

Lewisham Islamic Centre

Fire Safety Policy, Management & Procedures

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Policy owner: Lewisham Islamic Centre

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Revision history

Version	Date	Description of Revision	Version	Date	Description of Revision
1.0	13/03/17	Policy finalized	4.0	01/01/21	Amended Charity Number
2.0	13/03/18	No changes made			
3.0	01/09/19	Layout changed, Notes added and amended.			

The latest version of this policy will always be on the intranet.

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STATEMENT OF INTENT

Lewisham Islamic Centre (LIC) believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success. We are committed to:

- 1.** Preventing accidents and work-related ill health.
- 2.** Compliance with statutory requirements as a minimum.
- 3.** Assessing and controlling the risks that arise from our work activities.
- 4.** Providing a safe and healthy working and learning environment.
- 5.** Ensuring safe working methods and providing safe working equipment.
- 6.** Providing effective information, instruction and training.
- 7.** Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
- 8.** Setting targets and objectives to develop a culture of continuous improvement.
- 9.** Ensuring adequate welfare facilities exist throughout LIC.

A Fire Safety Management System has been created to ensure the above commitments are met. Employees throughout **LIC** must play their part in the creation of a safe and healthy working environment for all.

Signed: _____

Date: ____ / ____ / ____

Name: _____

Role: _____

1. INTRODUCTION AND SCOPE

- 1.1** Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2** Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **LIC** as the employer, occupier / owner or '*responsible person*'.
- 1.3** This fire safety management and fire emergency plan applies to all departments which are to any extent under the control of the **LIC** as the employer, owner or principal proprietor. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4** Where buildings are jointly occupied with different departments or shared with employee from different departments, then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. Furthermore, the fire safety arrangements and procedures of the principal proprietor shall apply.
- 1.5** This fire safety management and fire emergency plan applies to all staff working at **LIC** employed by **LIC** or any other department. In this respect, all staff will be expected to comply with these relevant fire safety arrangements and policy.
- 1.6** **LIC** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
- a)** provide and maintain **passive** and **active** fire prevention, protection and measures in accordance to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;

- b)** provide comprehensible and relevant information to staff through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- c)** provide a program of fire safety training;
- d)** carry out and keep under review a fire risk assessment to analyze the building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- e)** have in place a program of mechanisms to improve or maintain the existing fire safety specifications;
- f)** identify sufficient number of persons, whether staff, security or others, to be present always when the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- g)** where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling and disposal of hazardous substances and ensure that, so far as is reasonably practicable, the risks associated with them are reduced or controlled.

2. PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1.** As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of **passive** and **active** fire precautions are essential.
- 2.2.** **Passive** fire precautions are concerned with the physical conditions of a building in facilitating the containment of fire by design, construction and layout, effective communication and safe evacuation procedures. In particular the:
 - a)** materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of staff, service users, people with disabilities, contractors, visitors etc.;

- b)** appropriate safe and secure location of building services e.g. gas and electricity;
 - c)** provision of clear fire safety signage for escape routes and final exits **in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;**
 - d)** provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - e)** education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3.** **Active** fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:
- a)** the installation, maintenance, inspection and weekly testing of fire alarms;
 - b)** the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - c)** the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
 - d)** a quarterly / six monthly / annual premises fire safety inspection in place.

- 2.4.** The fire safety arrangements will be based on **HSG 65 Successful Health and Safety Management and the Fire Safety Management Plan Strategy (see Appendix 1)**. The main strands of the strategy involve: -
- a)** Effective planning, organization, control, monitoring and review of protective and preventative measures

- b)** Fire safety risk assessments and building audits
- c)** Fire safety systems and maintenance
- d)** Fire warden and staff training
- e)** Fire evacuation drills
- f)** Building design, alterations and commissioning

3. PLANNING

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

High Risk = Work to be completed within 4 to 8 weeks

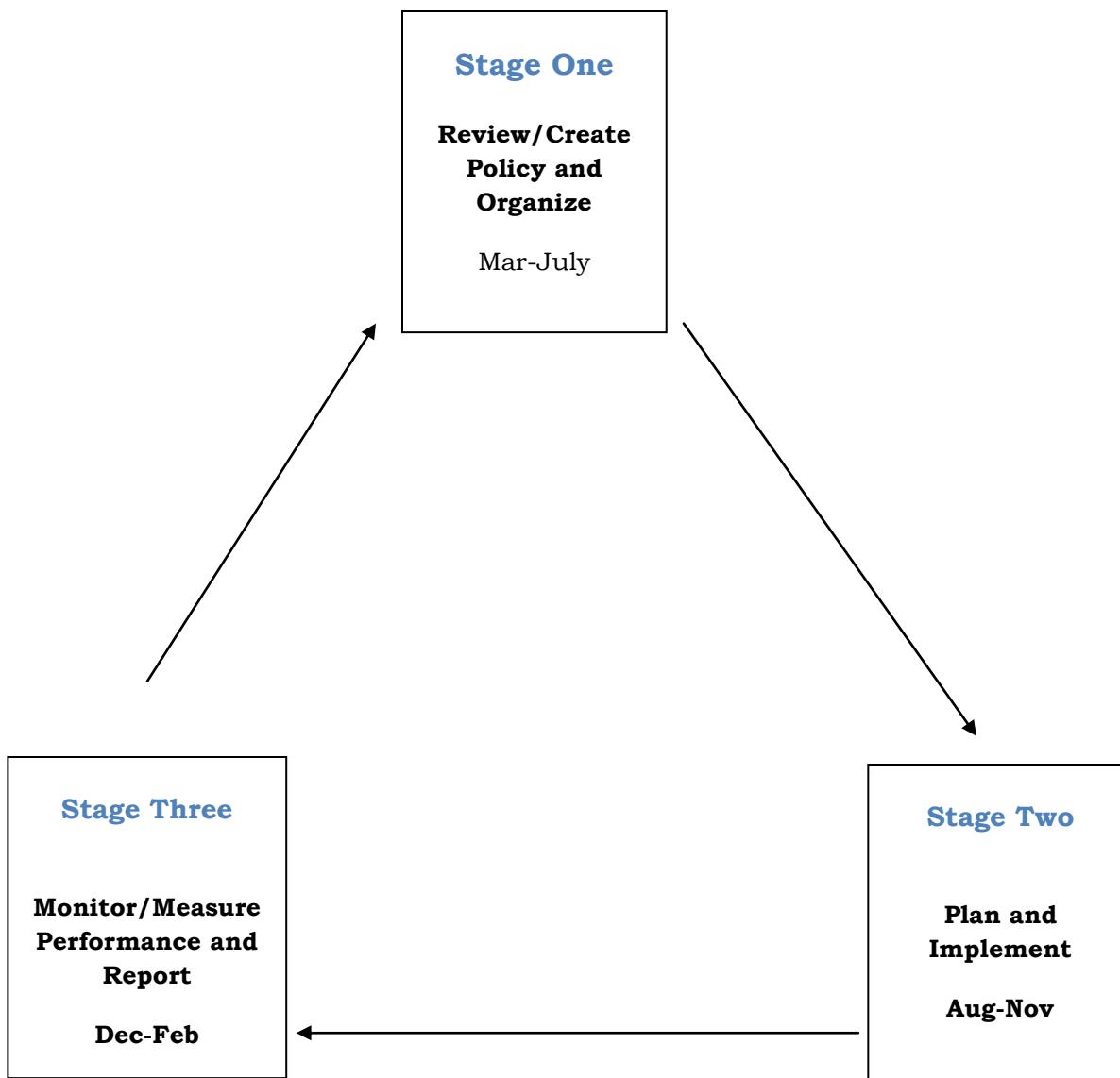
Medium Risk = Work to be completed within 6 months

Low Risk = Work to be completed within 1 year

- 3.4.** Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5.** Where appropriate, **an individual Personal Emergency Evacuation Plan (PEEP)** must be developed for staff or service users who have known disabilities that will impact on their ability to evacuate the premises.
- 3.6.** **Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract.** The provisions of the contract ensure maintenance on fire systems and equipment is carried out **in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation.** The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

 - a)** Fire detection and warning system
 - b)** Emergency lighting
 - c)** Firefighting facilities
 - d)** Emergency routes and exits
 - e)** Fire safety signs and notices
 - f)** Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7.** **The fire safety maintenance program will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.**
- 3.8.** Fire Warden and staff training are provided through **High speed training online** who conducts several courses annually. It is the responsibility of all Fire Wardens to attend one refresher training annually. **A sample fire safety training program and staff training record can be found in Appendix 3 and 4 respectively.**

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



4. ORGANISATION AND CONTROL

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

4.2 Management or Designated Persons will:

- a) ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.

- b)** ensure that a Responsible Person is appointed for each department to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- c)** ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- d)** ensure that fire, security, health and safety arrangements at each department are complementary.

4.3. Department Heads with responsibility for departments will:

- a)** ensure that fire risk assessments are carried out for all their workplaces;
- b)** ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- c)** ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- d)** ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, sensory and learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. **The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;**
- e)** arrange for the emergency plan to be issued to their employees, service-users, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;

- f)** arrange for a competent responsible person (who may also be the departmental assistant) to be nominated to oversee and implement fire safety arrangements at the department on their behalf;
- g)** ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- h)** ensure that a copy of the current fire risk assessment for their department is readily accessible, its provisions complied with;
- i)** ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of service-users or following an incident involving fire;
- j)** ensure that effective arrangements are in place for contacting the emergency services;
- k)** ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. hazardous substances;
- l)** confirm that their quarterly premises fire safety inspections address fire safety arrangements; and
- m)** liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

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

- a)** assist and support with the preparation and review (at least annually) of fire safety risk assessments;

- b)** ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- c)** prepare and review the emergency plan issued to all staff;
- d)** ensure information on fire safety arrangements is available to service-users and visitors;
- e)** ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- f)** arrange and review fire drills at a frequency of not less than six months;
- g)** specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- h)** ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- i)** monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- j)** keep the fire logbook or equivalent up to date;
- k)** ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- l)** ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;

- m)** ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- n)** ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5. Employees must:

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

5. MONITORING

- 5.1.** The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -
- a)** Number of fires recorded annually / number of fire related incidents.
 - b)** achieving set schedules and time frames (evacuation drills and building audits).
 - c)** Measuring the number of Fire Service call outs against cause.
 - d)** Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
 - e)** Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
 - f)** Annual audit of all fire systems by the chief executive / managing director.

6. REVIEW

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

7. Fire Emergency Plan

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

7.1. Training and Training Provision

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

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

7.2. Information Distribution

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

- ✓ *Instruction*
- ✓ *Training*
- ✓ *Emergency exit / route signage*
- ✓ *Fire action Notices*

- ✓ *Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads past a potential arson attack areas, such as near rubbish skips.)*

- ✓ *The Emergency Plan*

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

- ✓ Raise the alarm by operating the nearest fire alarm call point

- ✓ Evacuate to a safe place

- ✓ DO NOT USE THE LIFT (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings.

- ✓ Trained personnel to tackle the fire only where appropriate.

- ✓ Where appropriate check toilets and close windows and doors on the way out.

- ✓ If they have responsibilities for assisting persons with Personal Evacuation Plans they should respond as required following the actions as identified in the Plan.

- ✓ Leave the building by the nearest exit.

- ✓ Do not stop or return to collect personal belongings.

- ✓ Ensure visitors are escorted from the building to the assembly point.

- ✓ Close any doors en route without delaying your escape.

- ✓ Remain at the assembly place.

- ✓ Return to the building only when authorized to do so.

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

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

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

7.5. Contacting the Emergency Services

Detail: -

- ✓ Who will contact the emergency services? *Designated fire marshal or fire wardens*
- ✓ What are the means of calling the emergency services? *Mobile phone*
- ✓ Include a method in the event of a power failure – *Fire wardens with Hi-viz or armband guiding the attendees/ Students out and making it clear to them to follow the emergency lights calmly and safely*

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

This should include the following where appropriate: -

- ✓ Staff responsible for ensuring all electrical equipments are turned off including, computers; ACs; fans and kitchen / canteen appliances.

7.7. Specific Arrangements for Any High-Risk Areas

For Example: -

- ✓ Boiler room
- ✓ Chemical / cleaning storage areas

7.8. Emergency Services Liaison Procedures

- ✓ Who will liaise with the emergency services on arrival? **Designated Fire Marshal only**
- ✓ What information will they have and how will they get it? **They will provide information of the number of people accounted for and whether or not someone is missing. Also, the emergency service can use the fire system panel to locate the fire or will be provided a map of property to move throughout the premises with ease, quickly and to locate the fire or the person who is missing.**
- ✓ How will the person, identified above, direct the emergency services to the emergency? **Fire Marshal will meet the emergency service at a pre-determined location.**
- ✓ How will the emergency services be able to identify this person? **Emergency service will be able to identify fire marshal by the orange Hi-viz which will have fire marshal at the back. Also the fire marshal will approach the emergency service as soon as they arrive.**
- ✓ If anyone is missing and where they were last seen – **The fire wardens designated in each area will communicate via the walkie talkie with the fire marshal, whether or not the area is**

clear. In case of a missing person, the fire warden will inform the fire marshal promptly, stating the name of the person and their location they were last seen. Fire Marshal will convey this information to the emergency service.

7.9. Specific Information for the Emergency Services

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

- ✓ *Type of emergency*
- ✓ *Location of the fire / incident*
- ✓ *Missing persons*
- ✓ *Location of high-risk areas*
- ✓ *Any unusual activities such as building works or temporary structures*

7.10. Location of information

Detail: -

- ✓ *Where will the information be kept on risks? Maps are located at entrance/fire exits, which show the layout of each floor. Copies of the maps will be given to the emergency service.*
- ✓ *E.g. Maps / sketches / alarm identification?*
- ✓ *For example - held near the fire panel.*

7.11. Accounting for Personnel

- a) *How will all people be accounted for? Student Registers/ Staff timetable/ Visitors log book*

- b)** Staff; Service-users (this includes pupils and general public); Visitors; Contractors
- c)** How will the Emergency situation manager/departmental head be informed? *Refer to section 7.8*
- d)** Who will ensure that all personnel are accounted for? *Heads of departments/ supervisors & teachers*
- e)** How will this be managed if there is more than one assembly area? *Fire wardens will designated in each area i.e. sisters, brothers & school and will guide students or attendees towards the assembly point.*
- f)** What is the procedure if someone is missing? *Refer to section 7.8*
- g)** How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing) - *Refer to section 7.8*

7.12. Escape Routes

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

7.13. Assembly Points

Give the locations of assembly points, including: -

- a)** the point where staff / service-users / visitors / contractors must assemble
- b)** Identify how each assembly area is recognized

- c) Identify who should be in each assembly area e.g. groups or departments*
- d) Identify the locations of any designated safe refuges*
- e) Where possible provide plans or schematic diagrams*

7.14. Identify Persons Especially at Risk

- a) Identify lone workers, contractors and the areas where they may be at risk*
- b) Include methods of escape and identify how they will be located*
- c) If there are any isolated areas on site, identify the method of ensuring that everyone is safely out of the site and accounted for*

7.15. Evacuation Arrangements for Disabled People

- I.** The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.
- II.** Systems of evacuation that may be implemented include: -
 - a) Evacuation by Lift.** This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings.
 - b) Evacuation by Stairs.** This method involves the use of equipment such as special evacuation chairs but, is usually only possible if people are being evacuated downwards or horizontally.

- III.** Use of Refuges, defined as: 'Relatively safe waiting areas for short periods'. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. Rather it is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit, normally clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate.
- IV.** Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated in safety. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.
- V.** Designate responsibilities for persons at special risk and: -
 - a)** Who is responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety? – **Fire warden in that area who specially trained to evacuate personnel with special risk.**

7.16. Visitors and / or Contractors

- I.** In various **LIC** departments, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may also be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.
- II.** In **LIC** areas, not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitor's book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly points.
- III.** Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

IV. This should include the following: -

- a)** *Visitors on site for appointments / events.*
- b)** *A method of ensuring that all visitors are evacuated and accounted for.*
- c)** *Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.)*

7.17. Staff with Specific Responsibilities

- a)** Give the name (post) and duties of identified personnel in the event of a fire or other emergency. E.g. the fire marshals / fire wardens, ushers.
- b)** This should include backup personnel in the event that identified personnel are not available.

7.18. Overall Control

- ✓ *Who is in overall control of the emergency situation and what are their responsibilities?*
- ✓ *Who records the emergency situation and actions taken?*
- ✓ A senior person should be nominated to: -
 - I.** *Take overall control of the evacuation*
 - II.** *Ensure that other people with specific duties have taken relevant action*
 - III.** *Account for all persons in the premises*
 - IV.** *Liaise with the Fire and Rescue Service*
 - V.** *Initiate any additional response in relation to the care of people with special needs*

7.19. Fire Marshals and Fire Wardens

- I.** Fire marshals / fire warden are valuable in any premises and vital in large ones. Fire Marshals / Fire Wardens should always be given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as: - Who are the Fire Marshals / Fire Wardens and what are their responsibilities? *Fire marshal designated to ensure evacuation runs smoothly, liaises with the emergency service and is a point of*

information for the emergency services. Fire Warden are designated to particular area to ensure the area is checked, to communicate any vital information to the fire marshal and to guide attendees or students to the assembly point.

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

7.20. Fire Fighting

- ✓ Who is trained to use the firefighting equipment? *Fire wardens/Marshal*
- ✓ What are their responsibilities? *As last resort fire wardens/marshal will use the fire extinguisher to prevent fire from spreading.*
- ✓ Where is firefighting equipment located? *Fire extinguishers are located in the entrances/fire exits*

7.21. Fire Control Panel

- ✓ Who will check the fire panel? *Fire marshal*
- ✓ What is their next step? *Check the location to see what caused the alarm to activate.*
- ✓ What do they do with the information? *Fire marshal will pass on the information to the emergency service.*
- ✓ Who is responsible for silencing and resetting the panel and on what occasions? *Fire Marshal*

7.22. Contingency Plans

- I. Have contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.
- II. As part of your emergency plan it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving: -
 - a) *unaccompanied children;*
 - b) *people with personal belongings (especially valuables) still in the building;*
 - c) *people wishing to rejoin family or friends;*
 - d) *getting people away from the building (e.g. to transport);*
 - e) *inclement weather; or*
 - f) *the building cannot be re-entered / reoccupied.*

7.23. Re-Entering the Building

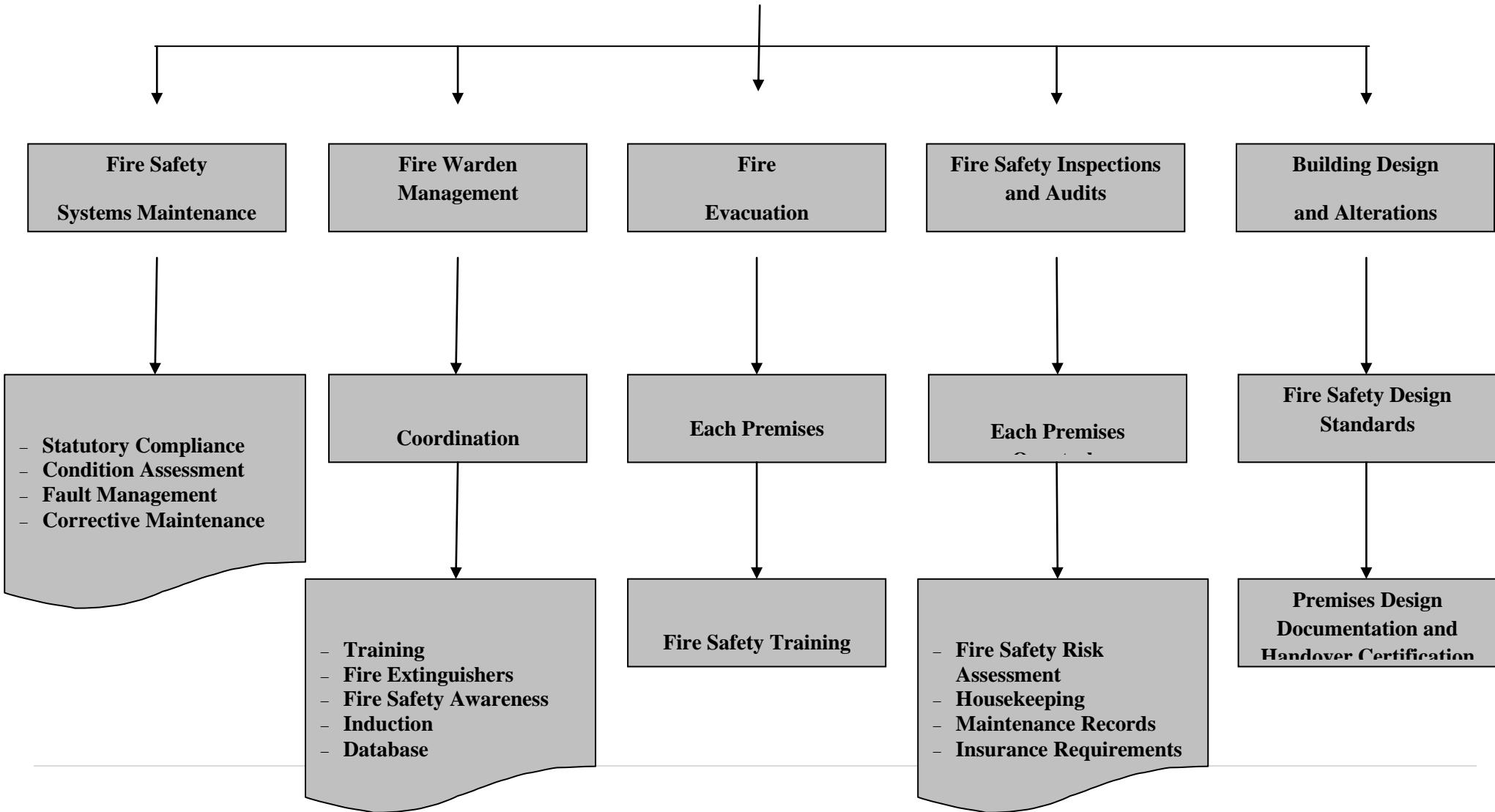
- a) *How will people be prevented from re-entering the building? Doors and gates will be closed by fire wardens to ensure no one re-enters the premises.*
- b) *How will people know when they can re-enter the building? If the emergency service decides it safe to re-enter or in case of a false alarm the fire marshal will decide when to re-enter.*
- c) *Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building*

7.24. Contingencies If Not Re-Entering the Building

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

Appendix 1

EXAMPLE FIRE SAFETY MANAGEMENT STRATEGY



FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Weekly Checks

Escape Routes

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Do all emergency fastening devices work correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire doors clear of obstruction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all external escape routes clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fire Warning Systems

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Did the fire alarm work correctly when tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Did staff and all others hear the alarm working? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Did any linked fire protection system operate correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Did visual alarms, pagers or vibrating pads work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do voice alarms work and was the message understood? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Escape Lighting

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Are charging indicators visible and illuminated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

Firefighting Equipment

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Are all firefighting equipment in working order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all fire extinguishers mounted 1 - 1½ metres? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Monthly Checks

Escape Routes

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Do all electronic release mechanisms work correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all automatic doors “failsafe” in the open position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all self-closing devices working correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all door seals and intumescent strips in good condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all external stairs in good condition and non-slip? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all roller shutters for compartmentation working correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all internal fire doors close against their rebate / stop? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Escape Lighting

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Do all luminaries and exit signs working when tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are emergency generators working correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fire fighting Equipment

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Is the “pressure” in stored pressure extinguishers correct? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

	YES	NO	N/A	COMMENTS
Three Monthly Checks				
General				
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Six Monthly Checks				
General				
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annual Checks

Escape Routes

Do all fire doors work correctly?

Is escape route compartmentation in good condition?

Fire Warning Systems

Has the system been checked by a competent person?

Escape Lighting

Do all luminaries operate on test for their full duration?

Has the system been checked by a competent person?

Fire fighting Equipment

Has all equipment been checked by a competent person?

Miscellaneous

Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any fire fighters switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 3

EXAMPLE FIRE SAFETY TRAINING PROGRAMME

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

Fire Safety Training Sessions

New Employees: Induction Programme

Current Employees: One / Two training session per year

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

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

Fire Safety Training Topics

- a)** The significant findings from the fire risk assessment and fire safety policies;
- b)** What to do on discovering a fire;
- c)** How to raise the alarm, including the locations of fire alarm call points (break glass points);
- d)** The action to take upon hearing the fire alarm;

- e)** The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- g)** The arrangements for calling the fire and rescue service;
- h)** The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- i)** Knowledge of escape routes including stairways and especially those not in regular use;
- j)** How to open all emergency exit doors;
- k)** The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- l)** Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- m)** The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- n)** The safe use of and risks from storing and working with highly flammable and explosive substances;
- o)** General fire precautions, fire awareness and good housekeeping practices;
- p)** The no smoking policy (where applicable);
- q)** Special provisions for assisting disabled people and any training needed;
- r)** Identifying fire hazards and fire incidents reporting procedures; and
- s)** Equipment fault reporting procedures.

Fire Safety Training Records

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



Appendix 4

EXAMPLE FIRE SAFETY TRAINING RECORD

Date: _____ **Duration:** _____
Given By: _____ **Session For:** _____

Subjects Covered

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

Special provisions for assisting disabled people and any training needed

Identifying fire hazards and fire incidents reporting procedures; and

Equipment fault reporting procedures.

Names of those attending:

PRINT NAME	SIGNATURE

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

Name:

Date:

Signed:

Position:

Appendix 5

EXAMPLE FIRE SAFETY MANAGEMENT STRUCTURE

<p>The person with the overall responsibility for fire safety:-</p> <p>Planning: Structure of organisation</p> <p>Organisation: Setting objectives, policy and procedures</p> <p>Control: Identify person responsible to tasks / actions</p> <p>Monitoring: Checks and the implementation of standards</p> <p>Review: Reviews of fire safety performance standards</p>	<p>Responsible Person:</p> <p>Position:</p>
	<p>Competent Person:</p> <p>Position:</p>
<p>The person with responsibility for fire safety risk assessment:</p> <ul style="list-style-type: none"> - Carrying out fire safety risk assessment - Review of fire safety risk assessments 	<p>Competent Person:</p> <p>Position:</p>
<p>The person with responsibility for the maintenance programme:</p> <ul style="list-style-type: none"> - Fire detection and warning system - Emergency lighting 	<p>Competent Person:</p>

<ul style="list-style-type: none"> - Escape routes - Fire safety signs and notices - Fire resisting walls, partitions and doors - Fire fighting facilities - Electrical appliances and premises installations 	Position:
<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	Competent Person: Position:
<p>The person with responsibility for staff training:</p> <ul style="list-style-type: none"> - What to do in the event of fire - What to do upon hearing the fire alarm - Liaison with the fire service - Emergency shut down procedures - Fire fighting arrangements - The reason for good housekeeping practices etc 	Competent Person: Position: