

# FIRE SAFETY POLICY

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Purpose	The ICB acknowledges their responsibility for the prevention of fire and safety of people within the ICB if fire occurs. This policy aims to ensure, so far as is reasonably practicable, that all steps are taken by the ICB to minimise the effects of fire.
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<b>Document control:</b>		
<b>Date:</b>	<b>Version Number:</b>	<b>Section and Description of Change</b>
18 August 23	2	Section 3.2 - Added in an explanation of the ICB's responsibilities as a tenant and an employer across multiple sites.
18 August 23	2	Section 3.4 – CSU Fire Safety Specialist to liaise with Facilities Management departments.
18 August 23	2	Section 3.5 – Inserted extra bullet point to reflect employee responsibility for using private equipment is fit for purpose and safe.
18 August 23	2	Section 7.2 – deleted outdated paragraph relating to all employees notifying the building manager of all portable devices being brought on site.
26 June 23	2	Removed Section 11 “Smoking” as this has been moved to the Health and Safety Policy.
22 August 23	2	Included reference to site information packs.
08 August 24	2	Section 3.5 - Reference to Fire training to be completed annually on ESR.
08 August 24	2	Section 5 – All staff to complete Fire training on ESR.
08 August 24	2	Section 6 – Fire warden arrangements at County Hall and HIC clarified.

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## **1. Introduction**

It is the policy of the Lancashire & South Cumbria Integrated Care Board (ICB) to seek to ensure so far as is reasonably practicable, that all steps are taken by the ICB to minimise the effects of fire.

The ICB acknowledges their responsibility for the safety of people within the ICB if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

When the ICB is not the sole occupier of the premises, they will co-operate jointly with other occupiers and the landlord in matters relating to fire.

The Fire Safety Policy, together with any subsequent revisions, will be brought to the notice of all ICB employees.

## **2. Statement of Policy**

The ICB takes every step necessary to ensure all staff are aware of potential fire risks and hazards. The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) requires the ICB to observe specific requirements in order to reduce the risk of a fire occurring by:

- Providing a safe working environment and paying attention to fire prevention and evacuation procedures;
- Ensuring that systems are in place and regularly scrutinised to ensure their adequacy, i.e. emergency fire evacuation drill, inspection of the means of escape and maintenance of fire warning systems and fire fighting equipment;
- Carry out non-intrusive Fire Risk Assessment of the workplace (including all employees and all other people who may be affected by fire in the workplace) and to make adequate provisions for any less able-bodied persons on site;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk;
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures, together with mandatory annual updating for all those working for, or on behalf of the ICB.

This policy applies to all employees of the ICB (including bank, locum and agency, sub-contracted and embedded MLSCU staff) in order to help them become aware of potential fire risks and hazards. The Fire Safety Policy also informs staff of what to do in the outbreak of a fire and how best to ensure the safety of staff and others.

### **3. Responsibility for Fire Safety**

As with wider health and safety, overall responsibility rests with the board of the ICB.

#### **3.1 Chief Executive Officer**

The Chief Executive Officer, for the purposes of this policy, will act as the 'Responsible Person' in accordance with the RRFSO.

The Chief Executive Officer is responsible for:

- Reviewing the implementation of the Fire Safety Policy;
- Demonstrating commitment to the promotion of fire safety within the ICB;
- Ensuring sufficient resources are allocated to implement the Fire Safety Policy and Procedures;
- Ensuring that mandatory training for all employees is provided and that adequate resources are available to meet those training needs.

#### **3.2 Responsible Person**

The RRFSO defines the 'Responsible Person' as the employer and anyone who has control or anyone who has a degree of control over certain areas within the premises.

This could be the employer or occupier or someone who has control of the premises in connection with carrying on business or other undertaking.

The ICB has two headquarters of which it is a tenant, these are Lancashire County Council (LCC), County Hall complex and the Health Innovation Centre (HIC), Lancaster. Additionally, the ICB has agreements in place for the use of facilities at 'touch down' sites (listed in the table below). The landlords are responsible for Health and Safety management throughout their complexes/ sites making them the 'Responsible Person' as outlined above.

The ICB has a duty, as the employer, to assist our landlord's Facilities Management departments with health and safety arrangements by ensuring that they carry out a non-intrusive fire risk assessment of areas within their control and are ensure operational arrangements in place e.g. information for fire safety is available to 'new starters' on induction and there is suitable fire warden provision. The CSU Fire Safety Specialist will act on behalf of the ICB and is accountable to the Health and Safety Oversight Group.

**For the purposes of this procedure and its associated documents listed on the front page of this policy, any reference to health and safety in the context of the 'workplace', 'ICB offices', 'main sites, bases or touchdown spaces', 'headquarters' or 'County Hall' applies to the buildings listed below. Links are provided (where available) to the site information packs.**

<a href="#">County Hall, Preston – Lancashire and South Cumbria ICB Intranet</a>	<a href="#">Health Innovation Campus, Lancaster – Lancashire and South Cumbria ICB Intranet</a>	<b>Alfred Barrow Health Centre, Barrow</b>
<a href="#">Bickerstaffe House, Blackpool – Lancashire and South Cumbria ICB Intranet</a>	<a href="#">Duke Street, Blackburn – Lancashire and South Cumbria ICB Intranet</a>	<a href="#">Hants Lane Clinic, Ormskirk – Lancashire and South Cumbria ICB Intranet</a>
<a href="#">PALS Primary Health Care Centre, Accrington – Lancashire and South Cumbria ICB Intranet</a>	<a href="#">South Lakeland House, Kendal – Lancashire and South Cumbria ICB Intranet</a>	<a href="#">Yarnspinners Primary Health Care Centre, Nelson – Lancashire and South Cumbria ICB Intranet</a>

### 3.3 Health and Safety Oversight Group

The Health and Safety Oversight Group is responsible for the ICB Fire Safety Policy, and for ensuring compliance with the general requirements for good fire safety within all areas of the ICB. The HSOG should also ensure that staff are provided with the relevant fire safety information as well as sufficient instruction and training.

### 3.4 Fire Safety Specialist

The CSU Fire Safety Specialist will provide the ICB with expert advice and guidance and is responsible for:

- Liaising with landlord Facilities Management departments to ensure a coordinated response to Fire Safety,
- Supporting the Health and Safety Oversight Group in providing sufficient information, instruction, and training for staff,
- Perform quarterly fire safety inspections.
- Assessing suitable fire exit routes with appropriate signage and maintained and tested emergency lighting are all in place.
- Maintain appropriate fire evacuation plans.
- Ensure that suitable and sufficient fire warden arrangements are in place.
- Arranging fire drills and advising on any remedial action
- Provide advice and guidance in relation to the development of Personal Emergency Evacuation Plans

### 3.5 Individual Employee Responsibilities

- To know and follow the fire evacuation plan if a fire breaks out;

- To report all suspected or discovered fires;
- To know the fire hazards in their environments;
- To practice and promote fire prevention in their working area;
- To complete mandatory fire safety module on ESR annually.
- To report any concerns around evacuation and fire safety;
- Where employees provide their own electrical equipment such as mobile phones, radios etc., they will take reasonable care of any equipment and only use it if it is fit for purpose and safe.

#### **4. Fire Risk Assessment**

The ICB will ensure that fire risk assessments (FRAs) have been conducted by the Landlord/s and it will ensure there are no outstanding actions required to be undertaken.

The ICB will also ensure that it has suitable and sufficient FRA's for its areas of its demise, not covered by the Landlord's FRA, and it will ensure there are no outstanding actions required to be undertaken.

Risk assessments will be reviewed annually or if a process changes or temporary works are due and the significant findings are to be recorded.

#### **5. Fire Safety Training**

It is the responsibility of line managers to ensure that all staff working for, or on behalf of the ICB (including temporary and agency staff) are given appropriate information about, and instruction in, the fire precautions and evacuation procedures to be taken or observed in the premises.

Information and instruction will be given during induction at the start of the person's employment in the ICB, and whenever there is a change in the fire risk.

All staff must attend a minimum of one training/briefing session per year.

A record will be kept of all fire safety training undertaken. Records should include the type of training, local information and instructions provided, date and names as necessary. These may be kept electronically.

All new staff will be given an induction at the start of their employment, for the new environment they will be working from. Further information regarding the induction can be sought from the ICB's human resources department.

## **6. Fire Wardens**

Sufficient Fire Wardens will be appointed to oversee evacuations for their respective areas at all times of the day. Fire warden duties are carried out by LCC staff at County Hall, at HIC there is a 'no fire warden policy' in place, however the indigenous security team is trained and tasked to respond to any alarm activation by evacuating and checking the whole site. The Fire Warden procedure is attached at Appendix C.

### **6.1 Roles and Responsibilities:**

- To act as a focal point for fire safety issues within their areas of responsibilities;
- To assist in the fire safety regime within their areas of responsibilities;
- To assist in the fire response in their areas;
- To liaise with other fire wardens and appointed building Fire Officer;
- To ensure that all staff and visitors within their areas are accounted for during an incident.

## **7. Fire Drills**

A fire drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

- The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned;
- The means of escape are used in accordance with a pre-determined and practiced plan;
- If evacuation of the building becomes necessary, staff should be aware of what to do.

Fire drills will be held at least once a year. Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the supposed fire should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow.

Normally advance warning should not be given of the fire drill. However, you can individually warn anyone who may need to know in advance. Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified. It is good practice to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.

## **8. Fire Detection and Warning Systems, Emergency Lighting and Fire Fighting**



## **Equipment**

The ICB through liaison with the landlord will ensure that there is a suitable and sufficient Fire Detection and Warning system, Emergency Lighting and Fire Fighting Equipment installed within the ICBs' areas of responsibilities. The ICB will also ensure that all equipment and systems are tested and maintained in accordance with the relevant legislation and standards. Further guidance can be found at Appendix A (Fire Safety and Prevention measures in ICB premises).

### **9. Means of Escape**

Means of escape enable a person to move away from a fire via structural parts of a building (corridors / staircases) to reach a place of safety.

It is essential that escape routes and the means provided to ensure they are used safely, are managed and maintained to ensure they remain usable and available at all times when the premises are occupied. All corridors and stairways that form part of designated escape routes are to be kept clear and hazard free at times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor or stairway that will be used as an escape route. In addition all final exit doors are to be kept clear at all times and regular checks are required to ensure that these doors open freely without any obstructions.

### **10. Fire Prevention**

The ICB places great emphasis on Fire Prevention in order to minimise the risk of a fire occurring. In order to achieve this all employees and visitors are to ensure:

- All waste material must be kept in suitable containers before it is removed from the premises;
- No combustible material must be stored against electrical equipment or heaters;
- All excess combustible material must be stored in a dedicated storage area that is fire resistant;
- No unauthorised electrical equipment is to be used within the ICB premises;
- Electric plug sockets are not to be overloaded and only authorised extension cables are to be used. The use of 3 way adaptors is prohibited.

The ICB will also ensure, by liaising with the landlord, that all Mechanical and Electrical equipment within the ICB's area of responsibility are maintained, serviced and tested in accordance with relevant legislation, guidance and standards including:

- Fixed Wire Testing and Portable Appliance Testing;
- Heating Systems
- Lifts

Further guidance on Fire Prevention can be found at Appendix A (Fire Safety and Prevention measures in ICB premises).

### **11. Hot Work**

The ICB requires that where any hot works are to be carried out within their areas of responsibility, then a permit to work is to be in place. The permit to work is to be controlled by the Landlord. Hot work is defined as burning, welding, brazing, soldering, grinding or cutting work producing sparks, during activities such as plumbing and flat roof work. Such works are usually carried out by contractors. No hot work will be conducted without the authorisation of a valid permit to work issued by the Landlord.

### **12. Help for People with Special Needs**

When planning evacuation procedures and assessing the adequacy of fire precautions, consideration must be given to the requirements of people with special needs. Some common forms of disability that you may need to take account of include:

- Mobility impairment, which can limit speed of evacuation.
- Hearing impairment, which can limit the response to an alarm.
- Visual impairment, which can limit the ability to escape
- Learning difficulties, which can affect the response to an alarm.

Where people with special needs (employees and visitors) work in or use the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures. However, in some cases, more individual arrangements involving the development of 'personal emergency evacuation plans' (PEEPs) may need to be considered (See Appendix B).

### **13. Monitoring and Review**

The effectiveness of this policy will be monitored by the Health and Safety Oversight Group. This group will advise on necessary changes to the policy and inform the ICB of those proposed changes for further ratification.

The information used to change this policy may be from, but not exclusively, lessons learnt from incidents/near misses, reported accidents/injuries and/or changes to legislation requirements.

### **14. Equality Analysis Assessment**

The ICB aims to design and implement procedural documents that meet the diverse needs of our service and workforce, ensuring that no one is placed at a disadvantage over others, in accordance with the Equality Act 2010.

The Equality Analysis Checklist initial screening, which was used to determine the

potential impact this policy might have with respect to the individual protected characteristics, is incorporated at Appendix D.

The results from this initial screening indicate that this policy will not require a full Equality Analysis Assessment.

## 15. References

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Lancashire County Council Information Pack:  
<https://intranet.lancashireandsouthcumbria.nhs.uk/our-offices/headquarters/county-hall/>
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO);
- HM Government Fire Safety Risk Assessment – Offices and Shops - (ISBSN 978185112815 – 0);
- Health Technical Memorandum 05-01: Managing healthcare fire safety (Second edition) dated April 2013;
- Disability and the Equality Act 2010;
- The Building Regulations 2010 Approved Document M – Access to and Use of buildings;
- The Building Regulations 2010 Approved Document B (Fire Safety) – Volume 2 – Buildings other than dwelling houses – 2006 edition incorporating 2007, 2010 and 2013 amendments;
- The Health and Safety (Safety Signs and Signals) Regulations 1996;
- The Smoke – free (Exemptions and Vehicles) Regulations 2007;
- IEE’s Wiring Regulations 17th Edition wiring regulations (BS 7671);
- BS 5588 Fire precautions in the design and construction of buildings;
- BS EN 2 Classification of fires;
- BS 5306 Pt. 3 2009 Fire extinguishing installations and equipment on premises;
- BS EN 50172 (BS 5266-8): Emergency Lighting;
- BS 5891-1: Fire detection and alarm systems for buildings;
- BS 5499: Safety Signs Including Fire Safety Signs;
- BS 5839 – 1; Fire detection and alarm systems for buildings.

## **Appendix A - Fire Safety and Fire Prevention measures within ICB Premises**

### **1. Housekeeping**

Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in ICB premises should be monitored carefully. Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed.

Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Skips if used should be a minimum of 6m away from any part of the premises.

### **2. Storage**

Many materials found within your premises will be combustible. If there are inadequate or poorly managed storage areas then the risk of fire is likely to be increased. The more combustible material you store the greater the risk of fuel to a fire.

Combustible materials are not just those generally regarded as being highly combustible, such as polystyrene, but all materials that will readily catch fire. Careful consideration of the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced.

In offices the retention of large quantities of paper records, especially if not filed away in proprietary cabinets, can increase the fire hazard. Care is to be taken to ensure that there is not a build-up of paper records and files. Records archiving should be undertaken in a secure area linked to the fire alarm system.

All staff are to be made aware of the hazards and risks of improper storage of combustible materials. Do not pile combustible material against electrical equipment or heaters, even if they are turned off in the summer and do not allow smoking in or around areas where combustible materials are stored externally.

Store excess combustible materials and stock in a dedicated storage area, storeroom or cupboard that is fire resistant. Do not store excess stock in escape routes or areas where staff or visitors would normally have access.

Under no circumstances are electrical and gas service cupboards and rooms to be used as storage areas for combustible materials.

### **3. Voids**

Voids (including roof voids) must not be used for the storage of combustible materials. Such voids should be sealed off or kept entirely open to allow for easy access for inspection and removal of combustible material.

### **4. Combustible Waste and Packaging**

Delivery of some goods results in large quantities of combustible waste and packaging. The sighting use and removal of these materials needs to be carefully

managed to ensure that they cannot come into contact with potential ignition sources and to not cause obstructions.

## **5. Equipment and Machinery**

Lack of preventive maintenance on equipment and machinery increases the likelihood of failure resulting in overheating or sparking and hence an increased risk of fire starting. All ICB machinery, apparatus and office equipment should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

## **6. Heating**

Individual heating appliances require particular care if they are to be used safely, particularly those which are kept for emergency during power cut or as a supplementary during severe weather. The greatest risks arise from lack of maintenance and misuse.

Convactor or fan heaters should be preferred to radiant heaters because they present a lower risk of fire and injury. If authorised the following rules are to be observed:

- All heaters must be kept clear of combustible materials and in a position where they do not cause an obstruction. Their use must be continuously risk assessed.
- The use of portable fuel burning heaters, including bottled gas (LPG) are prohibited within the office environment.

Building heating systems should only be used in accordance with manufacturer's instructions and will be serviced annually by a competent appointed contractor.

## **7. Electrical systems**

### **7.1 Fixed Wiring**

Fixed wiring systems are installed and maintained in accordance with the IEE's Wiring Regulations 17th Edition wiring regulations (BS 7671). Fixed wiring will be subject to routine examination and testing by a NICEIC (National Inspection Council for Electrical Installation Contracting) accredited company at a minimum of every five years.

### **7.2 Portable Appliances**

Portable appliances will be subject to routine inspection and testing in accordance with the guidance set out by the ICB Office Workplace Safety Policy.

Where a permanent supply is required all reasonable steps will be made to modify the mains circuit to provide a permanent outlet and avoid long-term use of portable extension leads or multi-socket adaptors.

The Designated Person will ensure that arrangements are made for the above tests to take place.

## **8. Arson**

Recent fire statistics in the UK indicate that over 2100 serious deliberately set fires occur every week resulting in injuries and fatalities. All premises can be targeted deliberately or just because they offer easy access. Be aware of other deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of and record any small 'accidental' fires on the premises and investigate them fully.

## **9. Display Materials and Decorations**

Displays are often located in corridors, entrance foyers etc. and generally comprise of materials such as paper, cardboard and plastic which provide a means for rapid spread of fire. To reduce the risk of fire spread the ICB will try and:

- Avoid the use of displays in corridors and foyers;
- Minimise the size and number of display areas to discreet, separate areas;
- Keep displays away from light fittings and heaters;
- Keep displays away from ceiling voids which may lack fire barriers; and
- Ensure that there are no ignition sources in the vicinity.

Staff information should be confined to appropriately located display boards in areas away from escape routes. Display boards may be used on escape routes as long as they are no bigger than 1m<sup>2</sup> or have been enclosed in a sealed display case.

## **10. Fire Precautions and Maintenance**

The Nominated Person is responsible for ensuring their site maintains records of the routine fire safety checks and fire risk assessments in the fire safety log book. This log is required to be accessible at all times for inspection or checks by the local enforcing authorities.

## **11. Fire Detection and Alarm Equipment**

The provision of adequate means of detecting a fire and raising the alarm are of vital importance in offices. Early detection permits time for orderly evacuation and allows time for fire to be tackled at an earlier stage, therefore reducing the risk to life and the damage caused.

Buildings will have a means for warning persons within the building of a fire. This is done by a combination of automatic smoke and heat detectors and manual break-glass call points.

### **11.1 Testing and Maintenance**

The Designated Person will ensure competent persons have been appointed to conduct all aspects of the testing and maintenance as follows:

Requirement	Responsibility	Remarks
Daily check of Fire Panel – power supply in place and no fault lights showing.	Building nominated competent person	Any faults should be logged in Fire Safety Log Book and reported to the approved specialist fire alarm engineer for action.
Weekly check – manual call point activated (using a different call point for each successive test). Manual call points may be numbered to ensure they are sequentially tested	Building nominated competent person	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be reported immediately.
Six – monthly servicing and preventive maintenance of fire alarm	Approved specialist fire alarm engineer	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied immediately.

## 12. Fire Fighting Equipment

In offices the emphasis must be towards the safety of staff and visitors rather than fighting the fire; extinguishers should primarily be used to protect life and facilitate safe escape. They should only be used, by trained staff, if they can be used safely and without risk of trapping the user.

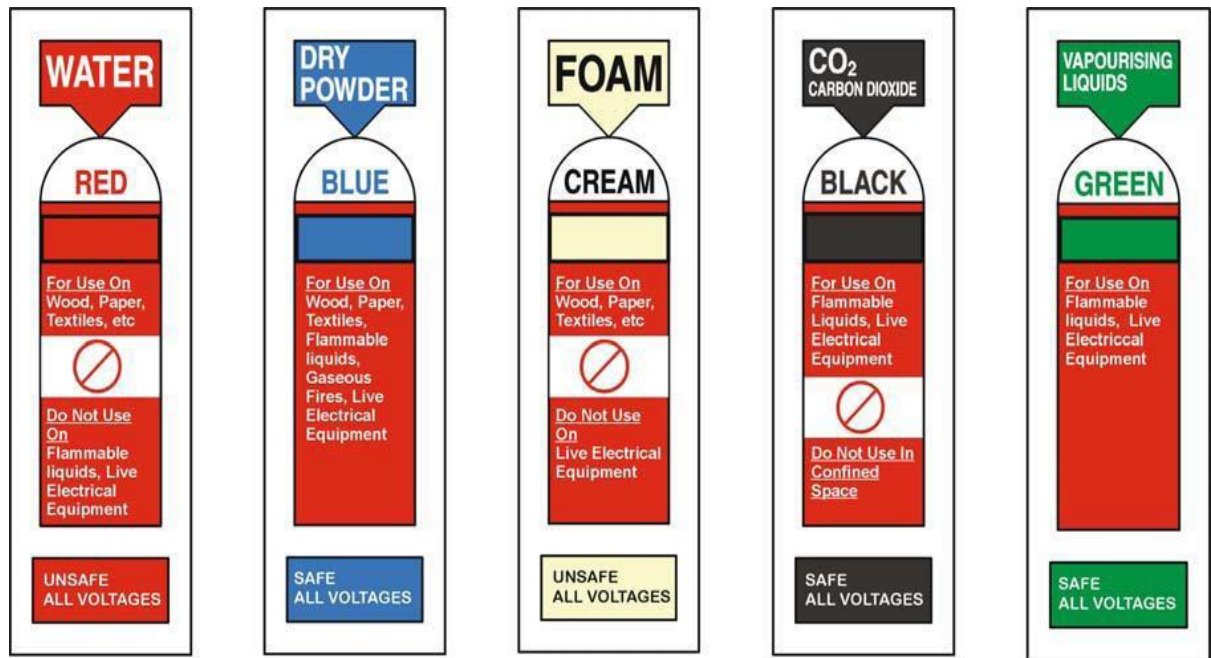
Fire extinguishers should normally be located in conspicuous positions on escape routes, preferably next to exit doors, and should not become a trip hazard. Wherever possible, fire-fighting equipment should be grouped to form fire points. These must be clearly visible and conspicuously indicated so that fire points can be readily identified.

The ICB, by liaising with the Landlord, will ensure a competent servicing contractor is appointed to undertake the annual fire extinguisher servicing and maintenance and the records for this are to be held on site in the fire safety log book.

The Nominated Person is to nominate a competent person to have a monitoring role to ensure that the annual servicing of fire fighting equipment is taking place as required and to report any defective units identified during the monthly inspections to the contractor for repair or replacement. All defects are to be recorded in the fire safety log book with action taken to rectify defect.

### 12.1 Colour Coding of Extinguishers

BS EN 3 is the new (1997) standard for portable fire extinguishers. All new extinguisher bodies must be red, and subject to national regulations, an area up to five per cent of the body may be colour coded to assist identification of the extinguishing material it contains. Graphic symbols are to be used on the extinguisher body to assist identification of the type of fire it can be used on.



## 12.2 Testing and Maintenance

The following checks are required to be carried out by a nominated person on all fire-fighting equipment. All records of checks are to be recorded in the Fire Safety Log Book and any faults / damage reported to the fire fighting equipment contractor for remedial action.

### Weekly

- All fire extinguishers are in their correct place.
- All fire extinguishers are clearly visible.
- No visible damage i.e. safety pins have not been tampered with.

### Monthly

- The pressure in 'stored pressure' fire extinguishers is correct

### Annual

- Service by a nominated competent contractor and replacement of safety pins (colour coded.)

In addition discharge testing must be done by the competent contractor at least every 5 years.

## 12.3 Fire Blankets

Fire blankets should comply with the 'light duty standard' as defined in BS 6575 and are useful for small discrete fires such as those in kitchens, and for putting out fires on



people's clothing in these areas.

### **13. Emergency Lighting**

Escape lighting is that part of the emergency lighting which is provided to ensure the escape routes are illuminated at all material times. (Emergency lighting is that provided for use when the power supply to the normal lighting fails).

The escape lighting should cover the corridors, stairways, large day rooms (those indicated for more than nine service users and which have a floor space exceeding 25m<sup>2</sup>), other large rooms and any external routes to a place of safety.

### **14. Testing and Maintenance**

The following tests are required and must be recorded in the fire log book:

#### **Monthly**

- Short functional test in accordance with BS EN 50172:2004/ BS 5266-8:2004.

#### **Annually**

- A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out by a nominated competent contractor. The emergency lights must still be working at the end of this test. The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible.

### **15. Internal Smoke/Fire Doors**

Where practicable it is good practice for all doors in the escape route to open in the direction of escape. This is particularly important for doors in high-risk areas, where the doors are at the base of stairs or where more than 50 persons are expected to evacuate.

All such doors must be able to be opened from the direction of travel without the use of a key or pass card (where security systems are in place, provision must be made for linking to the fire alarms to override locks when alarms are activated).

Smoke/Fire doors must be self-closing, fitted with intumescent strips and cold smoke seals and conform to BS 478 pt. 22 (fire resistance standard for fire door sets). Fire resistant doors fitted to cupboards and service risers that open onto escape routes must be kept locked, be fitted with intumescent strips and cold smoke seals.

## **16. External Final Exit Doors**

These are doors designed to be part of the means of escape for use to reach an external place of safety. They must meet the following criteria:

- Open in the direction of travel
- Be free from obstruction or trip hazard. Where steps or slopes are in place these must be minimised and if necessary highlighted.
- Doors that are also used for normal access and egress must be capable of being opened / unlocked or released by a single turn handle or device like a thumb turn
- Doors that are used only for emergency evacuation must be capable of being opened with a single action device such as a push bar or pad.

## **17. Fire Notices and Signs**

Signs must be used, where necessary, to help people identify escape routes and fire-fighting equipment. For a sign to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4 and BS 5499-5 it must be in pictogram form. The pictogram can be supplemented by text if it is considered necessary to make the sign more easily understood, but you must not have a safety sign that uses only text.

The ICB will ensure that there are sufficient appropriate fire notices and signs within their premises. The purpose of fire notices is to give concise instructions of the actions to be taken on discovering a fire and hearing the alarm.

The purpose of fire signs is to direct people towards fire exits, or to provide specific information or warning about particular equipment, doors, rooms or procedures. They should be recognisable, readable and informative, as they convey essential information to regular and infrequent users of the premises and the fire and rescue service.

## Appendix B - Personal Emergency Evacuation Plan (PEEP)

*To be completed by the Line Manager. (If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).*

PERSONAL EMERGENCY EVACUATION PLAN			
<b>Name</b>			
<b>Department</b>			
<b>Building</b>			
<b>Room Number and Floor</b>			
<b>Contact Number</b>			
AWARENESS OF PROCEDURE			
<i>(Insert Name)</i> is informed of a fire evacuation by: (please tick ✓ relevant box)			
<b>Existing alarm system;</b>		<b>Visual alarm system;</b>	
<b>Pager device;</b>		<b>Other (please specify);</b>	
DESIGNATED ASSISTANCE			
The following has been designated to give _____ assistance to get out of the building safely in the event of an emergency			
<b>Name:</b>			
<b>Contact details:</b>			
<b>Name:</b>			
<b>Contact details:</b>			
METHODS OF ASSISTANCE			
EQUIPMENT PROVIDED			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
MONITOR and REVIEW			
<b>Signed Manager</b>		<b>Date</b>	
<b>Signed Individual</b>		<b>Date</b>	

## Personal Emergency Evacuation Plan (Example)

**To be completed by the Line Manager.** (If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).

PERSONAL EMERGENCY EVACUATION PLAN			
Name	<i>John Peterson</i>		
Department	<i>Admin Assistant</i>		
Building	<i>Lancashire Area Office</i>		
Room Number and Floor	<i>3<sup>rd</sup> Floor Rm 25</i>		
Contact Number	<i>Ext 5054</i>		
AWARENESS OF PROCEDURE			
<i>John</i> is informed of a fire evacuation by: (please tick ✓ relevant box)			
Existing alarm system;	<input checked="" type="checkbox"/>	Visual alarm system;	
Pager device;		Other (please specify);	
DESIGNATED ASSISTANCE			
The following has been designated to give <i>John</i> assistance to get out of the building safely in the event of an emergency			
Name:	<i>Eric Smith</i>		
Contact details:	<i>Admin Assistance Rm 21 ext.; 5050</i>		
Name:	<i>Archie Jones</i>		
Contact details:	<i>Team Leader Rm 27 ext.; 5052</i>		
METHODS OF ASSISTANCE			
<i>Eric or Archie will act as John's 'Buddy' and accompany John down the stairs.</i>			
EQUIPMENT PROVIDED			
<i>Powerful Hand Torch</i>			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
1	<i>On hearing the alarm John will proceed to the fire exit.</i>		
2	<i>John will wait at the refuge point until everyone passes and the stairs are clear, then walk down the stairs assisted by his 'Buddy' using the torch if necessary.</i>		
3	<i>The Fire Warden will inform the Fire Liaison Officer that John and his 'Buddy' are proceeding down the stairs slowly</i>		
4	<i>The staircase is protected and provides John with at least 30 minutes protection to descend the stairs and reach a place of safety.</i>		
MONITOR and REVIEW			
<i>This procedure will be rehearsed during fire drills and will be reviewed annually.</i>			
Signed Manager	<i>S Jones</i>	Date	<i>01 July 13</i>
Signed Individual	<i>J Peterson</i>	Date	<i>02 July 13</i>

### Personal Emergency Evacuation Plan (PEEP) MATRIX

Options		Mobility Impaired People (a)				Sensory Impaired People		Cognitive Disabilities (f)			
Options	Types of Escape	Electric Wheelchair (b,c)	Wheel chair user(b)	Mobility Impaired person	Asthma/breathing problems	Visually impaired person(d)	Hearing impaired person(e)	Dyslexic orientation disorders	Learning difficulty autism	Mental health problems	Dexterity problems
1	Meet assistances at refuge		√	√		√					
2	Meet assistance at the workstation	√	√	√	√	√	√	√	√	√	√
3	Where suitable fire evacuation lifts exists these may be used	√	√	√	√						√
4	Make own way downstairs slowly	√	√	√	√						
5	Move downstairs on bottom after main flow	√	√	√	√				√		
6	Use evacuation chair or similar	√	√	√	√						
7	Travel down in own chair with support		√								
8	Can get downstairs using handrails	√	√	√	√	√			√		
9	Needs assistance to walk downstairs 1 person (Buddy system).	√	√	√	√	√			√	√	√
10	Needs assistance to walk downstairs 2 person (Buddy system).	√	√	√	√	√					
11	Horizontal evacuation	√	√								
12	Cannot transfer readily	√	√								
13	Needs colour										

	contrast on stairways					√					
14	Needs step edge markings			√		√	√	√		√	
15	Needs showing escapes routes				√	√	√	√	√		
16	Needs assistance for person and dog					√					
17	Needs door opening (Buddy system)										√
18	Needs orientation information					√	√	√	√	√	
19	Needs tactile map of building					√					
20	Large print information					√		√	√		
21	Needs taped information					√		√	√	√	
22	Needs information in Braille					√					
23	Buddy system					√	√	√			
24	Provision of alternative alarm	√	√	√		√	√				
25	Provision of flashing beacons						√				
26	Additional checks by fire wardens						√	√	√	√	
27	Identification of escape route by reception / security	√	√	√	√	√	√	√	√	√	√

### Notes on disabilities

- a. There is a vast range of people who fit into this category. Issues relating to this group of people may also be relevant for people who have heart disease, asthma or heart conditions.
- b. This group of people is considered most at risk in terms of escape. However, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape. It is essential that the disabled person is asked the relevant questions tactfully and in a way that produces the best escape plan.
- c. Electrically powered wheel chair users may have less mobility than people who use manual chairs. It is wise to allow the escape of all other groups of disabled people in the building to ensure that is sufficient staff to assist this group.
- d. People who are visually impaired are helped to escape by the provision of good signage and other orientation clues. It should be noted that most visually impaired people have some sight and that they will be able to use this during the escape in order to make their own way out of the building. The provision of a high powered torch may be useful. If the "Buddy System" is used" it is recommended that the vision impaired person grasps their "Buddy's" elbow as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps.
- e. Hearing impaired and deaf people need to know that there is an escape in progress.
- f. People with cognitive disabilities often problems comprehending what is happening in escape conditions, or may not have the perceptions of risk as non-disabled people. Provision of good orientation facilities and measures within the building is essential. There may be reluctance by some to take an unknown route from the building. Some people with cognitive disabilities may fall into the group of unknown disabilities, such as dyslexia, dyspraxia and autism. These people may not be aware of the problem. The PEEP system should be used to give them the opportunity to understand the possible need for choice and direction change during an escape.

## **DEFINITIONS**

### **Protected escape route**

A protected escape route may consist of a corridor or stair enclosure which, once entered, will lead directly to a place of safety via an emergency exit.

The escape route is separated from the rest of a building by fire-resisting construction, providing a minimum fire resistance of 60 minutes. Access to the escape routes is by 'Fire Doors' which provide a minimum fire resistance of 30 minutes. These doors are fitted with self-closing devices capable of closing the doors from all angles of swing.

Once inside a protected escape route, you are deemed to be in a place of safety.

In order to maintain a satisfactory standard:

- No combustible material should be stored or sighted within protected stair enclosure. (Open notice boards, paper/cardboard stored below stairs etc.)
- Stairways and corridors to be kept free from obstruction. (No siting of equipment within these areas)
- A programme of inspection to ensure that all fire doors function properly and that any defects are immediately identified and repaired

### **Refuges**

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance.

The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people who have been designated to provide assistance. This could be by fixed telephone at the refuge point, mobile phone, or two way radio link.

It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

### **Evacuation chairs (EVAC chairs)**

Evacuation chairs are specially designed chairs for the evacuation of a person down a stair enclosure in a controlled and safe manner.

Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc.

They must only be operated by person(s) trained in their use.

### **Buddy System**

The 'Buddy System' is a procedure whereby a friend, colleague or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation.

Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.

In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.



## **Appendix C - Fire Warden Procedure: Normal Office Hours**

Where required by the landlord, the ICB will ensure there are appropriately trained Fire Wardens to provide adequate cover for each site during normal office hours.

If 999 is dialled the fire brigade will not respond unless they receive a positive confirmation of fire.

A fire alarm may be triggered from any part of buildings. Full evacuation **MUST** take place whenever the fire alarm is sounded.

### **In the Event of Activation of the Fire Alarm the Fire Wardens Shall:**

1. Don the high visibility jackets
2. Move towards the nearest exit sweeping each room and closing all windows and doors as you pass.
3. Once at the muster point, cohort all ICB staff and visitors together:
  - Ascertain as far as possible that all ICB staff and visitors are accounted for
  - Ascertain whether any personnel have either smelled smoke / seen flames
  - Liaise with the site Fire Marshal and
    - confirm that the area of the building you have swept is clear
    - Confirm if any flames or smoke have been identified
    - provide details(names/locations) of any personnel that are thought to be missing
4. Assist the Fire Marshal by ensuring nobody re-enters the building, this may involve positioning wardens outside final exit doors.
5. If the presence of fire or smoke is confirmed assist the Fire Marshal in calling 999 and asking for the fire brigade and await their arrival and assist as requested. (confirm to ICB Senior Managers that the Fire Brigade has been called).
6. If Fire Brigade HAS NOT been called - Once the fire marshal has completed the required checks and has determined NO confirmation of fire or smoke and; the fire panel has been reset (NB wait approx. 2 mins to ensure the panel is reset) - staff may then be allowed back into the building.

## Appendix D – Equality Impact Assessment

# Equality, Health Inequality Impact and Risk Assessment

Office Workplace Safety Procedure

Lancashire and South Cumbria HC Partnership

### Current Status

Stage 1 Approved

### Review Date

24/08/2023

### Person Responsible

Debra Atkinson

### Service

Corporate

### Service Area

Corporate Governance

### Project Lead

Name:

McMillan, Danielle

Email:


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Phone:

### Explanation

The purpose of this procedure is to ensure all office and workplace environments within the ICBs operations are both managed and used in a manner that is conducive to the safety of all employees and other parties who may have cause to work in the offices, for whatever reason. This procedure has been developed to support the ICBs Health and Safety Policy with the aim to introduce guidance to managers and employees involved in office and workplace activities on how their legal and moral duty may be discharged.

### Supplementary Files

 **Item 6.3 - LSCICB\_Est06\_Office Workplace Safety Procedure\_v2 (draft) (1).pdf** (367310 bytes) - *Attached below*