

Title	Fire Safety Policy
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Business Services Organisation

Providing Support to Health and Social Care

Fire Safety Policy

1. Introduction

The BSO is required to have a Fire Safety Policy under the legislation to be fully implemented.

This is the Fire Safety Policy Statement of the Business Services Organisation (BSO)

Our statement of general policy is:

- The Business Services Organisation has a statutory responsibility to have a fire safety policy and to ensure all staff is aware of and conform to its contents.

The primary objectives of the Fire Safety Policy are to:

- Minimise the incidence of fire within the BSO premises
- Minimise the impact of fire on the life, safety, delivery of service, the environment and property
- Demonstrate compliance with legislative requirements of the controls assurance standard.

2. Scope

Whilst the BSO has a number of premises this policy applies to:

Franklin Street; Boucher Crescent; The Leadership Centre (Beeches), Centre House, Campsie and Lissue

Compliance with the legislative requirements relating to Fire is normally a legislative requirement for the Landlord and in light of this Health & Social Care Services (HSC) employers will be asked to agree a memorandum of understanding relating to the legislative and controls assurance standards as they affect the buildings within the HSC estate used by BSO departments. Commercial premises are also used mainly in respect of Lissue, Centre House, and Office for Research Ethics Committees Northern Ireland (ORECNI). Whilst the responsibility for building fire safety compliance lies with the landlord, employees of the BSO are required to comply with the requirements of the landlords in respect to Health and Fire Safety but also local fire procedures as set down by BSO and its Health, Safety and Environmental Group.

3. Responsibilities

The BSO Board are required to ensure that they have appropriate assurance that the requirements of current fire safety legislation are met, specifically the Fire and Rescue Services (NI) Order 2006, the Fire Safety Regulations (NI) 2010 and the Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996, Health and Safety at Work (Northern Ireland) Order 1978 and The Control of Substances Hazardous to Health Regulations 2002.

Chief Executive

The Chief Executive is responsible where appropriate, for ensuring that current fire legislation is met and that Fire code guidance is implemented in all premises owned or occupied by the BSO. Appropriate fire safety policies and programmes of work are to be in place to improve and maintain fire precautions within the BSO's premises.

Board Level Director

The Director of Human Resources and Corporate Services is the Board Level Director with nominated responsibility for fire safety matters. He/she is to ensure required investments for fire precautions are included in the BSO's annual business plan.

BSO Corporate Services Manager

The Corporate Services Manager is nominated as the Fire Safety Manager who will be responsible for the day to day fire safety activities within the BSO premises.

- To supervise the day-to-day maintenance of fire precautions.
- To ensure that all staff participate in training and fire drills.
- To co-ordinate and direct the action of staff in a fire emergency, or other emergency requiring the evacuation of Franklin Street. This role will be carried out by a suitably senior officer in each location.
- To update the Fire Evacuation Points as and when necessary.

Fire Safety Manager

The Fire Safety Manager shall carry out the role as described in Firecode HTM 05-01 paragraph 4.1.

Additional Fire Safety managers will be identified for each BSO location as follows;

Boucher Crescent
 Centre House
 Leadership Centre (formerly The Beeches)
 Lissie
 Campsie

Local Senior Managers

The most senior manager on site in locations within the HSC Estate or other commercial premises will supervise the day-to-day fire precautions within their premises and ensure that relevant BSO staff understand the procedures and receive regular training in regard to the premises in which they are located. They will also be required to report to the Corporate Services Manager on a quarterly basis details of:

- Training provided
- Details of fire drills
- Any incidents related to the Fire Safety Policy

Fire Wardens

In each BSO department and location, a Fire Warden and deputy will act as the focal point for fire safety issues and will be responsible for ensuring the Fire Service is called¹ and in the event of fire report on the occupancy of their floor. All Fire Wardens will receive specific training prior to taking up these responsibilities and subsequently on at least a triennial basis.

The training must include:

- details of the fire safety policy and procedures of the premises;
- awareness of human behaviour in fires;
- knowing how to encourage others to use the most appropriate escape route;
- report the evacuation of their area to the nominated officer;
- ensure that there is an alternative Fire Warden in the event of Annual Leave or other absence;
- knowing how to search safely and recognise areas that are unsafe to enter;
- having an awareness of the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned and asking local managers to ensure the preparation of a Personal Emergency Evacuation Plan (PEEP);
- an understanding of the purpose of any fixed firefighting equipment such as sprinklers or gas flooding systems;
- reporting of faults, incidents and near misses to Corporate Services ; and
- where appropriate, training in the use of firefighting equipment.
- whilst recognising the Fire Warden role is a voluntary activity BSO will assume vicarious liability for any reasonable action carried out in whilst carrying out this role in so far as their actions are deemed within the law and agreed policies.
- They will also be required to complete the routine inspection format (Appendix 5) and record locally ensuring that records are maintained, up to date and available for inspection. The quarterly report to Corporate Services will ascertain if Fire Safety is current and up to date. The local member of the Health and Safety and Environmental Group/ Senior Manager will be responsible for dealing with any issues and risks that are identified and outlined in the quarterly report.

¹In Centre House this is the responsibility of the Landlords security staff

Staff

Line Managers

All line managers will ensure that each member of their own staff:

- Is made aware of the fire safety instructions.
- Is provided with a PEEP, if they require assistance in the event of an evacuation at least every 12 months
- whenever a person moves to a new role, or changes location
- whenever there are significant changes to a building
- whenever people nominated to assist in a PEEP are no longer available
- whenever the nature of a person's impairment changes and this impacts on them being able to safely evacuate a building
- If an existing member of staff develops a disability, the same procedure should be followed.
- If a person with a PEEP leaves the department, it is their line manager's responsibility to pass the PEEP to the new manager, for revision to take account of their new place of work.
- Observes basic fire precautions.
- Participates in fire training as necessary.
- All staff have duties and Responsibilities in respect of themselves and colleagues of fire safety under the Health and Safety at Work Act including the duty of all the staff to familiarise themselves with the fire procedure relevant to the facility or fire zone in which they are involved. This includes the location and use of fire alarm call points, fire equipment, exits and the escape routes thereto, alternative fire exits and to assist new and transferred staff to acquaint themselves with the fire procedures in their new surroundings without delay.
- Staff have a responsibility to ensure their manager knows if they need a PEEP

Fire and Rescue Services

The BSO recognises the importance of liaising with the NI Fire and Rescue Service (NIFRS) in respect of fire precautions and possible firefighting in all BSO premises. Liaison will be coordinated by the Corporate Services Manager Health and Safety, to include visits of familiarisation, periodic exercises and consultation regarding matters such as structural fire precautions, and current legislation and codes of practice. Under the Regulatory Reform (Fire Safety) Order 2005 the NI Fire and Rescue Service has the authority to enter premises for the purpose of carrying out inspections to ensure compliance with the Order.

Contractors

Contractors working on BSO premises in Franklin Street, Pals Boucher and The Leadership Centre will be informed of the BSO's Fire Safety Policy and be shown a copy of the Asbestos Register and procedures prior to work commencing, in accordance with the Management of Health and Safety at Work Regulations 1992 and Control of Asbestos Regulations (CAR) 2012. Fire Procedures

4. Fire Procedures

In all BSO premises there will be a written Fire Procedure (Appendix 1) to be followed by all staff in the event of fire and fire alarms. Building Fire Procedures will be particular to the nature and requirements of the individual sites and, where necessary, areas within those sites.

The principal objective of the procedure will be to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with the safeguarding of life and property. Current procedures are listed beside each lift and staircase. (Appendix 2)

This Procedure will take into account all people who are likely to be in the building, including persons with a disability and where necessary ensure that a PEEP is provided for people who cannot get themselves out of a building unaided during an emergency situation. (Appendix 3)

Unless specifically trained to do so, staff should not normally use fire extinguishers, the priority being to evacuate the building or to move to a safer location.

Fire notices will be displayed in all buildings. These notices will follow a standard template and will be made available in alternate formats as identified in PEEP (i.e.) on request Braille versions will also be made available.

5. Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 and Firecode HTM 05-01 require the BSO to carry out a fire risk assessment in each owned and occupied premise. These are available from the most senior officer on each site or Corporate Services in Franklin Street.

The Fire Risk Assessments will identify fire hazards and appropriate action to remove or reduce them. Further details on fire precautions are contained in the Fire Precautions Procedure.

BSO recognises smoking and the disposal of smoker's materials as a potential risk albeit reduced since smoking is not permitted in any BSO premises this risk is limited.

BSO recognizes arson as a hazard within its premises. As part of the aforementioned risk assessment process, an assessment of the risk of arson will be carried out and prevention and control measures implemented in accordance with appropriate regulations.

6. Staff Fire Training

All personnel should have both basic instruction in fire safety and fire training appropriate to the specific needs of their place of work. For staff on BSO premises there will be a need for them to annually attend or complete the eLearning training. Staff located on other HSC

Premises or in commercial premises must attend all training provided by the relevant landlord or complete the BSO eLearning programme on an annual basis.

It is essential that all staff:

- understand the character and hazards of fire, smoke and toxic fumes;
- know the fire hazards involved in their working environment;
- practice and promote fire prevention;
- know and follow the procedures in which they were trained.
- for those who assist or are affected by PEEP arrangements will be put in place to ensure they understand the specific implications for vulnerable people;
- make their manager aware of any issue which may impact on their ability to comply with the Fire Evacuation process.

Fire drills will be organised by either the Corporate Services Manager or the appropriate local Manager in conjunction with the landlord on at least a bi-annual basis and recorded.

Fire drill procedures will vary according to circumstances but in general an element of surprise will be maintained; drills will not be allowed to prejudice the health and safety of staff or visitors or breach the integrity of the health care environment.

Fire drills will be monitored and all details recorded to enable The Corporate Services Manager to assess the effectiveness of fire procedures and the adequacy of staff fire training. Local managers will provide quarterly reports to Corporate Services on all fire related issues.

7. Monitoring - Inspections

The BSO will arrange an independent external fire safety audit ² of the previously mentioned BSO premises every 3 to 5 years to include physical precautions, staffing arrangement and management systems. HSC landlords will be asked on an annual basis (January) to confirm that fire safety within their premises is satisfactory. Fire alarm systems, fire extinguishers, and all associated fire assets will be maintained in accordance with manufacturers' recommendations.

8. Reporting Fire Outbreak

All outbreaks of fire are to be reported within 24 hours of the occurrence by the Officer responsible for the particular premises on the standard form provided (Appendix 9). Commercial accommodation should be included in these arrangements. All outbreaks of fire will be investigated by the Corporate Services Manager and local manager and reported upon to the Chief Executive in accordance with Business Continuity arrangements.

Fires which result in a loss of life or injury or damage (excluding minor damage) to BSO premises must be reported to the HSE under RIDDOR 1985 by the Corporate Services Department.

9. False Alarms

All false alarms must be reported, with all relevant information, as per BSO safety policy.

²Carried out by DFP 2012

10. Fire Safety Report

On an as needed basis a report to the Chief Executive and the Board covering fire incidents, records of staff fire training, current projects and all other aspects of fire safety in the BSO. The report will specifically include information on;

- Number of staff trained in previous year in fire safety
- Number of fire incidents reported during previous years
- Performance of evacuation procedures during fire drills.
- Overall risk assessment for the organisation in respect of fire

11. Smoking

BSO guidelines from the Department of Health & Social Care state a zero tolerance protocol against smoking inside or immediately next to Trust owned or controlled buildings.

12. Electronic/Vapour Cigarettes

Electronic cigarettes are also considered a form of smoking material therefore as above the same zero tolerance protocol is in effect. E-cigarettes must not be used or charged in work premises.

13. Policy Review

This Fire Safety policy will be reviewed and updated at regular intervals to take account of changes legislation and no later than February 2021.

Associated Documents

Appendix 1: Fire Precautions

Appendix 2: Fire Evacuation Notice

Appendix 3: Personal Emergency Evacuation Plan (PEEP)

Appendix 4: Fire Safety System Defect

Appendix 5: Fire Equipment Schedule

Appendix 6: Fire Evacuation Drills and Fire Safety Training Checklist

Appendix 7: Fire Evacuation Checklist

Appendix 8: Fire Warden - routine inspection and test

Appendix 9: Fire Detection Event Log

Appendix 10: Quarterly Fire Risk Assessment

Appendix 1

Fire Precautions

Each working section within the BSO Premises will nominate a Fire Warden, whose duty will be to ensure that his/her area has been cleared and that everyone has been accounted for. The Fire Warden will report to the Nominated Officer or his/her deputy.

Nomination of this officer as being responsible for overall supervision and co- ordination does not absolve other individual managers from their Responsibilities for fire precautions.

Fire Evacuation procedures

For the purposes of Fire Evacuation each building will be divided into zones.

Franklin Street

Floors
G
1
2
3
4
5
6
7

Boucher Crescent

Area/Floor
Office 1 st floor
Office 2 nd floor
Warehouse

Centre House

Floor
1
3
4
5
6

Leadership Centre (formally The Beeches)

Area
1 House
2 Annex

Campsie

Area/Floor
Office 1 st floor
Office 2 nd floor
Warehouse

Lissie

Area/Floor
Office 1 st floor
Office 2 nd floor
Warehouse

Action to be taken in the event of a Fire

Evacuation Plan - Action to be taken by staff:

- Staff should familiarise themselves with local procedures.
- In the event of a Fire emergency, carry out the instructions set out in the Fire Notice displayed in the premises (adjacent to each fire alarm break glass point,)
- Evacuate the building quickly by the nearest safe escape route unless instructed to do otherwise. Do not use lifts.

Franklin Street

Department	Assembly Point/Zones
G	Adelaide House, Adelaide Street
1	"Snax in the City", Linenhall Street
2	Cecil Ward Building, Linenhall Street
3	"Urban Retreat", Linenhall Street
4	Allianz Insurance, Linenhall Street
5	DoE Building, Adelaide Street
6	Select Recruitment, Adelaide Street
7	DoE Building (Far end), Linenhall Street

Boucher Crescent

Department	Assembly Point/Zones
All Departments	Footpath Parallel to entrance

Centre House

Department	Assembly Point/Zones
All Departments	Junction of Montgomery Street and Gloucester Street

Leadership Centre (formerly The Beeches)

Department	Assembly Point/Zones
All Departments	Front of Main building

Campsie

Department	Assembly Point/Zones
All Departments	Side of Main building

Person Discovering a Fire or other Emergency:

In case of fire, activate the alarm bell by breaking the glass on the nearest fire alarm break glass point. These are situated on each floor and you should become familiar with their location.

Remember the safety of staff and visitors to the building are paramount.

Close all doors and, if possible, windows.

Trained staff may decide in the case of very minor fires that they can tackle the fire, using equipment provided at each level – hose reels and water or CO₂ fire extinguishers. Please refer to Fire Guidance Notes for details of various fire extinguishers. *The alarm must be sounded before any attempt to tackle even the most minor of fires.*

Go to the Assembly Point/Zones as set out above or as set down by the premises owner.

The building can only be re-occupied on the instructions of the Nominated Officer or his/her deputy. You must not take or seek instruction from anyone other than a Fire Warden or the Nominated Officer.

On Hearing the Fire Alarm:

- The Fire Alarm is a loud continuous bell, which sounds throughout the building.
- Close all doors.
- Please remember that the interests and safety of staff and visitors to the building are paramount.

Trained staff may decide in the case of very minor fires that they can tackle the fire, using equipment provided at each level – hose reels and water or CO₂ fire extinguishers. Please refer to Fire Guidance Notes for details of various fire Extinguishers.

Go to the Assembly Point/Zones

The building can only be re-occupied on the instructions of the Nominated Officer or his/her deputy. You must not take or seek instruction from anyone other than a Fire Warden or the Nominated Officer.

Duty Telephonist will:

- Activate the nearest break glass if not already activated.
- Dial 9 999, ask for Fire Services and report the fire.
- If it is safe to do so, stand by to receive instructions from the Nominated Officer or his/her deputy, who will contact you.

Go to the Assembly Point/Zone.

The Reception staff, Messengers, Porters will:

- Immediately a fire alarm sounded, ensure that all external doors are clear.
- Bring the passengers lifts to the ground floor and close the lift door. *The lifts should not be used by staff.*
- Unless otherwise instructed by the Nominated Officer, leave the building as quickly as possible and go to the assembly point/zone.

Fire Wardens will:

- If a fire is reported on your floor, ascertain the nature and the extent of it. *only if safe to do so!*
- All staff must leave the building immediately by the nearest available exit.
- Ensure that the alarm has been activated, and that all doors and windows are closed.
- Assemble all staff and ensure orderly evacuation. The Fire Warden or nominated deputy must carry out a full sweep of their area if safe to do so. Once they have cleared their area, they must report to the Chief Fire Evacuation Officer at the front of the building informing him/her that their area is cleared and if any person using a PEEP is in a designated refuge area. The Chief Fire Officer will liaise with the Northern Ireland Fire and Rescue Service Officer in Charge (NIFRS OIC).

Nominated Officer or Deputies will:

- On hearing the Fire Alarm go to the telephone switchboard on the ground floor. Should the fire be in this location, the alternative should be the nearest safe point at the front

of the building

- Check that the Fire Brigade has been informed.
- Ascertain the location of the fire from the Fire Alarm Indicator Panel in the reception area. Await reports from the Fire Wardens and arrange for them to go to a safe location adjoining the assembly point.
- Liaise as necessary with the Telephonist, the receptionist, Messenger/Porter and the Fire Brigade, Police or Security Forces.
- Await the arrival of the Fire Service and advise them of the details of the fire, and of any staff unaccounted for or persons in a designated refuge area.
- The Senior Fire Officer in attendance will then assume control of the situation.
- Arrange for staff at the Assembly Point/Zone to be advised of the situation.

The building can only be re-occupied on the instruction of the Nominated Officer or his/her deputy. Such instruction should only be issued when the all clear has been given by the Senior Fire Officer in attendance.

After the incident has been dealt with, ensure the completion of a fire report.

Ensure the completion of a record of fire call sheet and retain in this manual.

General Fire Instructions:

- The Fire Alarm must not be silenced or reset except with the authority of the Nominated Officer or Senior Officer in charge and only after the evacuation is complete. The alarm can be silenced on the instruction of the nominated officer, but it must not be re-set until after the Brigade have arrived and interviewed with the panel for all relevant information. The NIFRS OIC will want to see the panel for themselves and will not rely on second hand information from staff members.
- It is vital that Fire/Smoke doors are not wedged open at any time.
- Automatic Transmission of Fire Calls i.e. smoke detectors activated or fire glass broken:
- When the Automatic Fire Alarm System is activated the alarm signal is transmitted to a Remote Manned Centre.
- In the case of Franklin Street, automatic notification is sent to the fire alarm monitoring company Custodian Monitoring. During working hours (0800 to 1800 on Monday through Friday) the fire alarm monitoring company will, in the first instance contact the building front desk reception followed by the Northern Ireland Fire and Rescue Service to report an unconfirmed fire. They will then contact the building Security company Securitas followed by senior BSO staff members to ascertain if a fire has in fact been reported as genuine; if so they will follow up with Northern Ireland Fire and Rescue Services, but this does not negate the person discovering dialing 9 999

- The managing agent for Centre house has similar arrangements with a firm as does the remaining sites.

The weekly test of the fire alarm in this building will be carried as outlined in the Fire Alarm System and recorded.

Action to be taken by Staff in the Event of a Bomb Scare –:

- Any member of staff who receives a warning of a bomb or believes a device has been planted should contact the switchboard operator who will notify the Corporate Services Officer.
- If the instructions are to move to another part of the building do so immediately.
- **DO NOT REMAIN NEAR WINDOWS IN ANY PART OF THE BUILDING AT RISK**
- If the decision is made to evacuate the building a WAH/WAH siren alarm signal will be sounded throughout the building and an evacuation instruction will be given to occupants over the public address system.
- If the instruction to evacuate the building do so immediately by the recommended exit as instruction to evacuate will be followed by the continuous sounding of the siren. Do not put yourself and other at risk by spending time collecting personal belongings. **WALK, DO NOT RUN!**
- It is appreciated that some members of staff may move more quickly than others, particularly on the stairs. Unless you can move quickly you should keep to the right-hand side of the exits, leaving the left-hand side free for other staff.
- When you reach the exit do not remain in the immediate vicinity of the building but move away quickly.
- As far as possible Sections or Departments should remain together with their Fire Warden. The Assembly Point for each floor is listed on the Fire Evacuation Chart on every floor located beside the stairwells.
- Visitors, upon signing in receive a leaflet outlining their actions and their assembly point is given when signing in. There is also a copy in the lift.
- If it is found in advance that the area, or anywhere in between, is also unsafe you will be advised of an alternative assemble point.
- It is the duty of the Fire Warden to keep in touch with the Nominated Officer or his/her deputy.
- The building can only be re-occupied on the instruction of the Nominated Officer or his/her deputy. You must not take or seek instruction from any officer other than a Fire Warden or Nominated Officer.



Appendix 2 Fire Evacuation Notice

Fire Action

Raise the Alarm

Call the Fire Brigade

On hearing the Fire Alarm

Close all doors behind you

Your Assembly Point is



Do not stop to collect personal belongings

Do not run within the building

Do not use lifts

Do not re-enter the building until told it is safe

Attack the fire with available equipment if you feel safe to do so. Obey instructions from the Fire Warden or Fire Brigade

Address _____

Fire Warden _____

Room _____

Ext'n _____

Personal Emergency Evacuation Plan (PEEP)

Evacuation of Mobility-Impaired, Disabled Persons and those with any other impairment which may impact on their ability to evacuate the building.

1. 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.

2. What is 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 of others, or at such a pace that might impede or reduce speed of others escaping. In effect, the definition can include people who use wheelchairs, elderly persons, those with breathing difficulties, those with temporary conditions such as pregnancy, or other mobility impairment. It could also affect those with a visual impairment, who move slowly because they cannot easily see the means of escape.

3. Other Disabilities

Others 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.

4. What are the Fire Risk Moderating Options?

Over recent times the law concerning access discrimination for 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.

5. Fire Safety Management of Mobility Impaired Persons

It is clear that building occupants with mobility impairments will need assistance to safely evacuate. It is the responsibility of premises 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 organization that sets expectations from the individuals' point of view concerning what support he or she can expect and from the organisation's 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. If the person prefers to be assisted out by a delegated person: sufficient evacuation assistants should be recruited to take account of the demands of leave sickness and training.

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 for example for reasons relating to their personal safety. In these cases, a volunteer to take their place should be identified.

Personal Emergency Evacuation Plan (PEEP)

1. 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.

2. Responsibilities

It is the responsibility of Manager / Responsible Person / nominated 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 Responsible Person or their nominated representative and, if possible, in liaison with the individual who has the disability / mobility impairment.

3. 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.

4. Evacuation in an Emergency

- **Assisting wheelchair users down stairs**

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 –**

A refuge is a designated temporary safe place where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit, e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

- **Lifts –**

Lifts should not be used in the event of a fire: only under the direction of the NIFRS should this be availed of.

- **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 Hard at Hearing persons**

Generally, 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 hard of hearing 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 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 nominated members of staff e.g. Fire Wardens
- Specific training/instruction in the use of Fire Extinguishers etc.

5. PEEP Questionnaire for Disabled Person

This questionnaire is intended to be completed by disabled persons 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 the Fire Safety Advisor for assistance in finding suitable solutions.

- **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.

- **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.

Personal Emergency Evacuation Plan

	Do you routinely use more than one location in this building please provide further details
Emergency Procedure Are you aware of the emergency evacuation procedures which operate in the building(s) you attend? YES NO	Do you require written emergency evacuation procedures? YES NO
Do you require written emergency procedures to be supported by British Sign Language interpretation? YES NO	Do you require the emergency evacuation procedures in Braille? YES NO
Do you require the emergency evacuation procedure to be on digital audio or DAISY format? YES NO	Do you require the emergency evacuation procedures to be in large print? YES NO
Are the signs which mark emergency routes and exits clear enough? YES NO	
Emergency Alarm Can you hear the fire alarm(s) in your place(s) or work?	Could you raise the alarm if you discovered a fire? YES NO Don't Know
Assistance Do you need assistance to get out of your place of work in an emergency? YES NO Don't Know	Is anyone designated to assist you to assist you in an emergency? YES NO Don't Know If YES give name(s) and location(s)

<p>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 job description or by some other procedure.)</p> <p>YES NO Don't Know</p>	<p>Are you in regular contact with those designated to help you?</p> <p>YES NO</p>
<p>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?</p> <p>YES NO Don't Know</p>	
<p>Getting Out Can you move quickly in the event of an emergency?</p> <p>YES NO Don't Know</p>	<p>Do you find stairs difficult to use?</p> <p>YES NO</p>
<p>Are you a wheelchair user? YES NO</p>	<p>Do you require any special evacuation procedures? Please specify</p>

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. Please return to BSO Corporate Services Manager, Health and Safety.

Appendix 3

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)
- Please tick as appropriate

Designated Assistance:

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

Person 1	Person 2	Person 3
Name	Name	Name
Contact Details	Contact details	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: _____

Record FPO1 – Fire Warden – routine inspection and test.-Appendix 8 Record
 details of routine inspections.

										Date	Weekly inspection	Monthly inspection	Comments			
										Hold open devices to fire doors						
										Fire detection and alarm systems						
										Sprinkler systems						
										Security door locks/break glass units						
										Refuge intercoms and evacuation						
										Fire Hydrants						
										Evacuation lifts and equipment, fire-						
										Smoke control systems						
										Gas, foam and powder extinguishing						
										Emergency lighting						
										Portable fire extinguishers and fire						
										Hose reels						
										Fire Doors						
										Automatic sliding doors						

Quarterly Fire Risk Assessment

Appendix 10

Business Unit:	
Building:	
Building Owner/Controller:	
Premises Officer:	
Assessor:	
Date of Assessment:	

Copies of all assessments and action plans to be sent to:

BSO Corporate Services at 2 Franklin Street, Belfast, BT2 8DQ

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:

Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:

People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

Each Building should be divided into defined assessment areas. This record sheet should be copied and used for all of the areas in the building being assessed.

Area being assessed:

Located in this area is:	
Identify any fire Hazards:	
Sources of Ignition:	
Sources of Fuel:	
People especially at risk	
Actions: Evaluate, remove, reduce and protect from risks	

Other Considerations

Any items achieving a 'No' should be further assessed, and if necessary prioritised for action.

Means of escape		Yes	No	Comment
	Are all final exit doors clear of obstructions, clearly marked, fitted with locks that can be opened by hand?			
	Do all emergency routes and exits lead, directly, outside the building?			
	Are the exit routes free from combustible storage / equipment at all times?			
	Do all self-closing fire doors close fully into the door frame and are fitted with smoke seals?			
	Overall, is the means of escape adequate?			
	Is training given in fire evacuation procedures?			
Escape Lighting				
	Do you have secondary lighting in the event of a mains failure?			
	Are records kept of maintenance?			
Fire Warning				
	Do you have a fire alarm system for giving warning in case of fire?			
	Is the alarm clearly audible and recognisable, in all parts of the premises?			
	Is it tested regularly?			
	Are the tests recorded?			
	If a fire started in an un-occupied room would it be detected?			
	Is it tested regularly?			

	Are the tests recorded?			
	Are records kept of maintenance?			
	Overall, is it adequate?			
Fire Fighting Equipment				
	Are suitable and sufficient fire extinguishers provided?			
	Are they unobstructed and ready for use			
	Are they properly located and indicated?			
	Are persons trained to use firefighting equipment			
	Are the extinguishers maintained			
	Are records kept of maintenance?			
Other Considerations				
	Are there any cooking appliances?			
	Are spark generating tools / equipment used in or around the premises? e.g. electrical, mechanical, engine exhausts, chimney			
	Are all gas / electrical appliances within the premises approved for use, fitted with guards where necessary and tested for safety?			
	Are all personnel familiar with the correct use of gas / electrical appliances? i.e. Is competency training provided?			
	Are all gas / electrical installations / appliances regularly inspected by a competent person? Date of the last inspection:			
	Location of emergency shut offs:			
	Is smoking allowed anywhere within the premises?			
Fire Loading				
	Is the storage, and supply arrangements for LPG satisfactory?			

	Are any other gases used?			
	Are any flammable liquids / substances stored or used on the premises?			
	Are the arrangements for the storage of flammable liquids /substances satisfactory?			
	Does the use of flammable materials / substances pose any significant fire risk?			
	Is there significant fire loading anywhere within or in close proximity to the premises? e.g. core products, combustible materials, cooking risks, furnishings, waste products etc.			
	Is there adequate fire separation between Areas of significant fire loading and the parts of the premises to which personnel, contractors or members of the public may be present?			
	Is there any ignition source (that which starts a fire) in close proximity to any significant fire loading (that which fuels a fire)			
	Are persons with mobility difficulties likely to be present in the premises i.e. parents with babies, persons in wheelchairs, persons with sight or hearing impairment etc.?			
Consequences of a fire occurring				
	Consider each room or space in turn and assume initially that it is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread (fire loading), and the risk it presents to other persons in the premises. Are there any Concerns about any particular risks or situations?			

Staff Training

- Number of Occupants:
- Number of BSO Staff:
- Date of last evacuation Drill:
- Date of next planned Drill:
- Number of BSO staff trained in Fire Safety Awareness:
- Additional Notes and Action Plan: