Assessments will be carried out for all ICB premises. To achieve this outcome a ‘Fire Risk Assessment’ form must be completed to identify all fire risks and where a risk cannot be removed, to indicate what control measures have been implemented to reduce the risk to an acceptable level.

Where an individual risk cannot be reduced to an acceptable level, the risk should be added to the Place risk register.

The Fire Risk Assessment form and other supporting documentation must be kept in the relevant premises and be available for inspection by external auditors and the Fire and Rescue Service. A copy will be kept by the ICB for review purposes.

**4.2 Fire Training**

Suitable and relevant training will be provided for all staff. This will be achieved by induction training for all new staff and also regular specific fire training as set out in the statutory and mandatory training requirements. Fire warden training will also be provided where appropriate.

Managers must ensure that practice fire drills intended to test communications, staff reaction and the effectiveness of training will be carried out at regular intervals in all ICB premises (at least once annually). The ICB will be provided with a copy of drill details and actions for record purposes.

**4.3 Arson Prevention and Control**

The ICB will comply with the Fire Practice Note 6 'Arson Prevention and Control in NHS Health Care premises' issued under the Firecode but will consider other related guidance that may be published over time.

**4.4 Fire Precaution Schemes**

The Risk Assurance and Safety Lead for the ICB and Place based Health Safety and Fire representatives , in consultation with NHS Property Services, Landlords and the ICB will identify on-going measures needed to improve standards in fire precautions. This will be added to on-going programmes of work.

**4.5 Unwanted Fire Signals (False Alarms)**

The NHS has imposed a duty on NHS organisations to reduce the number of false alarm calls to the Fire and Rescue Service. In order to achieve this requirement a fire alarm activation will be investigated to determine if the alarm is an actual fire or a false alarm. If it is discovered to be a false alarm the Fire and Rescue Service would be informed of this.

Given the disruption of any false alarm, whether the Fire and Rescue Services has been called or not, it is incumbent on all staff to ensure that the principles of good fire safety housekeeping are followed.

**4.6 Fire Risk Assessment for Furniture, Furnishings and Apparel**

The ICB must comply with Firecode HTM05-03 regarding furniture, furnishings and apparel.

**4.7 Personal Emergency Evacuation Plans (PEEPs)**

When planning evacuation procedures and assessing the adequacy of fire precautions, consideration must be given to the requirements of people who cannot get themselves out of a building unaided. The aim of a PEEP is to provide the person with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Some common forms of disability that may need to be considered include:

• Mobility impairment, which can limit speed of evacuation.

• Hearing impairment, which can limit the response to an alarm.

• Visual impairment, which can limit the ability to escape.

•Cognitive impairment, which can limit understanding of evacuation procedures.

Where people with special needs (individuals and visitors) work in or use the premises, their needs should, as far as is practicable, be discussed with them.

These will often be modest and may require only changes or modifications to existing procedures. However, in some cases, more individual arrangements involving the development of ‘personal emergency evacuation plans’ (PEEPs) may need to be considered.

The PEEPs should be reviewed annually and ideally following any evacuation procedure.

Individuals requiring a PEEP should be involved in all aspects of this process. No assumptions should be made that a disabled person cannot leave the premises independently.

Line Managers are responsible for highlighting where other members of their staff, e.g., pregnant women or staff with an injury, may require extra consideration if an evacuation was to occur. The Nominated Officer for Fire should be alerted to this so an appropriate risk assessment can be undertaken, and appropriate advice obtained. (PEEP Appendix 3)

**4.8 People with Mobility Impairment**

There is a wide range of people who fit into this category (including those with heart disease, asthma or heart conditions). Those people who require only limited assistance should evacuate the building using the nearest exit, as per the standard evacuation procedure. If it is necessary to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. Options such as sliding down the stairs or some other unconventional ways are acceptable, as long as it is after the main flow of people. The use of the emergency patient evacuation ski-Pad and ‘carry down techniques’ may be deployed (following a risk assessment and training for the staff involved in this) if an individual wishes to use one of these methods to aid their exit from the building.

**4.9 Blind and Partially Sighted People**

Most visually impaired people have some sight and will be able to use this during the evacuation to make their own way out of the building as part of the general exodus. In other cases, a visual disability will usually require the assistance of one person. Where this is necessary, the person providing the assistance should descend down any staircases first, with the person’s hand on their shoulder. On level surfaces they should take the helper’s arm and follow them. Where an Assistance dog assists a person, it might not be necessary to have this additional support.

**4.10 Hearing Impaired and Deaf People**

As the ICB relies on an audible alarm system, hearing impaired and deaf people need to be made aware when an evacuation is in progress. In these cases, a member of staff will be nominated to ensure that they are alerted to the fire alarm (by way of a pre-prepared written instruction) and to accompany them out of the building.

**4.11 People with Cognitive Impairment**

People with a cognitive impairment may have difficulty comprehending what is happening in an evacuation, may not be aware of their own needs and may not have the same perception of risk as non-disabled people. The most effective assistance is to have someone to help and in some cases a support worker/nominated member of staff may be in place who can help with the evacuation process. The most appropriate way forward would be to determine what the person understands themselves and then put in place a process whereby the support worker/nominated member of staff can ensure their safe evacuation.

**4.12 Assisted Evacuations for Visitors**

Where possible, ICB Staff should be informed in advance of any visitors who may require assistance to safely evacuate a building and in ensuring that a process is in place should an evacuation be necessary. This will include providing advice to visitors on the options available and ensuring that assistance by way of a nominated person is in place should this be necessary. No assumptions will be made around the abilities of people with special needs and individuals will be involved in agreeing any arrangements.

# Implementation

This policy will be available to all staff for use.

All managers are responsible for ensuring that relevant staff within the ICB have read and understood this document and are competent to perform their duties in accordance with the procedures described.

On the first day of employment to either the organisation or the department, each new member of staff will receive a local induction from their line manager which will include a walk-through of the following fire safety points: • actions to be taken on discovering a fire.

• actions to be taken on discovering a fire.

• actions to be taken on hearing the fire alarm.

• the location of the nearest fire alarm break glass call points.

• the location of the nearest fire exit.

• the location and type of the nearest fire extinguisher.

• the location of assembly points.

# Duties/ Accountabilities and Responsibilities

##  Duties within the organisation

## Chief Executive Director Corporate Affairs

The Chief Executive has overall responsibility for the strategic direction and operational management, including ensuring that ICB process documents comply with all legal, statutory, and good practice guidance requirements. In addition, they are required to have appropriate fire safety policies and programmes of work in place in order to improve and maintain fire policies within the organisation’s premises.

## Executive Director Corporate Affairs

The responsibilities for Fire Safety are discharged through the Nominated Executive for Health and Safety.

They will ensure that:

• the ICB complies with all statutory obligations in relation to health and safety.

• mechanisms are in place to effectively monitor performance on behalf of the Board and that they are fully implemented.

• the Board and appropriate committees are informed and advised regarding action needed on any significant Fire Safety event and actual or potential risk.

• the establishment and maintenance of an effective health and safety advisory service to the ICB through the appointment and/or training of adequate numbers of Competent Persons.

• the availability of adequate Fire Safety training programmes for all levels of staff.

• adequate resources are made available to ensure compliance with statutory Fire Safety obligations.

• update and review with the Risk Assurance and Safety Lead the Fire Safety Policy in accordance with the Regulatory Reform Order Fire Safety 2005 and the associated regulations issued by the Health and Safety Executive.

• the appropriate committee reviews ICB's compliance in accordance with statutory and mandatory Fire Safety regulations.

• so far as is reasonably practicable that all Managers are aware of their responsibilities.

• a management system exists for reporting and investigating incidents.

• fire Safety performance is measured, strategic targets set, and progress monitored and reviewed;

• adequate provision for health and safety is included in any service level agreements/contracts.

## Risk Assurance and Safety Lead

The Risk Assurance and Safety Lead will:

• advise and assist management in the interpretation and application of all fire legislation and give relevant guidance in liaison with the Executive lead.

• organise Fire Risk Assessments and reviews where required.

• lead in the development of Personal Emergency Evacuation Plans when required.

• ensure that appropriate individuals have been identified as Fire Wardens to be responsible for each premise occupied by the ICB.

• ensure that adequate fire safety training is provided for staff and that the training is documented accordingly.

• ensure that regular testing and servicing of fire precautions (fire detection systems, firefighting equipment etc.) is carried out.

• implement workplace fire safety policies and develop a written fire plan for their area in conjunction with ICB Colleagues.

• ensure that an appropriate investigation is carried out and a report is prepared following a fire in conjunction with the ICB.

• consult the relevant parties in advance of any proposed changes to either room occupancy levels and/or room use.

• In conversation with other ICB Colleagues ensure fire wardens are appointed for their area of responsibility and they attend appropriate training.

• ensure that suitable fire drills are carried out and recorded on an annual basis within their service area.

• monitor compliance with fire safety training.

• provide advice and support to all staff regarding all fire safety issues and initiate appropriate actions.

• liaise with NHS Property Services/landlord staff, local building control and the Fire and Rescue Service in the specification of fire precautions in new and existing premises.

• In conjunction with other ICB colleagues, place-based representative prepare specific fire safety training programmes and ensure delivery of this training.

## Nominated Officer of Fire/ All Fire Wardens

• Act as focal point on fire safety issues for local staff.

• Organise and assist in the fire safety regime within local areas.

• Raise issues regarding local area fire safety with line management.

• Assist with co-ordination of the response to an incident within the immediate vicinity.

• Be responsible for rollcall during an incident.

• Be trained to tackle fire with first aid fire-fighting apparatus where appropriate.

• Support line managers and the responsible person on fire safety issues.

**6.5 All Managers**

• Assist the Executive lead responsible for fire safety and the responsible people in the day-to-day implementation of the Fire Safety Policy throughout their areas.

• Ensure that any fire safety hazards are brought to the attention of the Place Based Health Safety and Fire representatives.

• Ensure that local fire policies are brought to the attention of all their staff, particularly new starters as part of local induction.

• Ensure that provision is made for all their staff to attend fire training sessions when required and to ensure that they do so in line with the organisational requirements.

• Ensure that staff co-operate with the implementation of the policy and adhere to policies.

• Ensure that new starters carry out the core mandatory training.

• Inform 'new starter' employees of the relevant fire evacuation policies, means of escape, location of fire alarm points and firefighting equipment on their first working day.

 **6.6 All Staff**

ICB employees are responsible for actively co-operating with managers in the application of this policy to enable the ICB to discharge its legal obligations and in particular:

• actively co-operate in the application of fire policies.

• ensure they are aware of and understand evacuation policies and any operational policies relating to specific places of work and events and comply fully with them at all times.

• ensure they are aware of specific hazards relating to fire and the policy to be followed.

• inform managers of any failure or shortcoming in any fire safety measures which come to their attention.

• ensure they are familiar with fire policies including location of fire exit routes, the position of fire alarms, manual operation points and first aid and firefighting equipment.

• undertake fire safety training as per the ICB mandatory training requirement.

• be aware of all fire risks within their premises and act accordingly at all times as per this policy.

• liaise with the Nominated Officer of Fire to ensure effective co-ordination of the situation where Fire and Rescue services personnel arrive on site.

# Training

##  The sponsoring Executive will ensure that the necessary training or education needs and methods required to implement the policy or procedure(s) are identified and resourced or built into the delivery planning process. This may include identification of external training providers or development of an internal training process.

##  It is mandatory for all ICB employees to undertake fire safety training sessions as per mandatory training requirements.

 All Fire Wardens are required to attend a Fire Warden training session and any refresher training deemed necessary.

# Monitoring Compliance

The ICB Board will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

Staff who become aware of any change including legislative change, which may affect a policy should advise their line manager as soon as possible. The Executive Director or nominated deputy will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

# Arrangements for Review

No policy or procedure will remain operational for a period exceeding three years without a review taking place.

# Dissemination

The Accountable Officer will ensure through the ICB’s line management arrangements, that Fire Policy considerations are included in any future business planning.

Directors will ensure appropriate cascading of Fire Policy objectives throughout their area of responsibility in order to ensure that the needs of the organisation are identified, prioritised and that appropriate resources are allocated.

# Associated Documentation

Health and Safety Policy

Incident Reporting Guidance

# References

Health and Safety at Work Act (1974)

Human Rights Act (1998)

Freedom of Information Act

Equality Act 2006

Corporate Manslaughter and Corporate Homicide Act 2007

Health and Safety Offences Act 2008

Management of Health and Safety At work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005

Firecode – Management of Fire Safety in Healthcare

# Appendices

**Appendix 1** - Anti-Fraud, Bribery and Corruption

**Appendix 2** – Monthly Fire Check Document

**Appendix 3** – Personal Emergency Evacuation Plan (PEEP)

# Impact Assessments

## Equality

NHS Humber and North Yorkshire ICB is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It is required that a Quality and Equality Impact Assessment (QEIA) be carried out on a new policy that is likely to impact on patients, carers, communities, or staff.

The QEIA toolkit can be found on the HNY ICB Internet.

Potential adverse impact on any protected group identified through the QEIA will be monitored as part of the routine work to monitor compliance with the policy.

## Bribery Act 2010

Due consideration has been given to the Bribery Act 2010 in the development (or review, as appropriate) of this policy document, further details can be found in Appendix 1.

## General Data Protection Regulations (GDPR)

The UK General Data Protection Regulation (GDPR)/ Data Protection Act 2018 includes the requirement to complete a Data Protection Impact Assessment for any processing that is likely to result in a high risk to individuals. Consideration should be given to any impact the policy may have on individual privacy; please consult NHS Humber and North Yorkshire ICB Data Protection Impact Assessment Policy. If you are commissioning a project or undertaking work that requires the processing of personal data, you must complete a Data Protection Impact Assessment.

The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures.

**Appendix 1 - Anti-Fraud, Bribery and Corruption**

**BRIBERY ACT 2010**

The ICB follows good NHS business practice as outlined in the Business Conduct Policy and the Conflicts of Interest Policy and has robust controls in place to prevent fraud, bribery and corruption. Under the Bribery Act 2010 there are four criminal offences:

• Bribing or offering to bribe another person (Section 1)

• Requesting, agreeing to receive or accepting a bribe (Section 2);

• Bribing, or offering to bribe, a foreign public official (Section 6);

• Failing to prevent bribery (Section 7).

Appendix 2 – Monthly Fire Check Document

**Fire Warden - Monthly Fire Safety Checks**

|  |  |
| --- | --- |
| **Address of Premises:** |  |
| **Work Area (if in shared premises):** |  |
| **Date Checks Completed:** |  |

|  |
| --- |
| **1. Fire Alarm** (if present) |
|  | Yes | No | N/A |
| a) Is the alarm sounded weekly? Give date & time of last recorded test……… | 🞏 | 🞏 | 🞏 |
| b) Are all call points clearly visible/unobstructed? | 🞏 | 🞏 | 🞏 |
| c) Are signs present at each call point? | 🞏 | 🞏 | 🞏 |

|  |
| --- |
| **2. Fire Extinguishers** |
|  | Yes | No | N/A |
| a) Are all extinguishers present in their correct location? | 🞏 | 🞏 | 🞏 |
| b) Are all extinguishers suitably mounted on a wall or stand? | 🞏 | 🞏 | 🞏 |
| c) Do all extinguishers with a gauge show the correct pressure? Correct pressure 195 psi / 1,344 kPa or the needle in the Green Segment | 🞏 | 🞏 | 🞏 |
| d) Are all extinguishers free from signs of corrosion? | 🞏 | 🞏 | 🞏 |
| e) Are all extinguishers within their annual inspection date? | 🞏 | 🞏 | 🞏 |
| f) Are all extinguishers freely visible and unobstructed? | 🞏 | 🞏 | 🞏 |
| g) Do all extinguishers have appropriate signage above them? | 🞏 | 🞏 | 🞏 |

|  |
| --- |
| **3. Escape Routes and Exits** |
|  | Yes | No | N/A |
| a) Are all escape routes clear of stored materials and debris? | 🞏 | 🞏 | 🞏 |
| b) Are all internal fire doors kept closed? | 🞏 | 🞏 | 🞏 |
| c) Are final exits doors unobstructed inside and out? | 🞏 | 🞏 | 🞏 |
| d) Do final exit doors open easily without a key? | 🞏 | 🞏 | 🞏 |
| e) Are pathways clear leading away from exit doors? | 🞏 | 🞏 | 🞏 |
| f) Are Escape route building floor coverings adequate to prevent trip hazards | 🞏 | 🞏 | 🞏 |

|  |
| --- |
| **4. Signs** |
|  | Yes | No | N/A |
| a) Are all escape route signs clearly visible and legible? | 🞏 | 🞏 | 🞏 |
| b) Do signs indicate the nearest escape route? | 🞏 | 🞏 | 🞏 |
| c) Are all internal fire doors labelled? | 🞏 | 🞏 | 🞏 |
| d) Do external fire exits have opening instructions shown? | 🞏 | 🞏 | 🞏 |

|  |
| --- |
| **5. Evacuation Chair (Evac chair) if applicable** |
|  | Yes | No | N/A |
| a) Are all Evac chairs present in their correct location? | 🞏 | 🞏 | 🞏 |
| b) Are all Evac chair covers in place? | 🞏 | 🞏 | 🞏 |
| Please list the locations of Evac Chairs in your area: |
| Are you aware of any disabled staff in your area who may have difficulty leaving in an emergency situation? *Please give details (No names to be included)* |

|  |
| --- |
| **6. Matters Needing Attention (Items 1-5)** |
| Ref | Issue | Immediate Action Taken | Further Action Required |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **6. Any Additional Fire Safety Matters Highlighted** |
|  |

|  |
| --- |
| **Checks Completed By: (checks should be completed by a trained Fire Warden)** |
| Name (please print) | Signature |
|  |  |

Forms should be completed on or around the first of each month. Once completed, the original form is to be scanned and placed in the Place based Fire Folder for the premises and brought to the next Health and Safety meeting. Any matters needing urgent attention should be brought to the attention of the Place nominated Fire representative.

**Appendix 3 – Personal Emergency Evacuation Plan (PEEP)**

Personal Emergency Evacuation Plan (PEEP)

**Evacuation of Mobility-Impaired and/or Disabled Persons**

**Mobility Impairment and the Law**

The Regulatory Reform (Fire Safety) Order 2005 places a legal duty on those with

‘responsibility’ over the management and operation of premises to provide adequate means for emergency escape in the event of fire for all building occupants. The same rights in law apply to those members of staff or visitors in a building who for

whatever reason suffer from some degree of mobility impairment. The Order requires fire risk assessments to be undertaken as the means by which a ‘responsible person’ can identify and manage fire risks. The provision of facilities for the safe emergency evacuation of those with mobility impairments should be considered an important

part of the fire risk management process.

What is a Mobility impairment?

As with many aspects of fire safety, the degree to which an individual is affected by mobility impairment and the conditions of building access and occupation together constitute a life risk that may be unique to that individual’s circumstance. A mobility impairment definition can be applied to any individual who is unable or finds it difficult to move over the potential evacuation distance without the assistance or others, or at such a pace that would impede others escaping at a normal speed. In effect, the definition can be extended beyond the wheelchair user to elderly persons, those with breathing difficulties, those with temporary conditions such as pregnancy, or those injuries affecting their mobility. It could also affect those with a visual impairment, who move slowly because they cannot easily see the means of escape. In short, any individual who is unable to evacuate with the main body of able-bodied occupants.

**Other Disabilities**

Other disabilities may also affect a person’s ability to evacuate as quickly as required. These include, but are not limited to:

Hearing impairment, where somebody is unable to hear the fire alarm sounders or is unable to hear guidance instructions given by members of staff, either with or without the added interference of alarm sounders.

Learning disability, where somebody cannot understand what is being told to them, does not understand the gravity of the situation, or moves in unpredictable directions.

Poor Mental Health, where a person may intentionally or otherwise act in an unpredictable manner, and possibly impede the progress of others.

**What are the Fire Risk Moderating Options?**

Over recent times the law concerning access discrimination against those with disabilities has extended to include all service providers and employers. In meeting the freedom of access laws, the potential exists to contravene fire safety law, and this is where fire risk assessment plays its part. Strategies and procedures associated with managing the safe evacuation of mobility impaired persons involve physical fire safety provisions and fire safety management provisions. Physical provisions need to be suitable for all classifications of mobility impairment. They usually consist of a combination of evacuation lift provision and protected stairways with carry chairs, both provided with refuges to protect occupants from the effects of fire whilst they wait for assistance. Refuges need to be clearly recognisable and if we are to ask a mobility impaired person to wait whilst others evacuate, we must ensure that a means for these persons to communicate with the building management is available. Ideally, this should not be by means of a 2-way radio, as the person awaiting assistance may encounter additional stress levels, worrying about how to use the radio. There is the added problem of battery-charging, and security of the equipment. A better solution is a simple to use intercom system, between the refuge area, and the final exit area. This should be at a height suitable for wheelchair users as well as others.

**Fire Safety Management of Mobility Impaired Persons**

Anyone who needs assistance to safely evacuate the building will require a plan. It is the responsibility of managers to ensure that the uniqueness of an individual’s mobility impairment is properly coordinated with the physical provisions for their escape. The system normally applied is known as the Personal Emergency Evacuation Plan (PEEP). It is a system that constitutes a contract between the individual and the organisation that sets expectations from the individuals’ point of view concerning what support he or she can expect and from the organisations perspective, applies reasonable conditions on occupation.

Where possible, the PEEP should be developed in conjunction with the individual to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced, and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

**Personal Emergency Evacuation Plan (PEEP)**

**Aim**

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

**Responsibilities**

It is the responsibility of Line Managers / fire warden representative to talk to disabled staff, service users, and visitors to assess whether they require any assistance in the event of an emergency. If someone believes they might require assistance, the PEEP Questionnaire should be completed. This should be completed by the Line Manager or their nominated representative and, if possible, in liaison with the individual who has the disability / mobility impairment.

**Writing the PEEP**

From the information gathered in the questionnaire, a PEEP should be developed. Given the unique characteristics of buildings and the need for a PEEP to take

account of an individual’s capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP, i.e., the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

**Evacuation in an Emergency**

**Assisting wheelchair user’s downstairs**

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases Evacuation Lifts (where fitted) or Refuges should be identified and clearly marked

**Temporary Refuges -**

Some Premises will not have satisfactory places of refuge therefore all Staff and visitors must evacuate the building immediately.

**Lifts -**

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be an “evacuation lift.” The individual lift servicing contractor, or a Specialist Fire Safety Advisor, will be able to tell you if, and in what circumstances, a lift may be used in the event of a fire.

**Safe Routes -**

A PEEP should contain details of the necessary escape route(s). Clear unobstructed gangways and floor layouts should be considered at the planning stage.

It is especially important to ensure that security devices on doors, etc., are all able to be operated by the evacuating persons.

It is also necessary to ensure that there are (as many as possible) alternative routes and that the routes are not excessively long.

**Deaf and Hearing-Impaired persons.**

Most deaf people alongside hearing work colleagues, relatives or carers will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing-impaired persons working alone may need an alternative method of being alerted to an emergency. For example, many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

**Blind and partially sighted persons**

Staff, service users, regular visitors, etc. should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

**Training**

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

Fire drills for staff, services users, regular visitors, etc. Specific training/instruction for Fire Wardens

**PEEP Questionnaire for Disabled People**

This questionnaire is intended to be completed by disabled people to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information as you can to enable us to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact your Line Manager.

**1. Why you should fill in the form**

We have a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

**2. What will happen when you have completed the form?**

You will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) you attend.

If you need assistance, the “Personal Emergency Evacuation Plan” will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

**Name:**

**1. Location:**

1.1 Which part of the building do you normally work in / visit?

Please name: the building, the floor and the room.

1.2 Do you routinely use more than one location in this building?

YES 0 NO 0

If you feel it is necessary, please provide further details below. (Please list the floors and rooms you use in each building)

**2. Emergency Procedures**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 | Are you aware of the emergency evacuation procedures which operate in the building(s) you attend? | YES | NO |
| 2.2 | Do you require written emergency | YES | NO |
|  | evacuation procedures? |  |  |
| 2.3 | Do you require written emergency | YES | NO |
|  | procedures to be supported by British |  |  |
|  | Sign Language (BSL) interpretation? |  |  |
| 2.4 | Do you require the emergency | YES | NO |
|  | evacuation procedures in Braille? |  |  |
| 2.5 | Do you require the emergency | YES | NO |
|  | evacuation procedure to be on tape? |  |  |
| 2.6 | Do you require the emergency?evacuation procedures to be in large print? | YES | NO |
| 2.7 | Are the signs which mark emergency | YES | NO |

routes and exits clear enough.

**3. Emergency Alarm**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 | Can you hear the fire alarm(s) in YES | NO | Don’t Know |
|  | your place(s) or work? |  |  |
| 3.2 | Could you raise the alarm if you YESDiscovered a fire? | NO | Don’t Know |

4. **Assistance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1 | Do you need assistance to get outOf your place of work in an emergency? |  YES | NO | Don’t Know |
| 4.2 | Is anyone designated to assist you in an emergency? |  YES | NO | Don’t Know |
|  | If YES give name(s) and location(s) |  |  |  |

|  |  |  |
| --- | --- | --- |
| 4.3 | Is the arrangement with your assistant(s) |  |
|  | a formal arrangement? (A formal |  |  |
|  | arrangement is one specified for them by |  |  |
|  | a senior person or written into their jobdescription or by some other procedure.) YES | NO | Don’t Know |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.4 | Are you always in easy contact with those designated to help you? |  YES  | NO | Don’t Know |
| 4.5 | In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell |  |  |  |
|  | them where you were located? |  YES | NO | Don’t Know |
| **1.** | **Getting Out** |  |  |  |
| 5.1 | Can you move quickly in the |  |  |  |
|  | event of an emergency? |  YES | NO | Don’t Know |
| 5.2.1 | Do you find stairs difficult to use? |  YES | NO | Don’t Know |
| 5.3 | Are you a wheelchair user? |  YES | NO |  |

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Once completed please return form to your Line Manager and ensure the nominated officer for Fire is made aware of your needs.

**Personal Emergency Evacuation Plan**

Name

Department

Building

Floor

Room

**Awareness of Procedure**

The disabled person is informed of a fire evacuation by:

existing alarm system pager device

visual alarm system other (please specify)

**Designated Assistance:**

(The following people have been designated assist me to evacuate the building in an emergency).

Name

Contact details.

Name

Contact details.

Name

Contact details.

**Methods of Assistance:**

(e.g.: Transfer procedures, methods of guidance, etc.)

**Equipment Provided (including means of communication):**

**Evacuation Procedure:**

(A step-by-step account beginning from the first alarm)

**Safe Route(s):**

**Date of agreement**