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| School / Department | National Autistic Society NAS Academies Trust |
| Policy Name | **NASAT: Fire Safety Policy** |
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## Scope

This policy describes the general NASAT arrangements for reducing the risk of fire at all of the premises under its control. It deals with situations where others also have a fire safety responsibility, e.g. tenanted or shared buildings. It must be applied across all UK countries and all types of establishment. These are corporate arrangements that must always be supplemented by local fire risk assessment to ensure that all relevant fire risks are adequately controlled.

## Policy Summary

This policy is based on the guidance provided by HM Government series "Fire Safety Risk Assessment", and best practice. It therefore meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 applicable in England and Wales. Compliance with this policy will also meet the requirements of Scottish and Northern Irish law.

Principals are required to control premises so that standard precautionary measures (see Corporate Arrangements below) are implemented and suitable and sufficient fire risk assessments are carried out. The Fire Risk Assessment form (Appendix 1) should be used to supplement the Corporate Arrangements.

This policy recognises the way that some people we support might behave in the event of a fire and emphasises the responsibility that all those working for the NASAT have for their own safety and that of others.

## Responsibilities

The general responsibilities shown in policy NASAT 012 apply, e.g. the responsibility for Principal to monitor the arrangements, and the Principal to ensure that suitable fire precautionary arrangements are in place, and working.

The person in control of the premises is regarded as the "responsible person", this will be the Principal.

The responsible person must:

- Either carry out preventive and protective measures themselves or appoint someone to do this on their behalf. Whilst responsibility for preventative or protective measures can be

delegated, the accountability cannot. This person must be competent and should normally have received suitable training, e.g. the Fire Risk Assessment training.

- So far as possible, ensure that all those who could be affected by the risks shown in the fire risk assessment are aware of the risks and the measures that have been put in place to control the risks.

- Consult the Safety Action Group (SAG) meetings about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire safety.

- Inform non employees (and their employers), such as agency staff, of the relevant risks to them and how the risks are to be controlled.

- Establish a suitable means of contacting the emergency services and providing them with information about any dangerous substances.

- Provide appropriate information, instruction and training to employees, during their normal working hours, about the fire precautions and the action they should take in the event of a fire, at induction and at least at three-yearly intervals. This training is in addition to the regular fire drills.

- Ensure that the following are properly maintained:

    - Fire fighting equipment,
    - Fire alarm systems, detectors and smoke alarms,
    - Emergency routes, lighting and exits.

Employees must co-operate with the responsible person to ensure that the workplace is safe from fire and its effects, and must not do anything to place themselves or other people at risk.

**Corporate Arrangements**

At each NASAT location the responsible person must ensure that the following measures are in place, that they will work and that a record showing that the arrangements are monitored effectively is maintained:

- Action to take in the event of a fire
- Standard precautionary fire safety checks
- Training

These are in addition to the risk assessment process shown later in this policy document.

***Action in the Event of a Fire***

The action to take in the event of fire is to be documented, and where appropriate posted so that staff, visitors, and the people we support know what to do in an emergency

The action to be taken by trained staff must always include:

- Raising of the alarm
- Calling the Fire Brigade
- What to do upon hearing the fire alarm
- Evacuation to a place of safety
- The particular actions identified by the fire risk assessment

The information given to trained staff must be sufficiently detailed to ensure that it is clear who must do what and when. It must be clear who has responsibility for actions such as checking the fire panel, calling the fire brigade, collecting the in/out information, collecting the disaster recovery plan, doing a sweep of the building, etc. Consideration must also be given with regard to who completes these actions when regular staff are absent.

Visitors, and new recruits in the early stages of their induction, must be told what they should do in the event of a fire. These instructions should be straightforward and easily understood. Due regard must be taken to those who are expected to read and understand the notice. For example, at some locations it may be necessary to use Makaton, or other appropriate symbolic language. A member of the trained staff should always be available to give assistance to those who are unfamiliar with the procedures or the building layout.

***Precautionary Checks***

The precautionary checks described below must be completed and recorded using the documentation found in Appendix 2a, 2b and 2c of this policy.

**Escape Routes**

- All exits must be checked weekly to ensure that they can opened immediately and easily,
- All emergency fastening devices to fire exits (push bars, etc) must be checked every week to ensure that they work correctly,
- All fire doors and escape routes (internal and external) must be checked each week to make sure that they are clear of obstructions, and a monthly check of any external escape stairs must be made to ensure that they are safe,
- All electronic release mechanisms on escape doors must be checked every week to ensure that they work correctly and that they fail safe in the open position.
- Fire door seals and self-closing devices must be checked every month to ensure that they are serviceable,
- Where roller shutters have been provided for fire compartmentation then a monthly check must be made to confirm that they work correctly,
- An annual check must be made to ensure that all self-closing fire doors fit correctly,
- Every year the escape route compartmentation must be checked to ensure that it is in good repair. Advice on this and other building related requirements can be sought from the National Maintenance Manager, or the SQE Team.

**Fire Alarm Systems and Emergency Lighting (where installed)**

- The fire alarm must be tested from a different call point each week (call point number to be recorded). A check is to be made that fire panel(s) show the correct location. A six monthly check must also be made by a competent contractor, which must include a check of all smoke and heat detectors.
- The alarm system must be checked to ensure that it worked correctly when undergoing the weekly test.
- A check must be made that staff and other people can hear the alarm when it is tested.
- Doors that close automatically must be checked during the weekly alarm test to ensure that they close and latch fully into their frames (including those fitted with Dorgards, or similar ‘hold open’ devices).
- Voice alarm systems, where installed, must be checked to ensure that they work correctly and that the message is clear and understandable.
- If the fire alarm system becomes inoperative the Principal will need to take account of the difficulties this presents in terms of a fire being detected at an early stage and also in terms of alerting people to evacuate the building ( See appendix 2)
- Emergency lights and exit signs must be checked every week to ensure that they are in good condition, working correctly, and that charging indicators (if fitted) are visible. They must be tested every month to ensure that they function correctly, and every year, by a competent person, to ensure that they operate for their full rated duration.
- Emergency generators, where installed, must be run on full load for at least one hour each month, and maintained according the manufacturers schedule by a competent engineer.

## Fire Fighting Equipment

- All fire extinguishers and blankets must be checked quarterly to ensure that they are in the correct location, that they are in good condition, and that the equipment appears to be serviceable. A record of this check should be made and kept with other fire safety documents
- All fire fighting equipment must be checked each year by a competent contractor.

### *Fire Safety Training*

All staff and volunteers must be trained so that they can act safely in the event of a fire. During induction training staff and volunteers must receive training in fire safety and the action they should take in the event of a fire. This training will be generic in nature and in addition site specific and role specific training and information must be provided (see *Action in the Event of a Fire*, above). Formal training that is site specific must be refreshed, at least, at three-yearly intervals. This training must be reinforced with fire drills at the normal place of work. Informal training or coaching as part of staff development e.g. discussions with staff about not wedging fire resisting doors open, or advice on how to deal with an individual who is resistant to requests to evacuate should be recorded as fire safety training as this demonstrates ongoing training and updates for staff.

### *Fire Drills*

Fire drills form an important part of training. The responsible person must ensure there are at least two planned practices each year. In residential services in addition to the two (or more) planned practices there must be at least one carefully planned practice for night staff which should take place in the early morning.

All fire drills must be recorded showing the date and time of the drill, the time taken to evacuate the building, who was involved and identify any problems or delays. These records must be monitored and used to update the fire risk assessment, Personal Emergency Evacuation Plans (PEEPs) and the local plan of action in the event that the alarm sounds.

Following a drill, lessons learnt must be shared with all staff at that location. All staff must be involved in at least one planned practice per year.

### *Training in the Safe Use of Fire Fighting Equipment*

In addition to the training shown above it will be necessary to train key members of staff in the safe use of fire fighting equipment. It must be stressed that staff must never put themselves at risk in order to extinguish a fire. Only trained staff should normally use fire fighting equipment, following sounding the fire alarm.

Training of this sort should include a hands-on opportunity for trainees to use extinguishing equipment.

### *Fire Marshall Training*

This is often provided as part of fire fighting equipment training. It forms the basis of site specific and role specific training developed locally by the fire risk assessment.

## Fire Risk Assessment

The Corporate Fire Safety Arrangements shown are supplemented by the fire risk assessor concentrating on identifying local fire hazards that would not be adequately controlled by application of the Corporate Arrangements alone.

The steps shown below must be followed, and considered in conjunction with the Fire Risk Considerations shown at appendix 3. Fire risk assessment should be undertaken using the same basic principles as shown in the Risk Assessment (Specific) Policy, but using the fire risk assessment form.

The NASAT fire risk assessment form has nine sections. The first eight must be completed by the assessor. Section nine gives examples and guidance.

Sections four to seven of the fire risk assessment form are designed so that questions answered "yes" would usually mean that only "hazards", "existing control measures" and possibly "required improvements" are listed. Questions answered "no" would usually prompt the additional completion of "deficiencies" and "remedial action required".

**Step 1 - Fire Hazard Identification**
This is a crucial step in the fire risk assessment process. Fire hazards are captured in section four of the NASAT FRA form. It is important to remember not to show insignificant hazards. The significant hazards that need special attention are those that remain after all of the corporate arrangements have been put in place. These can be identified by considering:

- Sources of ignition, and
- Sources of fuel.

These potential sources of ignition and fuel only become a hazard when they come together in a way that could lead to a combination that results in fire. Therefore, a tumble drier does not present a hazard as an ignition source alone, but when fuel is added, e.g. lint from the drying process or very dry clothing, then there is the potential for fire.

The table below lists some of the potential sources of ignition and fuel that may come together to make a fire risk. It is important that the assessor conducts a walk through to discover sources that are relevant to the particular assessment being carried out.

The assessor should be alert to fire risks that may not be featured on the standard FRA It is vital that the behaviour of any individual that could affect the sources contributing to a potential fire risk are also considered. For example, somebody who shreds paper, or one who could put inappropriate items in a tumble drier or microwave oven, will increase the risk of fire

| **Potential Sources of Ignition** | **Potential Sources of Fuel** |
|---|---|
| Arson / Deliberate Ignition | Rubbish / Waste Bins / Skips |
| Smoking Materials / Matches/ Lighters | Paper / Books |
| Gas Boilers | Furniture |
| Uninsulated Flues | Carpets |
| Cookers / Hobs | Textiles / Soft Furnishings / Curtains |
| Fryers | Smoking Materials |
| Television and Audio Equipment | Bedding |
| Computers / Monitors / Printers | Petrol |
| Photocopiers | Gas |
| Tumble Driers | Cooking Oil |
| Irons | Clothing |
| Petrol Lawnmowers / Strimmers | Aerosols / LPG |
| Light Fittings | Toys /Craft Materials |
| Candles | Christmas Decorations |
| Gas Fires | Plastics / Rubber in Soft Play Areas |
| Electric Heaters | Mats / Mattresses |
| Faulty / Misused Electrical Equipment | Paints / Adhesives / White Spirit |
| Hot Surfaces / Obstructed Vents | Medical Supplies / Pads |
| Maintenance Work e.g. plumbing | Building Materials |
| Bonfires | Lampshades |

The assessor, therefore, needs to identify where fire hazards exist by looking carefully at where there is the realistic potential for fire. So from the short list shown above it may be reasonable to show hazards with the following combinations:

- Iron – Clothing,
- Fryer – Cooking Oil
- Photocopier / Printer – Paper
- Arson / Smoking Materials – Rubbish Bins
- Hob – Paper Towels

Contractors may bring unfamiliar hazards to the premises during the course of their work. If this is the case then a special assessment will need to be carried out. They may increase the risk of fire because they are carrying out “hot work”, e.g. re-felting a roof, soldering during the course of plumbing, etc. Their work, if not carefully planned, could also reduce the ability of occupants to escape a fire, due to exits blocked by ladders and dustsheets, or stored materials in escape routes. It is very important to obtain risk assessments from contractors, and to share relevant NASAT assessments with them, before work starts so that the risk of fire, and other risks, can be properly controlled when work starts.

***Step 2 – Identification of People at Risk***

Section three of the fire risk assessment form focuses on people in the building and those who may be at particular risk. Knowledge of people being supported in a particular service will help the assessor to determine the likelihood of them coming to harm in the event of a fire. For example, a person who roots themselves to the spot when overcome by anxiety is much more likely to be harmed in the event of a fire than someone who very precisely and carefully follows routine instructions to evacuate.

Section five of the fire risk assessment is concerned with arrangements for evacuation. These arrangements will depend on a number of factors, including the people using the building and their needs during an evacuation.

When individuals are at greater risk during a fire evacuation then it may be necessary to develop a personal emergency evacuation plan (PEEP), see Appendix 4.

Development of PEEPs should by undertaken by a multidisciplinary team, and must include consideration of as much relevant information as is available, ie behaviour during recent fire practices, reaction to the sounding of the alarm, etc. It will be necessary to consider what action to take in different circumstances: when the seat of the fire is known to be controlled behind two fire doors, and conversely situations where the supported person is in imminent danger.

PEEPs must be written with the aim of ensuring that individuals reach a place of safety and the action to be taken written carefully to ensure staff are not taking unnecessary risks. Only in exceptional circumstances should the plan include leaving a person in a dangerous situation often referred to as “stay put” PEEPs. **The SQE Team must be notified of all such “stay put” PEEPs** and they will review it in conjunction with information from the relevant enforcement authorities.

PEEPs must be made known to all relevant staff and a copy kept in the individual’s care plan. A copy of any PEEPs for people currently using the building should be attached to the relevant FRA.

Even in premises where people who use NASAT services are not usually present the assessor should consider the people who work there and note where there are special needs. Lifts should not be used to escape premises in the event of a fire, so special consideration will need to be given to anyone who has difficulty walking. Those with a hearing impairment may not hear an audible alarm and could be at greater risk.

The assessor should also consider people who may be visiting the premises. They will probably be unfamiliar with the layout of the building, the action to take in the event of a fire, and may be at greater risk.

It may be helpful when considering evacuation, to categorise known occupants into one of the following categories:

| | | |
|---|---|---|
| **INDEPENDENT** | Mobility unimpaired, or minor disability | Able to leave with minimal assistance from another person |
| **DEPENDENT** | Mobility impaired by physical or mental health problems | Will need assistance |
| **VERY HIGH DEPENDENCY** | Those whose care and / or condition creates a high dependency on staff | Immediate evacuation may prove life threatening |

Taking the dependency levels into account will help when considering how evacuations should be conducted. For example, it will only be possible to carry out a single stage (full immediate evacuation) if all occupants fall into the category of “independent”. Where there are people who are “dependent” then it may be necessary to consider progressive horizontal evacuation, i.e. moving to a place of relative safety within the building, preferably behind two fire doors away from the seat of the fire. Building occupants who fall into the category of “dependent” and “very high dependency” must be included in the “occupants especially at risk” part of the FRA form.

Dependency levels should also be considered when determining the way that people we support might react upon hearing the alarm.

**Step 3 – Evaluation of the Risk**
When completing the fire risk assessment action plan the assessor must determine if priority is low, medium or high. The higher the risk the higher, the higher the priority.

In order to evaluate the true risk the assessor must consider all of the hazards identified under step 1 and the factors associated with step 2. In addition, it will be necessary to consider the likelihood of fire starting due to:

- An accident (e.g. a component in a light fitting over heating and setting fire to the plastic diffuser)
- An act of omission (e.g. failure to ensure that annual portable appliance testing and inspection is carried out)
- A deliberate act (e.g. a bin adjacent to the building being set alight)

The assessor must consider how the heat sources could be transmitted to the fuel. It can happen in any of three ways:

- By Convection – This is where the hot air (and smoke) from a heat source rises. In a building it will either be trapped by a ceiling until it fills the whole room, or rise through holes and gaps in the fabric of the building, spreading rapidly. The assessor must, therefore, look to see if there are any unfilled gaps left after building, plumbing or electrical work. They must also check to make sure that doors close fully into the frames so that heat and smoke is prevented from escaping around fire doors into other parts of the building.
- By Conduction – This happens when pipes and other conductive materials are heated. Heat will travel through the material and can cause a fire at a location remote from the original heat source. For example, a plumber soldering a pipe in an under-sink cupboard can cause a fire to start in another cupboard. On a larger scale, fire can spread through buildings from one part to another as the heat conducts through parts of the structure.
- By Radiation – Heat can radiate in the same way as a bathroom heater transmits heat to the person in the bathroom and only the objects in the path of the radiation. A shaving mirror or pair of glasses left on a windowsill can, for example, concentrate the radiated heat of the sun on to curtains or other fuels to cause a fire.

These three ways of heat transmission can cause particular difficulties for those trying to escape from the effects of fire/smoke, and the assessor must have them in mind when considering the sorts of situations shown below:

- Fire starting on a lower floor affecting the escape routes of those on upper floors,
- Fire in a space that people have to pass by to escape from the building.

- Fire or smoke spreading through vertical shafts, service ducts, ventilation systems, poorly maintained or damaged walls partitions and ceilings.
- Fire and smoke spreading through the building due to poor or inadequate fire doors, partitioning glazing, etc.
- Fire and smoke spreading due to the ineffectiveness of fire doors that are wedged open, damaged or do not close properly. The assessor must not ignore wedged open fire doors, but must find ways of maintaining the quality of life of people being supported, the efficiency of offices, etc without compromising the integrity of these life saving fire doors. Where the assessor cannot find a suitable solution they must contact the SQE Team for further advice. Managers and others who condone the practice of wedging fire doors open will be subject to disciplinary action.

The assessor must fully evaluate the means of escape (Section 6 of the fire risk assessment form) that would be used in the event of a fire. Some of the factors that must be considered are:

- The distance people have to travel to exit the area, or building, and the time it might take.
- The age and construction of the premises.
- The number of escape routes and exits.
- Condition of escape routes.
- Evacuation from upper floors.
- Signs.

**Step 4 – Identify and Implement additional control measures**
The assessor must consider all of the factors shown in steps 1 to 3 to determine which hazards require additional control measures putting into place. All additional control measures identified in the FRA must also be listed on the Action Plan (section 8).

Additional control measures that address fire hazards not adequately dealt with by the corporate arrangements must be implemented in a timely manner. The FRA action plan must be a working document that is regularly updated throughout the year.

**Step 5 - Review**
Review of the assessment should be ongoing, but must not be more than one year from the date of the assessment. It is good practice to review the assessment after each fire drills.

Review of the assessment must also be undertaken if:

- There are changes in people using the building, including staff that could affect the fire risk.
- Changes to staffing ratios are made.
- There are changes to the way work is carried out, e.g. change to shift patterns, rearrangement of equipment, etc.
- Introduction of new equipment.
- Alterations to the building have been made.
- Substantial changes to furniture or fittings have been made.
- There is an increase, or change, in the storage of flammable substances.
- There has been a failure of any of the Corporate Arrangements.
- Significant problems are reported by staff or others.
- There has been a fire or “near-miss”.
- An enforcing officer requires a change.
- A fire related Safety Notice is issued by either the NASAT or an external body.

Electronic copies of fire risk assessments must not be edited to show when a review took place etc. Printed copies of fire risk assessments may be updated to show that they have been reviewed

and that no changes were required. The next anticipated review date can then be entered. If during review it is deemed that changes are required, then the existing printed copy must be archived and a new version of the document printed with a new date.

The risk register can be updated electronically (and a new printed copy placed in the RA file) to show the most recent review and the next anticipated review.

**Key Management Actions**

- Ensure corporate requirements are met
- Carry out fire risk assessments for risks not considered by corporate arrangement
- Maintain records

# Appendix 1 - Fire Risk Assessment

Compliant with the Regulatory Reform (Fire Safety) Order 2005

**Section 1 - Assessment Details**

**Section 2 - Premises**

**Section 3 - Occupancy Profile**

**Section 4 - Identified Fire Hazards and Primary Control Measures**

- Smoking
- Electrical Sources of Ignition
- Arson / Deliberate Ignition
- Portable Heaters
- Fixed Heating Installations
- Cooking
- Lightning
- Dangerous Substances
- Housekeeping
- Hazards Introduced by Building and Maintenance Works
- Other Significant Fire Hazards that Warrant Consideration

**Section 5 - Arrangements for Evacuation**

- Single Stage Evacuation
- Progressive Horizontal Evacuation
- Delayed Evacuation

**Section 6 - Provision of Elements of Fire Safety as Secondary Control Measures**

- Means of Escape
- Measures to Limit Fire Spread and Development
- Emergency Escape Lighting
- Fire Safety Signs and Notices
- Means of Giving Warning in Case of Fire
- Manual Fire Extinguishing Appliances

**Section 7 - Management of Fire Safety**

- Procedures and Arrangements
- Training and Drills
- Testing and Maintenance
- Recording

**Section 8 - Action Plan**

**Section 9 - Examples and Guidance**

- Examples of Form Completion
- Travel Distance Guidance

## Section 1 - Assessment Details

| NOTES | | | | | | |
|---|---|---|---|---|---|---|
| *Manager or other person having control of the relevant premises* | **Responsible Person** | BLOCK CAPITALS | | SIGNATURE | | |
| | **Address of Premises** | | | | | |
| | **Postcode** | | | | | |
| *Person carrying out this assessment* | **Assessor:** | BLOCK CAPITALS | | SIGNATURE | | |
| | **Date of Fire Risk Assessment** | | | | | |
| *The assessment must be reviewed at least annually or earlier if there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.* | **Subsequent Review Dates** | **Reviewed by** | | **Date** | | |
| | | **Reviewed by** | | **Date** | | |
| | | **Reviewed by** | | **Date** | | |
| | | **Reviewed by** | | **Date** | | |

## Section 2 - Premises

| | | |
|---|---|---|
| *To include basements* | **Number of floors in building:** | |
| *To include all floors of responsibility* | **Approximate floor area:** ($m^2$) | |
| *Date of construction, brick, timber, purpose built or converted* | **Brief details of construction:** | |
| *e.g. School, Office* | **Primary usage:** | |
| *e.g. After School Club, Training, Offices* | **Secondary usage:** | |

## Section 3 - Occupancy Profile

*Please refer to "step 2" in the NASAT Fire Risk Assessment Policy when completing this section.*

| *Maximum number of persons in the building* | WEEKDAYS | | | WEEKENDS | | |
|---|---|---|---|---|---|---|
| | | Staff | Others | | Staff | Others |
| | Daytime | | | Daytime | | |
| | Evenings | | | Evenings | | |
| | Night | | | Night | | |

| *Description of Occupants (tick all that apply)* | Mobility Issues | | Average Mobility | | Vulnerability Issues | |
|---|---|---|---|---|---|---|

Occupants Especially At Risk From Fire

| | | |
|---|---|---|
| *Number of PEEPs in use, where necessary* | **Individuals needing help to evacuate** | |
| *Number of Lone workers / isolated areas* | **Occupants in remote areas** | |
| *Number of Individual Risk Assessments provided for those persons under 18 yrs* | **Young person's employed** | |
| | **Others** | |
| | **Occupants whose first language is not English** | |
| | **Unescorted Visitors** | |

## Section 4 - Identified Fire Hazards and Primary Control Measures

*Please refer to "step 1" in the NASAT Fire Risk Assessment Policy when completing this section.*

| **Smoking** | |
|---|---|
| Measures taken to prevent fires as a result of smoking. Where smoking is permitted in the building e.g. resident in own room, the control measures must be shown below (see Smoking Policy) | |
| Smoking prohibited in the building? | **YES / NO** |
| Smoking permitted in appropriate areas away from the building? | **YES / NO** |
| Suitable arrangements for those who wish to smoke?<br>(If the answer is yes, give details below) | **YES / NO** |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|
| | |

| **General Comments:** |
|---|
| |

| Electrical Sources of Ignition | |
|---|---|
| Measures taken to prevent fires of electrical origin. | |
| Fixed installation periodically inspected and tested as per NASAT Electricity Policy? (i.e. every 5 years) | **YES / NO** |
| Portable appliance testing carried out as per NASAT Electricity Policy (i.e. annually apart from offices)? | **YES / NO** |
| Personal electrical appliances controlled as per NASAT Electricity Policy (i.e. all electrical equipment to be tested and inspected)? | **YES / NO** |
| Suitable limitation and management of trailing leads and adaptors, e.g. no daisy chaining? | **YES / NO** |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|
| | |

**General Comments:**

| Arson / Deliberate Ignition | |
|---|---|
| Consideration must be given to the risk from those outside the NASAT and also any risks that may be presented by those supported by the NASAT. There is sometimes displeasure shown by neighbours because of the behaviours of those supported, and the potential for "revenge" attacks must be evaluated. | |
| Basic security against deliberate ignition by outsiders or other persons appears reasonable. | **YES / NO** |
| Is there history of deliberate ignition or particularly anti-social behaviour in the locality? (If yes give details below) | **YES / NO** |
| Are waste bins are positioned away from the building so they cannot be easily pushed against the building. | **YES / NO** |
| Is there potential for other fire load/combustibles in close proximity to the premises to be ignited e.g. wooden sheds? | **YES / NO** |
| Do individual risk assessments and initial Triad assessment (where carried out), show any risk of deliberate ignition? (If yes give details below) | **YES / NO** |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies** | **Remedial Action Required:** |
|---|---|
| | |

**General Comments:**

## Portable Heaters

These should not normally be used since they can present a significant fire risk. Where they are used then the fire risk assessment process below must be followed, and the reason for their use must be shown in the "General Comments" section.

| | |
|---|---|
| Are there portable heaters on the premises? | **YES / NO** |
| Is the use of the more hazardous heater types (ie. radiant bar fires or LPG appliances) avoided? | **YES / NO** |
| Are suitable measures taken to minimise the hazard of ignition of combustible materials due to portable heaters? | **N/A / YES / NO** |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|
| | |

**General Comments:**

| Fixed Heating Installations | |
|---|---|
| These must be maintained in accordance with the Gas Safety Policy. | |
| Are fixed heating installations subject to regular maintenance? | N/A / YES / NO |
| Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters? | N/A / YES / NO |
| Are cupboards and boiler rooms containing gas appliances are kept clear of combustible materials and are not used for storage. | N/A / YES / NO |
| Are cupboards and boiler rooms containing gas appliances are kept locked shut. | N/A / YES / NO |
| Are cupboards and boiler rooms containing gas appliances are constructed to prevent the spread of fire and noxious fumes. | N/A / YES / NO |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Cooking | |
|---|---|
| Measures taken to prevent fires as a result of cooking. | |
| Are filters are cleaned or changed and the cooker hood and ductwork are cleaned regularly. | **N/A / YES / NO** |
| Are suitable fire extinguishing appliances are available (e.g. Fire blanket, appropriate fire extinguisher) | **N/A / YES / NO** |
| Are there are suitable Shut Down Procedures in place. | **N/A / YES / NO** |
| Is there adequate supervision and suitable control measures in place for those undertaking life skills training. | **N/A / YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Lightning | |
|---|---|
| Not many NASAT buildings are fitted with lightning conductor systems. Check down the sides and corners of larger buildings to see if there are thick tapes leading from spikes at the higher points of the building. | |
| Does the building has a lightning protection system. | **YES / NO** |
| Is the lightning protection system subject to a suitable maintenance regime? | **N/A / YES / NO** |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|
| | |

**General Comments:**

| Dangerous Substances | |
|---|---|
| This could include quantities of paints, white spirits, aerosols, LPG, other flammable liquids or materials. | |
| Are dangerous substances used or stored within the premises? | **YES / NO** |
| Are dangerous substances are stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility. | **N/A / YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Housekeeping | |
|---|---|
| Standards of housekeeping must take into account the behaviours of individuals supported by the NASAT. | |
| Are combustible materials kept away from ignition sources. | **YES / NO** |
| Is there appropriate storage of hazardous materials. | **N/A / YES / NO** |
| Are escape routes kept clear of any combustible material, e.g. storage, upholstered furniture. | **YES / NO** |
| Are escape routes kept clear of any significant sources of ignition, e.g. photocopiers | **YES / NO** |
| Are there appropriate measures for the safe storage and disposal of waste. | **YES / NO** |
| Are lint filters in tumble dryers cleaned after each use. | **YES / NO** |
| Are waste bins are emptied regularly. | **YES / NO** |
| Are accumulations of combustible materials by those supported by the NASAT managed effectively. | **N/A / YES / NO** |
| Waste from shredding by supported individuals is managed effectively. | **N/A / YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

| General Comments: |
|---|
| |

## Hazards Introduced by Building and Maintenance Works

Some work in NASAT premises may require the use of equipment that can introduce a fire hazard, e.g. blow torches for plumbing, flat roof repairs or paint stripping, soldering irons and welding equipment. This type of work has the potential to cause fire and must be strictly controlled.

| | |
|---|---|
| Are fire safety conditions imposed on both external contractors and in-house maintenance staff? | **YES / NO** |
| Is there satisfactory control over hot works including use of hot work permits (see Permit to Work Policy HS-0310), where appropriate, carried out in the building by external contractors?<br><br>Give details: | **YES / NO** |
| If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?<br><br>Give details: | **N/A / YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Other Significant Fire Hazards that Warrant Consideration | |
|---|---|
| This is to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas, e.g. lifts, BBQs, Workshop Equipment, Bonfires, etc. | |
| Are there other fire hazards within the premises that warrant consideration?<br>( If 'Yes', detail them below) | **YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

## Section 5 - Arrangements for Evacuation

*Please refer to "step 2" in the NASAT Fire Risk Assessment Policy when completing this section.*

### Evacuation Strategy

Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.

**State which strategy has been adopted.**

This fire risk assessment is standard across the whole of the NASAT. The Principal should state which strategy is used at their particular location. Most premises rely on single-stage evacuation, but where individuals cannot or will not move to a place of total safety it is vital that Personal Emergency Evacuation Plans (PEEPs) are written in accordance with the Fire Policy.

| | |
|---|---|
| **Single Stage Evacuation**<br><br>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety. | **YES** / **NO** |
| **Progressive Horizontal Evacuation is not used**<br><br>Relevant persons are dependant on staff to assist with their escape.<br><br>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.<br><br>**NOTE - Progressive Horizontal Evacuation is subject to the following**<br>Protected areas should be designed to provide:<br>• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.<br>• Progressive movement away from a fire via sequential adjoining protected areas.<br>• Means for escape via stairway(s) should this become necessary.<br><br>The number and size of the protected areas depends on a number of factors:<br>• the time it will take to evacuate people from the area of a fire to an adjacent protected area;<br>• the number of people to be evacuated;<br>• the level of any mobility impairment;<br>• the number of staff to assist in evacuation;<br>• the fire protection arrangements;<br>• layout of the premises; and<br>• location and number of staircases; | **YES** / **NO** |

Any instances where delayed evacuation is considered to be the best option must always be referred to the SQE Team.

Written copies of Evacuation Procedures are located as follows:

If PEEPs have been written then copies must be attached to this Fire Risk Assessment, or state where up to date PEEPs can be found:

| | | |
|---|---|---|
| | | |
| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
| | | |
| **Deficiencies:** | **Remedial Action Required:** | |
| **General Comments:** | | |

# Section 6 - Provision of Elements of Fire Safety as Secondary Control Measures

| Means of Escape | | | |
|---|---|---|---|
| These questions were covered on the training, but where additional assistance is required then the SQE Team should be contacted. | | | |
| It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan). | | | YES / NO |
| Are escape routes are easy to use. | | | YES / NO |
| Are there dead end corridors. | | | YES / NO |
| Are there inner rooms. | | | YES / NO |
| Reasonable distances of travel when: | See guidance in Section 9 | | |
| There is escape in a single direction no further than 9m (refer to SQE if greater) | State the distance of maximum travel. | | YES / NO |
| There are alternative means of escape no greater than 18m (refer to SQE if greater) | State the distance of maximum travel. | | YES / NO |
| Suitable protection of escape routes? (Fire resisting construction) | | | YES / NO |
| Adequate provision of exits for the number of people. | | | YES / NO |
| Exits easily and immediately open-able where necessary without the use of a key? | | | YES / NO |
| Escape routes unobstructed? | | | YES / NO |
| Escape routes clear of combustible materials (e.g. upholstered furniture) or sources of ignition (e.g. photocopiers). | | | YES / NO |
| It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below. | | | YES / NO |
| | | | |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

| General Comments: |
|---|
| |

| Measures to Limit Fire Spread and Development | |
|---|---|
| These questions were covered on the training, but where additional assistance is required then the Area Facilities Manager should be contacted. | |
| Compartmentation in good condition. (Fire resisting) Identify compartmentation. | **YES / NO** |
| Reasonable limitation of linings that may promote fire spread. (Walls and ceilings) | **YES / NO** |
| As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire? | **N/A / YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Emergency Escape Lighting | |
|---|---|
| To comply with the BS the emergency lighting should provide moonlight levels of illumination across all emergency escape routes. In particular it should identify changes in direction, emergency exits and call points, and extend outside the building so that the route to a place of safety can be found. | |
| It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266? | **YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Fire Safety Signs and Notices | |
|---|---|
| Many properties in the NASAT are actually people's homes. The need for signs in these situations must be balanced against homeliness, and the familiarity of the inhabitants with the real fire risks. | |
| It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996 | **YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

| General Comments: |
|---|
| |

| Means of Giving Warning in Case of Fire | |
|---|---|
| This section requires information about the type of warning devices. If necessary Area Facilities Managers will be able to provide assistance. | |
| Do you have a fire warning system<br>If yes provide a description. Include in the description: Break glass call points, fire bell, sounder, pre-recorded announcement, automatic detection, manual detection, all areas are linked to an alarm panel (L1), individual domestic ceiling mounted smoke alarms, entire premises or parts only. | **YES / NO** |
| | |
| Is the extent of automatic fire detection appropriate for the occupancy and the fire risk? | **YES / NO** |
| Remote transmission of alarm signals to a monitoring station or other? | **YES / NO** |
| Are False alarms managed appropriately ( The fire service refer to these as Unwanted Fire Signals – UwFS) | **YES / NO** |
| How many Unwanted Fire Signals have occurred in the last 12 months i.e. January to December (please put total number in black and the number which the fire service attended in red) | |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

| Manual Fire Extinguishing Appliances | |
|---|---|
| Where the behaviours of those supported lead to fire fighting equipment being deliberately made difficult to access then the risks must be clearly identified and suitable alternative control measures shown in the following assessment. | |
| Is there reasonable provision of portable fire extinguishers and blankets (no need to over-provide)? | **YES / NO** |
| Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases) | **NA/ YES / NO** |
| Is suitable wall signage provided relevant to extinguisher? | **YES / NO** |
| Are hose reels provided? | **YES / NO** |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

**General Comments:**

## Section 7 - Management of Fire Safety

| Procedures and Arrangements | |
|---|---|
| Fire safety is managed by: | |
| Deputy or assistant: | |

| | |
|---|---|
| Is there a suitable record of the fire safety arrangements? | YES / NO |
| Are there appropriate fire procedures in place that are reviewed at least every 12 months? | YES / NO |
| Are procedures in the event of a fire appropriate, clear, sufficiently detailed and properly documented? | YES / NO |
| Are there suitable arrangements for summoning the Fire and Rescue Service? | YES / NO |
| Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters? | YES / NO |
| Is there a plan of the building available indicating basic layout and any areas of significant risk? | YES / NO |
| Are there suitable arrangements for ensuring that the premises have been evacuated? | YES / NO |
| Is there a suitable fire assembly point(s)? | YES / NO |
| Are there adequate procedures for evacuation of any disabled people who are likely to be present? | YES / NO |
| Are people nominated and trained to assist with evacuation, Including evacuation of those needing assistance? | YES / NO |
| Is there liaison (where necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits? | YES / NO |
| Are there routine in-house inspections of fire precautions (eg in the course of health and safety inspections)? | YES / NO |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

| General Comments: |
|---|
| |

| Training and Drills | |
|---|---|
| Fire safety training is managed by: | |
| Deputy or assistant: | |

| | |
|---|---|
| Are all staff given adequate fire safety instruction and training on induction? | YES / NO |
| Are all staff given adequate periodic 'refresher' training at suitable intervals?<br>If yes, at what intervals? | YES / NO |
| Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? | YES / NO |
| Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below): | |
| Fire risks in the premises?<br>The general fire precautions in the building?<br>Action in the event of a fire for all occupants, including visitors and contractors?<br>Action on hearing the fire alarm signal?<br>Method of operation of manual call points?<br>Location and use of fire extinguishers?<br>Means for summoning the fire and rescue service?<br>Identity of persons nominated to assist with evacuation?<br>Identity of persons nominated to use fire extinguishing appliances?<br>The strict arrangements for alarm silencing and re-entry to building? | YES / NO |
| Are fire drills carried out at appropriate intervals and a record of such drills maintained? | YES / NO |
| A minimum of two fire drills are carried out each year. | YES / NO |
| Have all current staff been involved in at least one planned fire drill in the past twelve months? | YES / NO |
| In residential properties there is one fire drill each year that involves night staff eg early morning drill before shift handover takes place | N/A / YES / NO |
| Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc) | YES / NO |
| When the employees of another employer work in the premises, e.g. agency staff and contractors, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)? | YES / NO |
| Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order? | N/A / YES / NO |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| | | |

| Deficiencies: | Remedial Action Required: |
|---|---|
| | |

| General Comments: |
|---|
| |

| Testing and Maintenance | |
|---|---|
| Testing and Maintenance is managed by: | |
| Deputy or assistant : | |

| | |
|---|---|
| Is there adequate maintenance of the workplace? | **YES / NO** |
| Is there weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc) | **YES / NO** |
| Is there monthly and annual testing routines for emergency escape lighting? | **N/A / YES / NO** |
| Is there annual maintenance of fire extinguishing appliances? | **YES / NO** |
| Is there periodic inspection of external escape staircases and gangways? | **N/A / YES / NO** |
| Is there weekly testing and periodic inspection of sprinkler or other fixed installations? | **N/A / YES / NO** |
| Are there routine checks of final exit doors and/or security fastenings? | **YES / NO** |
| Is there an annual inspection and testing of lightning protection system? | **N/A / YES / NO** |
| Are there any other relevant inspections or tests: | |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|

**General Comments:**

| Recording | |
|---|---|
| Record sheets for the weekly, monthly and annual fire checks can be found in the Fire Policy. | |
| Appropriate records held for: | |
| Fire drills? | **YES** / **NO** |
| Fire training? (Is it role specific and site specific?) | **YES** / **NO** |
| Fire alarm tests? | **N/A** / **YES** / **NO** |
| Emergency escape lighting tests? | **N/A** / **YES** / **NO** |
| Maintenance of systems by competent engineers, including alarms, emergency lighting and fire fighting equipment? | **N/A** / **YES** / **NO** |
| Location of Records: (Available for inspection by Fire Authority if required)<br><br>Give Details: | |

| **Identified Hazards** | **Existing Control Measures** | **Are there any improvement recommendations** |
|---|---|---|
| | | |

| **Deficiencies:** | **Remedial Action Required:** |
|---|---|

**General Comments:**

## Section 8 – Action Plan

| Priority | Description |
|---|---|
| **High** | Immediate priority to be actioned within 24 hours to 8 weeks<br>*Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost* |
| **Medium** | Medium priority to be actioned within 2-6 months<br>*Breaches in legislation that may require medium/long term action to resolve* |
| **Low** | Low priority to be actioned within 6 months-1year<br>*Items of non urgent priority or for future consideration* |

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

| Significant Findings – Action Plan | | | | | |
|---|---|---|---|---|---|
| **No** | **Action to be Taken** | **Priority** | **Target Completion Date** | **Action by** | **Date Action Completed** |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| | | | | | |
| | | | | | |

## Section 9 – Examples and Guidance

| ELECTRICAL SOURCES OF IGNITION | |
|---|---|
| Fixed installation periodically inspected and tested? (Every 5 years) | NO |
| Portable appliance testing carried out on a risk assessed basis? | YES |
| Suitable policy in place regarding the use of personal electrical appliances? | YES |
| Suitable limitation and management of trailing leads and adaptors? | YES |

| Identified Hazards | Existing Control Measures | Are there any improvement recommendations |
|---|---|---|
| Portable electrical equipment<br><br>Personal equipment<br><br>management | All items over 12 months PAT tested annually<br><br>Staff prohibited from using personal equipment<br><br>Maintenance Team inspect all leads, adaptors and plugs periodically<br>Staff instructed to visually check leads and cables periodically | Provision of cable trays? |

| Deficiencies: | Remedial Action Required: |
|---|---|
| 1. Unable to determine when fixed installations were last tested by a competent person. | Fixed installations may require inspecting |

**General Comments:**

| SIGNIFICANT FINDINGS – ACTION PLAN | | | | | |
|---|---|---|---|---|---|
| **No** | **Action to be Taken** | **Priority** | **Target Completion Date** | **Action by** | **Date Action Completed** |
| 1 | Fixed installations require inspecting | LOW | | Maintenance Person | |
| 2 | | | | | |
| 3 | | | | | |

# Travel Distance Guidance

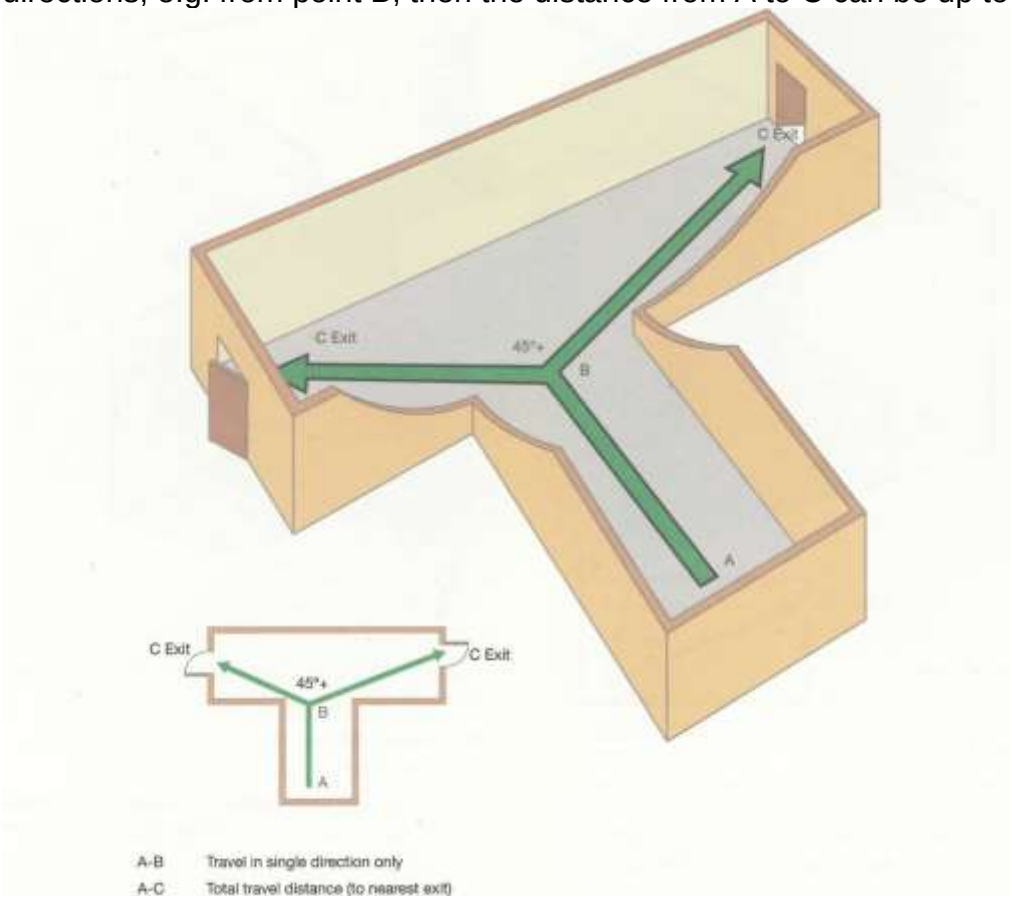
The nominal travel distances should include the distance required to walk around furniture, etc. to the nearest place of reasonable safety, that is:

- a protected stairway (a storey exit);
- a separate protected area (fire compartment) from which there is a final exit to a place of safety or a storey exit;
- the nearest available final exit.

Recommended travel distances depend on building use, fire risk and the number of escape routes (see table). Please remember that the time taken for people to reach a place of safety is more important than the actual distance, and so the ability of individuals must be taken into account, and where necessary a PEEP must be developed.

| | | **Low risk**<br>eg single storey property with few low level fire hazards | **Med risk** | **High risk**<br>eg property used by a person known to light fires |
|---|---|---|---|---|
| **Sleeping accommodation** | One route | 15m | 9m | 6m |
| | Two routes | 25m | 18m | 10m |
| **Offices** | One route | 25m | 18m | 12m |
| | Two routes | 60m | 45m | 25m |

Example: If the diagram below was a residential property with a medium fire risk and since A to B in the diagram is in one direction only, the total travel distance to the exit (C) should not normally be more than 9 metres. However, as escape is possible in two directions, e.g. from point B, then the distance from A to C can be up to 18 metres.



# Appendix 2a - Weekly Fire Safety Maintenance Checklist

| | Date | | | | | | | | | | | | | Remedial/ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Initials | | | | | | | | | | | | | Date Completed |
| Escape Routes | | | | | | | | | | | | | | |
| Can all exits be opened immediately and easily? | | | | | | | | | | | | | | |
| Do all emergency fastening devices to fire exits (push bars, etc) work correctly? | | | | | | | | | | | | | | |
| Are fire doors and escape routes (internal and external) clear of obstructions? | | | | | | | | | | | | | | |
| Fire Alarm Systems | | | | | | | | | | | | | | |
| Test alarm from different call point each week (enter call point number). Does the fire panel show correct location? | | | | | | | | | | | | | | |
| Did the alarm system work correctly when tested? | | | | | | | | | | | | | | |
| Did staff and other people hear the fire alarm? | | | | | | | | | | | | | | |
| Did automatically closing doors close and latch fully into their frames? (including those fitted with Dorgards, or similar) | | | | | | | | | | | | | | |
| Do voice alarm systems work correctly and was the message understood? | | | | | | | | | | | | | | |
| Escape Lighting | | | | | | | | | | | | | | |
| Are emergency lights and exit signs in good condition, working correctly, and are charging indicators (if fitted) visible? | | | | | | | | | | | | | | |

# Appendix 2b - Monthly Fire Safety Maintenance Checklist

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Date** | | | | | | | | | | | | | | **Remedial/** |
| **Initials** | | | | | | | | | | | | | | **Date Completed** |
| Escape Routes | | | | | | | | | | | | | | |
| Do all electronic release mechanisms on escape doors work correctly? Do they fail safe in the open position? | | | | | | | | | | | | | | |
| Are fire door seals and self-closing devices I good condition? | | | | | | | | | | | | | | |
| Do all roller shutters provided for fire compartmentation work correctly? | | | | | | | | | | | | | | |
| Are external escape stairs safe? | | | | | | | | | | | | | | |
| Do all internal self-closing fire doors work correctly? | | | | | | | | | | | | | | |
| Escape Lighting | | | | | | | | | | | | | | |
| Do all lights and exit signs function correctly when tested? | | | | | | | | | | | | | | |
| Have all emergency generators been tested? (Normally run on load for one hour) | | | | | | | | | | | | | | |
| Firefighting Equipment | | | | | | | | | | | | | | |
| Are all fire extinguishers and blankets in the correct location? | | | | | | | | | | | | | | |

# Appendix 2c – Annual/Six Monthly Fire Safety Maintenance Checklist

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Date** | | | | | | | | | | | | | | **Remedial/** |
| **Initials** | | | | | | | | | | | | | | **Date Completed** |
| Escape Routes | | | | | | | | | | | | | | |
| Do all self-closing fire doors fit correctly? | | | | | | | | | | | | | | |
| Is escape route compartmentation in good repair? | | | | | | | | | | | | | | |
| Fire Alarm Systems | | | | | | | | | | | | | | |
| Has the system been checked by a competent person EVERY SIX MONTHS? | | | | | | | | | | | | | | |
| Have all smoke and heat detectors been checked by a competent person? | | | | | | | | | | | | | | |
| Escape Lighting | | | | | | | | | | | | | | |
| Do all lights operate on test for their full rated duration? | | | | | | | | | | | | | | |
| Has the system been checked by a competent person? | | | | | | | | | | | | | | |
| Firefighting Equipment | | | | | | | | | | | | | | |
| Has all Firefighting equipment been checked by a competent person? | | | | | | | | | | | | | | |

## Appendix 3 - Fire Risk Considerations

### *Housekeeping*

Good housekeeping will reduce the risk of fire and prevent obstructions to escape routes.

- Combustible materials should be kept to a minimum and properly stored away from sources of ignition.
- Combustible material must not be stored or allowed to accumulate under stairways or in the path of other escape routes.
- Paper records must not be allowed to accumulate in offices. Paperwork should be properly filed away.
- Flammable liquids and gases must be properly controlled and should not normally be stored in the building.
- Boiler rooms must not be used for storage.
- Waste bins must be emptied regularly.
- Combustible waste material generated or kept by service users must not be allowed to accumulate.
- Waste receptacles outdoors must be kept away from the building and secured to prevent arson.
- Electrical equipment that is not needed outside normal working hours should be switched off.
- Corridors and other routes through the building must be kept clear of obstacles and trip hazards.
- Paths and patios forming part of the escape route must be uncluttered, and there should be no risk of patio furniture or other equipment blocking final exits from the building.
- Smoking is not allowed in any NASAT building unless very strict criteria are met (see Smoking Policy). Care must be taken to spot and eliminate covert smoking.
- Where smoking is allowed outside the premises then the fire risk assessment must cover all fire risks including the need for housekeeping rules.

### *Kitchens*

- Open top chip pans must not be used.
- Fryers must not be left unattended.
- Extract fans and extract ducting must be regularly cleaned and maintained.

### *Portable Heaters*

- Should not normally be available for use. They should only be used under the control of the responsible person as a short term space heating solution.
- LPG heaters must never be used without a thorough risk assessment having first been made.

### *Furniture, Textiles and Toys*

Upholstered furniture and textiles should be kept to a minimum since fire can spread rapidly by igniting these flammable articles. Normally, only articles with flame retardant properties should be brought into the building. They should meet the following standards:

| Article | Standard | Specific Level Required |
|---|---|---|
| Upholstered furniture | BS5852<br><br>BS7176 | Identified by the label “Carelessness causes fires”.<br>Medium Hazard |
| Mattresses and beds | BS7177<br>BS6807 | Medium Hazard<br>Section 2 |
| Curtains and blinds | BS5867-2 | Type B |
| Bedding | BS5866<br>BS5815<br>BS7175<br>BS5722 | Part 4<br>Part 3<br>With ignition sources 0 and 5<br>Level 3 |
| Toys | CE Marked | Toys (Safety) Regulations 1995 |

# Appendix 4 - Personal Emergency Evacuation Plan (PEEP)

A copy of this should be attached to the Fire Risk Assessment for the premises.

**Personal Emergency Evacuation Plan (PEEP) for**

**_____**

## 1. Control Details

| | | | | | |
|---|---|---|---|---|---|
| **Location / Service / School / Office** | | **Unique Ref No.** | | **Review Date** | |
| **Completed by Block Capitals** | | **Completed by Signature** | | **Date Completed** | |
| **Manager Name Block Capitals** | | **Manager Signature** | | **Date Signed by Manager** | |
| **Total number of pages in plan** | | **Signed / agreed by person for whom plan has been written** | | **Date Signed / agreed** | |

## 2. Multidisciplinary Team Agreement

For complex cases the plan must be decided by a multidisciplinary team, and the following agreement must be completed.

| Team Member Name Block Capitals | Specialist Role | Team Member Signature to confirm agreement with plan shown below | Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## 3. Special Considerations (tick boxes)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Inappropriate responses | | Mobility impaired | | Hearing impaired | | Dexterity problems | |
| Likely to refuse to leave building | | Wheelchair user | | Visually impaired | | Asthma / other breathing / health problems | |
| Likely to be slow to respond | | Cannot use stairs | | Dyslexic / difficulty with orientation | | Other (define) | |

## 4. Summary of Difficulties – with evidence of past difficulties, if appropriate.

| |
|---|
| |

**5. Plan** – All who may be called upon to assist in an emergency evacuation of this person must be made fully familiar, by the signing manager, with the following emergency evacuation plan.

*Page number all sheets and include the full name of the person at the top of each page*

**The SQE Team must be notified if a PEEP includes the possibility of a person being unable to evacuate a building, often referred to as a "Stay put" PEEP.**

## Appendix 5 - Procedure for Inoperative Fire Alarm

### 1. Scope

1.1 This procedure covers the action to take in case of an inoperative fire alarm system at a premises.

### 2. Background

2.1 The majority of premises, other than very small, simple premises, have an electrically operated fire alarm system. In some buildings this consists of manual 'break glass' type call points with a simple fire alarm panel and sounders to alert occupiers of the need to evacuate the premises. Other, more complex buildings, have sophisticated systems which are vital to managing fire safety in those buildings. The loss of such a system is serious and it would be necessary to have contingency arrangements to manage the additional risk presented by the loss of the fire alarm system.

### 3. Procedure – pre planning

3.1 If there is an electrical mains failure to the building, the fire alarm system will have internal batteries that maintain its operation for a short period of time. It is important to monitor this situation and to prepare to implement the contingency plans if the power supply is not returned to normal before the battery runs down.

3.2 The Principal should have available relevant contact numbers so that enquiries can be made promptly about the loss of the electrical supply and the likely time when it will be re-instated.

3.2.1 It should also be kept in mind that if the emergency lighting for the premises has switched itself on due to power failure, then this will also run down in 2 – 3 hours. Plans should be in place for using alternative lighting that does not involve the use of naked flames e.g. candles or oil / gas lamps. Pre planning should have taken place as to whether the best option would be to send staff home and in residential homes or day centres, move residents to other agreed locations where care and support can be continued appropriately.

3.2.2 Mobile phones or cordless landline phones that are plugged into the mains will eventually lose their power and may not function, although in the case of mobile phones this may be some considerable time. Consideration must be given as part of pre planning for the availability of mobile phones for contacting emergency services in the event of landlines failing.

3.3 The cause of the failure to the fire alarm may be as a result of something on that system as opposed to the mains electrical supply. If this is the case, the system, depending on how sophisticated it is, will be showing fault lights on the fire alarm panel. These may also have fault code numbers which is information for the alarm engineer.

3.3.1 The premises manager should have relevant telephone numbers available to contact the fire alarm engineer for advice and also to call them out to attend the premises if the fault is not immediately and easily rectified.

3.3.2 Typical fire alarm companies will attend in approximately 4 hours from notification of the fault, but this will depend upon the details of the servicing maintenance contract with them. Some alarm companies operate a 24 hour response time. This is not a suitable response time for residential care homes.

## 4. Procedure – actions at the premises

4.1 When a fault on the fire alarm system occurs, it may affect the whole building, or it may affect only part of the building. If the manager can establish how much is affected, this information is important and should be passed on to staff.

4.1.1 If the whole of the first floor of a building had an inoperative fire alarm, ALL staff should be informed of this and pre planned arrangements can be put in place to cope with this for a few hours.

4.1.2 If the whole building is affected, then the pre-planned arrangements will have to be put in place throughout the building and any other occupiers i.e. another organisation in the same building as you, must be notified.

4.2. If the activity in the building is not essential and the building is complex, with reliance upon the fire alarm system to give an early warning to allow enough time to escape, staff may have to be sent home until the alarm is fully functional again. Alternatively, staff may be able to move to another part of the building where the alarm is still operating.

4.3 All staff must be informed if the alarm system or part of it is inoperative and pre prepared signs (printed and laminated are sufficient) signs should be put up next to manual call points stating that the alarm system is not working and what the procedure is for:

4.3.1 Alerting people to a fire (raising the alarm)

4.3.2 Calling the fire service

4.4 A suitable means of raising the alarm may be by using whistles. These should be loud and should be issued out to all members of staff for the duration of the fire alarm being in operative. Where large numbers of staff are involved. Temporary ‘Fire Marshalls’ can be issued with whistles and additional ones placed at what were the manual call points rather than every staff member being issued with one.

4.5 With regards to 4.4 above, the Principal should take account of the likely behavior of people that the NASAT supports and make a judgment about placing whistles or air horns at call points or just issuing them to key members of staff. It is not advisable for staff to wear whistles on a lanyard around the neck where there are people with challenging behavior.

4.6 Portable air horns may be used instead and these will require a compressed air aerosol to be attached to them for operation. These devices are loud, but a disadvantage is that the aerosol will need replacing from time to time as it used up by periodic testing (monthly).

4.7 Whatever temporary devices you decide to use, the location should be known to staff and when they are tested, it provides an opportunity for staff to re-familiarise themselves with the sound.

4.8 In residential premises, if the fire alarm is inoperative during the night, it will be necessary for staff to patrol the building periodically to check for any outbreak of fire as the automatic detection system will not detect fire or smoke. This should be on an hourly basis and should include all areas of the premises including boiler rooms. It may be necessary to call in additional staff overnight to cover the building if it is large or complex. The Principal must be informed even if not at the premises so that a decision can be made at an appropriate level.

## 5. Recording

5.1 The procedure for dealing with a failure of the fire alarm system should be noted in the premises risk assessment and this document should be referred to.

5.2 The failure of the fire alarm system should be recorded in the fire alarm testing log book including details of what the cause of the failure was and the length of time the system was inoperative.

5.3 If the reason that the fire alarm has been inoperative is due to maintenance work, then this event must be pre planned for during the daytime when more staff are available to be vigilant for any outbreak of fire. The engineer responsible for the maintenance work should discuss with the Principal options about only making part of the system inoperative at a time. The engineer must keep the Principal updated on which areas are inoperative throughout the day. The engineer should record the works carried out and the length of time the alarm was inoperative in the fire alarm log book.