

CAERPHILLY COUNTY BOROUGH COUNCIL

Draft FIRE SAFETY CORPORATE MANAGEMENT ARRANGEMENTS

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Issue 3



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This publication is available in Welsh, other languages or formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor, and Officer in Charge or anyone who has a responsibility for employees through their work.

1.0 GENERAL FIRE SAFETY

There are minimum standards to be adhered to in all aspects of fire safety to ensure a safe workplace is maintained. Many of these issues will be addressed in the fire risk assessment and include:

1.1 Fire detection and fire warning:

- 1.1.1 An effective means of fire detection is essential for warning people of an outbreak of fire quickly enough so that they can escape to a safe place.
- 1.1.2 The size and complexity of the warning and detection system will depend on the workplace and can range from a visual detection and a shout of "FIRE" to an automatic fire detection system consisting of smoke and/or heat detectors and an automatic fire alarm. The type of system required will be based on the risk within the workplace.
- 1.1.3 Employees in that area and any visitors, contractors etc. must be made aware of the arrangements and know what signal they are to listen for.
- 1.1.4 Where an alarm warning is in place this must be tested weekly to ensure that it is working correctly and recorded in the log book (see 1.4 below and Guidance sheet GS050 Maintenance Test Frequencies and Log Book).

1.2 Means of Escape:

- 1.2.1 Suitable means of escape must be provided to ensure the safe evacuation of staff and others (e.g. visitors, contractors) in case of a fire. Routes must be communicated to staff (and others) via appropriate training and the placing of appropriate signage.
- 1.2.2 The number, position and route of fire escape routes will depend on the size and use of the building. This will probably be specified when the building is constructed and a fire risk assessment will determine adequacy.
- 1.2.3 Fire escape routes must never be used to store anything and routes/doors must always be kept clear. Fire resisting doors must not be wedged open.

1.3 Means of fighting fire:

- 1.3.1 A suitable number and type of fire extinguishers and/or other means of fighting fire (e.g. sprinkler systems, fire blankets) must be provided



- 1.3.2 The number, type and location of this equipment will be determined by the fire risk assessment. Training on the use of this equipment must be provided according to local arrangements.

1.4 Maintenance and Testing:

- 1.4.1 Maintenance and testing is necessary for a variety of fire safety equipment including:

- Fire detection systems (e.g. weekly bell tests)
- Fire fighting equipment (e.g. annual fire extinguisher checks)
- Equipment to aid evacuation (e.g. emergency light tests)

- 1.4.2 Legislation or guidance usually specifies frequency of maintenance and testing, and this will usually be detailed in the fire risk assessment for the premises. Records of these tests must be kept in the logbook for each building. See Guidance Sheet GS050 – Fire Safety: Maintenance Test Frequencies and Log Book for further details.

1.5 Fire Procedures and Training:

- 1.5.1 Procedures are required to ensure that everyone knows what to do in the event of a fire. Training and monitoring is required to ensure that these procedures are followed.
- 1.5.2 Appropriate training must be provided for all staff. This will include basic fire awareness training but may also include specific training such as Fire Extinguisher Use or Fire Marshall Training.
- 1.5.3 Fire Training must be provided when staff commence employment and then periodically depending on the risks. Further information is given in IS 015 Fire Training. All fire training carried out must be recorded in forms I & J (GS050 Maintenance Test Frequency and Logbook)
- 1.5.4 A properly considered procedure should be formulated for each building rather than attempting to use a standard fire procedure in all buildings. It is however important that general principles and similar procedures are used so people who move between buildings can identify with the arrangements (see Appendix 1 below for a generic procedure which can be used as a basis for premises specific information).
- 1.5.5 Fire drills must be held at least once per year, or more often in high risk premises, as determined by the fire risk assessment, and must include a de-brief and feedback to ensure any areas for improvement are identified and actioned (see Appendix 3 below for a generic fire drill checklist and debrief).



1.5.6 Fire Action notices (appendix 5) must be provided to give staff and others information on what to do in case of a fire/fire alarm.

1.6 Storage of flammable liquids:

1.6.1 If flammable substances are stored on the premises it is essential that they are stored correctly in appropriate quantities, containers and in suitably protected areas as defined in the COSHH (SYPOL) assessment. See Corporate Policy on the Control of Substances Hazardous to Health for further detail on the safe use and storage of hazardous substances.

1.7 Smoking:

1.7.1 Smoking is not permitted on any Authority site (including grounds). The sole exception is residents smoking lounges in residential care homes where smoking is permitted for residents.
Please see the Corporate No Smoking Policy for further information.

1.8 Potential for arson:

1.8.1 Consideration must be given to the potential for/likelihood of arson. Please see the Corporate Management Arrangement for the Prevention of Arson for further information.

1.9 Work processes involving heat:

1.9.1 Activities such as welding, soldering that generate heat must be very carefully controlled and only undertaken through a permit to work system. Please see Guidance Sheet GS035 Hot Work Permit for further information.

1.10 Housekeeping and waste disposal:

1.10.1 Good housekeeping is one of the most important factors in minimising the risk of fire and is the responsibility of every individual within the workplace. Work areas must be kept clear, waste must be disposed of frequently, paper and other combustible materials must be stored neatly and appropriately

1.10.2 Escape routes must never be used as storage areas.

1.11 Management of Contractors:

1.11.1 It is the responsibility of anyone managing a contract to ensure that contractors understand their obligations and do not compromise fire safety arrangements in any way. Site evacuation procedures must be communicated to contractors.



1.11.2 Further information on the management of contractors can be found in the Corporate Policy on the Selection, Management and Monitoring of Contractors and associated Corporate Management Arrangements.

2.0 FIRE-RELATED ACCIDENTS & INCIDENTS

2.1 All managers must notify Health and Safety immediately in the event of an incident and must investigate and report all fire related accidents and incidents in line with the Authority's policy on Accident and Incident Reporting and Investigation.

3.0 FIRE RISK ASSESSMENT

3.1 Fire risk assessments are required for all buildings owned by, leased by, under the control of or occupied by the Authority to ensure the risk of fire is managed.

3.2 As soon as practicable after the assessment is made or reviewed the risk assessor must record the significant findings of the assessment if

- Five or more people are employed at the premises (whether or not they are employed by the Authority) or
- There is a significant risk of fire at the specific premises e.g. kiosks serving cooked food

3.3 The fire risk assessment must include details of any group of persons identified by the assessment as being especially at risk and details of all risk control measures that have been or will be taken by the building manager.

3.4 Fire risk assessments will be carried out on behalf of the Building Manager by a competent person (a person with appropriate knowledge, skills, experience and qualifications, be they an Authority employee or a contractor)

3.5 These risk assessments will consider all employees and all other people who may be affected by a fire in the building.

3.6 The fire risk assessment process considers many aspects of fire safety within the building including:

- Potential sources of ignition and how they can be reduced or managed
- Minimising the potential fuel for a fire
- Building construction, materials used and the potential rate of fire spread
- Reducing sources of oxygen where possible
- Fire detection and fire warning
- Means of escape
- Means of fighting fire
- Maintenance and testing of alarms, emergency lighting systems and fire fighting equipment



- Fire Procedures and training
- Providing evacuation arrangements for disabled or vulnerable people
- Storage and use of flammable substances
- Smoking
- Security arrangements and the potential for arson
- Work processes involving heat
- Housekeeping and rubbish waste disposal

- 3.8 Once a fire risk assessment has been completed and recorded it will be passed to the building manager or nominated responsible person. An action plan is contained within the fire risk assessment. The significant findings highlighted in the action plan should be addressed by the Building Manager as soon as reasonably practical. The plan will specify the action necessary, and a recommended timescale in which the action should be completed. This plan must be reviewed on a regular basis to ensure that the findings identified are actioned and a person nominated to update the plan electronically on RAMIS.
- 3.7 Fire risk assessments must be reviewed annually by the Building Manager using the fire risk assessment annual review checklist (GS052). If this reveals any issues they should contact their Directorate Health and Safety Officers for advice.
- 3.8 Fire risk assessments will be reviewed by Health and Safety Officers/appointed contractors periodically, based on risk, or in the event of any significant changes either within the building or with respect to the fire precautions. Building Managers must ensure that they inform their Directorate Health and Safety Officers of any work/changes that will significantly affect the fabric or use of the building so that the fire risk assessment can be reviewed.

4.0 EVACUATIONS

- 4.1 If a fire is discovered, the alarm must be raised immediately by an appropriate method, usually breaking the nearest break glass manual call point. **All employees must take this action if they believe there is a fire; no authority needs to be sought from any other person.**
- 4.2 Immediate evacuation of the building must take place as soon as the evacuation signal is given. (Employees will be familiar with the procedure through the staging of regular fire evacuation drills).
- 4.3 Appointed Fire Marshals/Wardens will direct employees and others from the premises and sweep their appointed areas. Employees must follow the directions of the Fire Marshals/Wardens.
- 4.4 All occupants, on evacuation, should report to the predetermined assembly point, which will be displayed on fire action notices.



- 4.5 Re-entry of the building is strictly prohibited until the fire brigade officer in charge, or the fire warden in charge case of fire drills (or false alarms where the reason is known and the fire brigade have not been called) declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.
- 4.6 Specific procedures will be required for or persons with disabilities. Personal emergency evacuation plans must be developed in these cases see Guidance Sheet GS047 Emergency Evacuation Plans and PEEPS.

5.0 CORRESPONDENCE FROM THE ENFORCING AUTHORITIES

- 5.1 Any advice letters or enforcement notices from the Fire and Rescue Service or any other enforcing authority should be dealt with in accordance with Guidance Sheet GS051 Dealing with letters and enforcement notices from the Fire Authority.

6.0 SUPPORTING DOCUMENTS

6.1 CCBC Documentation:

- 6.1.1 Fire Safety Policy
- 6.1.2 Arson Prevention Corporate Management Arrangements
- 6.1.3 Guidance – Fire: Emergency Evacuation Plans and PEEPS GS047
- 6.1.4 Guidance – Fire: Maintenance Test Frequencies and Log Book GS050
- 6.1.5 Guidance – Fire: Procedure for Dealing with Letters and Enforcement Notices from the Fire Authority GS051
- 6.1.6 Guidance – Arson Advice for Educational Premises GS053
- 6.1.7 Guidance – Fire Risk Assessment Review Checklist GS052
- 6.1.8 Contractor Selection, Management and Monitoring Policy and Corporate Management Arrangements
- 6.1.9 Health and Safety Risk Assessment Policy and Corporate Management Arrangements
- 6.1.10 COSHH Policy and Corporate Management Arrangements
- 6.1.11 Accident and Incident Reporting and Investigation Policy and Corporate Management Arrangements
- 6.1.12 Corporate No Smoking Policy



6.2 External Guidance:

6.2.1 H.M Government Fire Safety Guides:

- [A Short Guide to Making your Premises Safe from Fire](#)
- [Offices and Shops](#)
- [Residential Care Premises](#)
- [Sleeping Accommodation](#)
- [Educational Premises](#)
- [Means of Escape for Disabled People](#)

All above documents and others can be downloaded at:
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

APPENDIX 1

Example Fire Procedure for Caerphilly County Borough Council Premises

The following guidance consists of a general procedure for three specific groups:

- Persons who discover a fire.
- Persons who hear the fire alarm but who have no specific duties in the event of fire.
- Persons who have special duties to perform when a warning of fire is given e.g. fire marshals.

1.0 Persons who discover a fire:

- 1.1 **Activate** the nearest and/or **safest** fire alarm on discovery of any fire, however small.
- 1.2 Immediately leave the building by the nearest fire exit. Do not return to your office to collect any belongings, that area may well have been cleared before you return, and nobody will know you are there if your exit is blocked.
- 1.3 Report any suspicions/knowledge of fire to the nominated persons (e.g. fire marshal) as soon as it is safe to do so.

2.0 On hearing the fire alarm:

- 2.1 Leave the building by the **nearest** fire exit.
- 2.2 Assemble at the evacuation point.
- 2.3 Do not return to your own base before leaving the building. The area may well have been cleared by the time you return and nobody will know that you are there if your exit is blocked.
- 2.4 Do not try to conclude telephone calls or meetings.
- 2.5 Do not stop to look for possessions.

3.0 Persons who have special duties (Fire Marshalls)

- 3.1 Check that all areas specifically allocated to you are clear of personnel if safe.
- 3.2 Check areas further from the fire exit first and work towards the exit closing doors when you are satisfied the area is clear.
- 3.3 Leave the building by the nearest available exit and report to the nominated person (e.g. senior fire marshal) that your area is clear. (This may involve taking a roll call).



- 3.4 Do not re-enter the building until authorised to do so.
 - 3.5 A responsible, nominated person will verify that all areas are clear and will liaise with the Fire Service to ensure the building is safe for staff to return.
- NB: Suitable training and instruction is required in all aspects of the procedure, especially with regard to those who have special duties.



Appendix 2

Example Fire Safety Checklist

FIRE CHECKLIST

In the event of fire:

1. Raise the alarm

2. Call the Fire Brigade
(Using an exchange telephone even if the premises is fitted with an auto-dial facility)

3. Evacuate the fire area

4. Brief the Fire Brigade



Appendix 3 - Fire Drill Checklist and De-brief

FIRE DRILL - CHECKLIST

1. Ensure key members of staff are informed of the impending fire drill.
2. If the fire alarm system is automatically connected ensure the Fire Brigade is informed immediately prior to the fire drill.
Tel:
3. Block off one exit route (Simulate a fire situation).
4. Inform one member of staff that they are to initiate the drill (have a fire alarm test key available).
5. Observe the fire drill.
6. On completion of the drill reset the fire alarm system.
7. If necessary inform the Fire Brigade that the drill is concluded.
8. Carry out a debriefing.



FIRE DRILL – DEBRIEFING CHECKLIST

1. Ensure all members of staff / pupils rendezvoused at the fire assembly point.
2. Ensure the fire zone involved was identified.
3. Ensure staff members carried out their nominated duties, e.g. checking toilet facilities, closing all doors etc.
4. Ensure that full evacuation was undertaken.
5. Where appropriate ensure that roll calls were taken.
6. Ensure that any deficiencies noted were passed on to the senior fire warden and/or other key members of staff.
7. Ensure all staff members are aware of the contents of the emergency plan, and know where the emergency holding area is in the event of inclement weather conditions.
8. Ensure staff members know the action to take for vulnerable persons' comfort (for example, supplies of blankets during inclement weather conditions etc).
9. Discuss what information should be passed to the Fire Brigade
10. Discuss fire fighting equipment and techniques.
11. Discuss what went right; what went wrong, can we improve? (The input of nominated observers will be invaluable in this respect).

Appendix 4 – Generic Emergency Evacuation Plan/Fire Action Notice



Fire Action

If you discover a fire



Operate the nearest call point



Leave the building by the nearest exit



Report to your assembly point at



Do not stop to collect personal belongings

