

Fire Safety Management Plan

Statement of intent

RAISE-AP is committed to providing a safe environment for staff, pupils, contractors and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of staff, visitors, and contractors have a statutory responsibility in ensuring compliance with the law and complying with fire safety provisions.

Fire is a potential hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of persons on or near the site; damage to or loss of property; and severe interruption to normal business activities or opportunities.

Managing the risk of fire requires the implementation of fire safety precautions based on a combination of:

- Assessment of the inherent fire risks posed by the building (what source of fuel, ignition and oxygen are there? What mitigating factors might increase the risk?)
- Appropriate prevention and protection measures depending upon building use and occupancy. (Some controls may not be practicable such as removing ignition sources from labs and kitchens, or some pupils may not be able to comprehend and respond appropriately to information about risk)
- The legal obligations held by employers, occupiers, owners and responsible persons (The Regulatory Reform Order 2005, The Health and Safety at Work etc. Act 1974 etc.)

Pupils will be made aware of the high standards of behaviour expected of them in relation to all fire safety matters including:

- Behaviour during drills and evacuations
- Behaviour when using any ignition sources
- The misuse or tampering with fire safety equipment

Aim and scope

This fire safety management plan applies to all premises, which are to any extent under the control of the school. Its requirements extend to all persons at those premises including staff, pupils, visitors and contractors whether permanently or temporarily engaged. It is understood that some pupils will not have capacity to understand the risk posed by fire and respond appropriately, and in all situations class teachers and support staff will take steps to maintain a safe environment and minimise avoidable fire risks to the children under their care.

Where premises are jointly occupied or control of premises is shared with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and

procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.

This fire safety management and fire emergency plan also applies to all workers not employed by the school but carrying out work on their behalf or carrying out work on the site, including temporary staff, contractors, inspectors and peripatetic staff.

To reduce the risk of fire as far as possible the school will, as far as is reasonably practicable and in accordance with legal obligations and standards:

- Maintain passive and active fire prevention and protection measures in the school and where necessary, following advice from a competent person, provide additional measures to ensure safety;
- Provide relevant information to staff and others, through the provision of emergency instructions or fire safety plans and make staff aware of the risks identified by relevant risk assessments;
- Provide a programme of relevant fire safety training;
- Employ a competent fire risk assessor to carry out and regularly review a fire risk assessment;
- Have in place a programme of works to improve or maintain the existing fire safety specifications, influenced by the fire risk assessment;
- Identify the key roles played by staff during an emergency such as class teachers, fire wardens and SLT, including the person responsible for collating relevant information for communication to the emergency services
- Complete and regularly review Coshh risk assessments, and where necessary make the emergency services aware of the location and quantity of flammable / explosive / oxidising or otherwise reactive substances that could pose additional risk during a fire.

Roles and responsibilities

Educational Directors

Educational Directors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation, including but not limited to:

- The allocation of appropriate funds to address fire safety concerns in the school
- The regular review and agreement of necessary safety policies
- Regular recorded site inspections with the Head

The Head

- Ensure that a fire risk assessment has been carried out and is reviewed at least annually and following significant changes to the premises, equipment, work activities or relevant staff.
- Ensure, in line with the outcome of the fire risk assessment, that the optimum number and type of fire extinguishers are installed in appropriate locations and maintained or replaced as necessary.
- Ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.
- Ensure that a robust and effective emergency plan is in place to safely evacuate all persons likely to be occupying the building. This emergency plan must take into account people with mobility, sensory and/or learning impairments, including those with temporary impairments, which may affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
- Arrange for the emergency plan to be issued to staff, visitors, etc. to inform them what to do in the event of fire.
- Arrange for a competent 'responsible person' (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf.
- Ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.
- Ensure that a copy of the current fire risk assessment for their premises is readily accessible, and its provisions complied with.
- Ensure that effective arrangements are in place for contacting the emergency services;
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.
- Confirm that their termly premises fire safety inspections address fire safety arrangements.
- Liaise with local trade union safety representatives, where appointed, on all aspects of the above arrangements.

Employees

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to comply fully with any fire safety procedures that may be introduced to protect the safety and well-being of everyone on site.

Employees must:

- report to their manager or supervisor any concerns about fire safety;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;
- ensure that those under their supervision (i.e. pupils) are evacuated in a timely and safe manner, and that any additional processes in place to support persons evacuating are followed;
- comply with the no smoking legislation and local no smoking policies.

Lead Fire Warden/Fire Coordinator

If a fire is discovered, the Lead Fire Warden/Coordinator makes themselves conspicuous by wearing the Fire Warden High Visibility Vest. They are expected to take control of the situation and do the following.

Only if the Fire Alarm fitted is an 'Addressable' system - Attend the Fire Alarm Panel and check where the system is saying the fire is located - send a Marshall to that zone and confirm location of fire or if it is a false alarm. Remember – Staff should always check for signs of fire, smoke, and heat before entering a closed room.

In all circumstances, the Lead Fire Co-ordinator shall:

- Contact the emergency services by dialling 999 and request the fire service, making sure to pass on the following information:
 - Who is calling
 - What has happened
 - How many persons are involved
 - Full address including postcode and the location within the building.
- take ownership of the Emergency 'Grab Bag' and hand relevant content to the attending Emergency Services;
- ensure that designated 'Buddies' fulfil any PEEPs arrangements so that persons who are pregnant or have a disability are assisted to safety;
- encourage staff around them to evacuate and proceed to the assembly point;
- receive verbal feedback from the Fire Wardens noting their areas as confirmed 'clear/not clear' and feed that back to the attending emergency services;
- instruct Fire Wardens to monitor designated emergency exit doors to prevent re-entry entry of people; and
- act as the authorised liaison between the school and the attending emergency services noting any instructions given and or information requests received.
- Give the authorisation to re-enter the building once the 'all clear' has been received from the attending emergency services or assist SLT with the Business Continuity Plan should a full and continued evacuation be put in place.

Fire Wardens and Class Teachers

If a fire is discovered, the Warden or Class Teacher is expected to do the following.

- Evacuate people from your designated area or classroom, including cloakrooms and toilets, as quickly and orderly as possible using the nearest available exit.

Fire Wardens should also complete the following actions:

- Sweep toilet areas and storerooms in their zone to ensure everyone has exited.
- Ensure that persons who are pregnant or have a disability are assisted to safety.
- Shut down electrical equipment and make sure machinery has been made safe*
- Ensure that security measures, such as closing fire-resistant safes are carried out. *
- Close all windows *
- Report to the Lead Fire Coordinator the status of your area i.e. clear/not Clear, noting any persons refusing to evacuate.

When instructed by the Fire Coordinator the Fire Wardens monitor designated fire exits from a safe distance and prevent people from re-entering or entering the building until the Lead Fire Warden/Coordinator has communicated an 'all clear' instruction.

*Where it is safe to do so without putting their own safety at risk or causing unreasonable delay to their escape.

Pupils and non-employees

Pupils are expected at all times to behave in accordance with the school's behaviour policy, and to follow all instructions given to them for the purpose of maintaining their own and their peer's safety.

Any behaviour which does not meet this standard, or which introduces an unacceptable risk to persons in the school, will be addressed using the school's Behaviour policy.

The school will inform non-employees, such as pupils and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

Communication

All employees will receive appropriate fire safety training including a full explanation of the evacuation procedures. Pupils will be involved in termly drills to ensure they are aware of actions to take during an evacuation.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. More frequent reviews will occur if there are changes to the premises or activities being carried out.
- The fire evacuation procedures will be practised at least termly.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire wardens.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm, what to do in an event of fire, escape routes etc.
- All escape routes will be clearly sign posted and kept free of obstructions at all times.
- All fire related equipment will be regularly serviced and maintained.
- Fire detection and fire warning will be tested weekly. Full checks and tests of system by competent service engineers will be completed every six months.
- Emergency lighting equipment will be tested monthly and full checks and tests of lighting systems by competent engineers will be completed annually.
- Any other safety system will be checked regularly to ensure correct operation, where necessary, e.g. fire extinguishers.
- The competent person will maintain fire safety provisions at suitable intervals, and ensure maintenance is recorded.

Identifying persons especially at risk (Personal Emergency & Evacuation Plan - PEEPS)

Persons who may need assistance with emergency evacuations have been identified, and an appropriate PEEP has been completed. PEEPs are practiced as part of normal fire drills.

Systems of evacuation that may be implemented depending on individual needs might include:

- Progressive Horizontal Evacuation. This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resistant walls, ceilings, floors and doors of 60 minutes fire resisting construction.

- Evacuation by Lift. This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lifts with special features and are not the same as ordinary lifts in most buildings.
- Evacuation by Stairs. This method involves the use of equipment such as special evacuation chairs, but is usually only possible if people are being evacuated downwards or horizontally.
- Use of Refuges. BS5588: Part 8 defines refuges as 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)

A refuge is an area that is separated from the fire using fire-resisting construction, has access via a safe route to a final fire exit, and is clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate. Refuges should not be used to shelter people while waiting for emergency services to conduct an evacuation.

Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated safely. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Buildings with persons at special risk should have designated responsible persons who:

- are responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety; and
- have had specific training e.g. using the 'evacuation chair'.

Visitors and / or Contractors

In the school, there are occasions where visitors will be present, both in and out of the school day. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities. This could include evening classes, open evenings, school plays etc.

As schools are not generally open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitor's book or similar. The person hosting the visitor will ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors will also be logged in and out of premises and, unless they are to be constantly supervised by staff or nominated personnel and will be given information

about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This will include the following:

Monitoring

The following Key Performance Indicators (KPI's) will be used to monitor the effectiveness of the Fire Safety Management Plan, and will be reviewed by the SLT and Educational Directors regularly:

- Number of fires recorded annually/number of fire related incidents.
- Achieving set schedules and timeframes (evacuation drills and building audits).
- Measuring the number of Fire Service call outs against cause.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Quarterly/biannual/annual premises inspection and meetings to ensure actions and progress are made.
- Details of any issues highlighted during evacuations such as obstructed exits or dangerous escape routes.

Review

A review of this document and the procedures in place within it will take place at least annually or following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

Appendix A: Fire Emergency Plan

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

Training and Training Provision (recorded in Appendix 2)

The school will identify any training needed and how it will be provided. This will include the following:

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

Information Distribution

The method(s) of informing personnel (incl. visitors / contractors) of escape routes:

- Verbal instruction for visitors upon arrival
- Written communication
- Training/induction for anyone on site for long periods or working unsupervised
- Emergency exit and route signage
- Fire action notices
- All communictaions will include details of alternative escape routes should the main one be blocked or inaccessible. Consideration is given to routes that lead past potential arson attack areas, such as near rubbish skips.
- The emergency plan will be shared with employeess and contractors.

What Should People/Staff Do If They Discover a Fire?

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- DO NOT USE THE LIFT
- Trained personnel to tackle the fire only where appropriate and safe to.
- Where appropriate close windows and doors on the way out.
- If you have a responsibility as part of a Personal Emergency Evacuation Plans, discharge this responsibility appropriately.
- Leave the building by the nearest exit.
- Do not stop, or return, to collect personal belongings.
- Ensure pupils and visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.

- You must remain at the assembly place.
- Return to the building only when authorised to do so by the Fire Service's incident commander.

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

If you are in control of a class or group of pupils, ensure their safe evacuation to your identified assembly point. All staff members in the class must be aware of their responsibility for evacuating pupils.

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

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire-fighting equipment unless you have been trained.
- Do pass any information to the 'responsible person' at the assembly point.
- Remain at the assembly place until instructed to move by a fire officer or manager.
- Return to the building only when authorised to do so by the Fire Service's incident commander.

Contacting the Emergency Services

- The Head of Provision or a member of staff available will make contact.
- What are the means of calling the emergency services? For example by mobile telephone or landline
- Include a method in the event of a power failure.

Identify Processes, Machines or Power That Must Be Shut Down

This section includes persons responsible for the following, and what action needs taking where appropriate [i.e. science technicians to shut off gas to taps, kitchen manager to hit emergency shutoff to kitchens etc.]:

Staff below are responsible for ensuring any hot work equipment is turned off:

- Science labs: Gas supply isolated
- Technology departments: Emergency power shutoff activated
- Welding: Fuel isolated
- Cookery Emergency power shutoff activated, gas isolated if applicable
- Kitchen Emergency power shutoff activated, gas isolated is applicable

Specific Arrangements for Any High-Risk Areas

As above for specified areas i.e. in the event of an alarm sounding, cleaning cupboards currently in use should be closed and locked, where it is safe to do so. Emergency services will be made aware of the location of shutoff points for LPG, Gas, Solar, Electricity etc.

Areas that may require specific action to be taken in the event of a fire might include:

- Boiler room location identified to emergency services
- Chemical storage areas locked if in use
- Gas storage location identified to emergency services
- Generators location identified to emergency services
- Work processes stopped by responsible persons

In addition, all shutoff locations for services are highlighted on a site plan in the grab bag, along with a list of hazardous chemicals and their respective storage locations, which will be shared with emergency services in advance and handed over upon arrival.

Emergency Services Liaison Procedures

- Head of Provision will liaise with the emergency services on arrival.
- They will share appropriate information with the fire service, along with keys etc. required to access the necessary services/areas. These are contained in the emergency grab bag.
- Head of Provision will meet the emergency services to hand over relevant plans.
- Emergency services will be able to identify this person by high viz jacket.
- If anyone cannot be accounted for and where they were last seen.

Specific Information for the Emergency Services

The emergency services will be given the following information:

- Type of emergency
- Location of the fire/incident
- Missing persons
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

Accounting for Personnel Procedure

The digital sign in app will be used to identify staff, students, contractors and visitors on site via the fire evacuation process.

Building Schematic

This plan can be found at the end of this document and lists the following locations and included an appropriate key / legend.

- Fire escape routes
- Manual call points
- Fire and smoke detectors
- Fire doors
- Fire extinguishers
- Service shutoffs (gas, electric, solar, LPG etc.)
- Flammable stores
- Alarm panel
- Refuge points
- Accessible toilets
- Assembly points

Assembly Points

The emergency assembly points are located in the following locations: car park

Staff with Specific Responsibilities

Educational Directors

- Attending regular safety walks in the school
- Providing strategic input to fire safety management
- Ensuring the appropriate allocation of funds for fire safety management
- Administrating all necessary statutory compliance checks
- Maintaining the fire emergency an management plans
- Support the head in management of fire safety
- Prioritising remedial actions identified in Fire Risk Assessments
- Ensure the daily maintenance of fire escape routes including removal of obstructions and unlocking doors that form part of escape routes.

The Head:

- Ensuring an appropriate fire emergency plan is in place
- Implementing this plan
- Ensuring controls are adhered to
- Communicating clearly with Governors and the Local Authority

- Delegating responsibilities to appropriate persons
- Ensuring the appropriate training is provided to staff who require it
- Ensuring there are sufficient fire wardens in place

Class Teachers:

- Ensuring the safe evacuation of pupils under their care
- Ensuring fire escape routes in their class are maintained
- Reporting issues that cannot be remedied immediately to the appropriate person (caretaker, SBM etc.)

Lead Fire Wardens:

- Take overall control of evacuations
- Ensure fire wardens are aware of their responsibilities
- Contact the emergency services (999) in the event of a fire being discovered
- Act as a point of contact for the emergency services on site
- Take charge of the emergency grab bag and associated
- Ensure PEEPs are in place for all who require them
- Ensure PEEPs are put in to action in an emergency
- Sweep allocated areas and encourage/assist individuals in evacuations
- Conduct regular checks of their allocated areas for hazards
- Additional fire warden responsibilities will be detailed in their training

Contingency Plans

Contingency plans must be in place for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.

As part of our emergency plan, we follow good practice to prepare post-incident plans for dealing with situations that might arise such as those involving:

- people with personal belongings (especially valuables) still in the building;
- people wishing to re-join friends;
- getting people away from the building (e.g. to transport);
- inclement weather; or
- buildings that cannot be re-entered / reoccupied.

Re-Entering the Building

- People will be prevented from re-entering the building until told to do so.
- Fire wardens will let people know when they can re-enter the building.
- Note: If the emergency services have been called then the Fire Service Incident Controller is responsible for giving permission for re-entry to the building.

Contingencies If Not Re-Entering the Building

- Arrangements in place if the building cannot be re-entered?
- Consider weather conditions, time of year, length of time before re-entry is possible etc.
- Will personnel remain in the assembly area or be re-located according to the major incident plan?
- Staff will be identified to monitor/escort the pupils during this time
- Staff identified to ensure that all pupils have arrived at the relocation point are accounted for.
- Method of contacting parents or guardians if the pupils are sent home is understood.
- Procedures to ensure the safety of staffs / service users that cannot be sent home or relocated.



Appendix 2: Training Matrix

Appendix 3: PEEP Guidance

What is a PEEP?

A Personal Emergency Evacuation Plan (PEEP). Its aim is to provide employees, who cannot get themselves out of a building unaided, with the necessary information and support to be able to manage their escape from the structure, and give the management concerned the necessary information to ensure that the correct level of assistance is always available.

It is the responsibility of the Responsible Person or their Nominated Person to talk to staff with disabilities to identify whether they require any assistance in the event of an emergency. If a member of staff requires assistance, the Emergency Evacuation Questionnaire (attached) should be completed. This should be completed by the person requiring assistance, with appropriate support from immediate line management.

What things do I need to consider when drafting a PEEP?

Using the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be formulated. Buildings often have unique characteristics, and the PEEP needs to take account of the building's capabilities.

Persons with disabilities who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. These assistants may need training, in which case management shall arrange this.

As a minimum, your PEEP should consider the following:

Assisting wheelchair users down stairs.

Where persons with disabilities are located above or below the ground floor, there are many considerations. In all the following cases, your Herefordshire Council H&S Advisor will be able to give more advice and will assist with identifying Refuges and Evacuation routes.

Temporary Refuges.

A refuge is a designated temporary safe space where persons with disabilities can wait for assistance. It both protects from a fire, by fire resisting construction, and provides a safe route to final exit. For example, they are often at the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size, be free of any obstructions and able to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the Local Fire Prevention Officer as the requirements for fire separation and structure are very specific and the inclusion of a refuge in the building will require alteration to the Fire Risk Assessment.

A refuge can only be defined if there is also a specific local procedure implemented to ensure that persons can be evacuated from the refuge under safe and controlled conditions. It is the responsibility of the Responsible Person or their Nominated Person to ensure that persons are evacuated and not left for the Fire Services to extract.

Safe Routes.

A PEEP should contain details of the escape route(s) the person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. Wherever possible horizontal evacuation routes should be sought out so that the evacuating person can move freely into an adjacent building without having to negotiate steps and stairs.

It is especially important to ensure that the evacuating persons can operate all locks, doors and other devices. Any route where the door furniture is inaccessible will be unacceptable. It is often also necessary to ensure that there are alternative routes and that the routes are not excessively long.

Evac-Chairs – or similar.

Evac-Chairs, which assist with lowering persons with disabilities downstairs, can be provided in some buildings. Where there are anticipated to be many wheelchair users in a building at any one time, it may be necessary to provide additional Evac-Chairs in that building, and training in the use of this equipment will be a requirement.

Deaf and Hearing-Impaired persons.

Generally, most deaf people working alongside hearing colleagues will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing-impaired persons working alone may need an alternative method of being alerted to an emergency. For example, many alarm systems have/can have visual indicators in the form of a flashing light, or vibrating pager systems can be used. If additional equipment is required, then please contact the departmental management.

Blind and partially sighted persons.

Employees should be offered orientation training; this must include alternative ways out of the building. If a blind person uses a guide dog, it is important that the dog is also given ample opportunity to learn these routes.

The employee may also be offered the services of a 'buddy', selected individuals whose role will be to ensure that employees with special needs are evacuated to a safe place of refuge.

Do people involved in a PEEP need special training?

To be effective, any evacuation plan depends on the ability of staff to respond efficiently. Employees will therefore need to receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all the following elements:

- Fire drills for staff (contact the fire warden).
- Specific training for fire wardens
- Specific training in the use of evac-chairs, fire extinguishers etc.
- Managers are responsible for arranging suitable training for all staff.

What if I am unsure about any fire safety issue?

If you are ever unsure about a fire safety issue, you should always contact your fire safety advisor or Herefordshire Council's Health and Safety Advisor.

PEEP Questionnaire

This form is for individuals who do or may require assistance evacuating premises. The reasons may be any form of disability (permanent or temporary, physical or sensory).

Please complete this form and submit it to your manager as soon as possible. The manager will then discuss this form with the competent person in charge of fire safety for the premises and jointly put in place control measures to assist in your safe evacuation.

If the practice drills identify concerns in the implementation of the evacuation, please contact the appropriate Facilities Manager or team manager in Corporate Council buildings, or in the case of schools-the Health and Safety Advisor in finding suitable solutions.

PLEASE NOTE: A PEEP should consider all buildings / areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

Name:	Job Title:
Directorate /School:	Building / Area PEEP applicable to:
Does the individual routinely use more than one location in this building? If yes, please provide details	
Are they aware of the emergency evacuation procedures, which operate in the building(s) they attend?	
Brief description of duties:	

Awareness of Emergency Evacuation Procedures

No	Question	Yes	No	Don't Know
2.1	Are you aware of the emergency evacuation procedures that operate in the building(s) in which you work?			
2.2	Do you require written emergency evacuation procedure?			
2.3	Do you require written emergency procedures to be supported by interpretation?			
2.4	Do you require the emergency evacuation procedure in Braille?			
2.5	Do you require the emergency evacuation procedure as an audio file?			
2.6	Do you require the emergency evacuation procedures to be in large print?			
2.7	Are the signs that mark emergency routes and exits clear enough?			

Emergency Alarm

No	Question	Yes	No	Don't Know
3.1	Can you hear the fire alarm(s) in your place(s) of work?			
3.2	Could you raise the alarm if you discovered a fire?			

Assistance

No	Question	Yes	No	Don't Know
4.1	Do you need assistance to get out of your place of work in an emergency?			
4.2	Is anyone assigned to assist you to get out in an emergency?			
If NO, please go to Question 4.5. If YES give name(s) and location(s)				
4.3	Are the arrangements with your assistance(s) is a formal arrangement? (A formal arrangement is an arrangement specified for them by the line manager or written into their job description or by some other procedure.)			
4.4	Are you always in easy contact with those designated to help you?			

4.5	In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?			
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Getting Out

No	Question	Yes	No	Don't Know
5.1	Can you move quickly in the event of an emergency?			
5.2	Do you find stairs difficult to use?			
5.3	Are you a wheelchair user?			

1. Comments

Is there anything else, which you think relevant that hasn't been addressed in this form with regard to your safe evacuation from these premises?

Please return this completed form to your Line Manager

Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan for (the PEEP owner):	
Name:	Job Title, Pupil or Service user:
Directorate/School:	Building/area PEEP applicable to:
The person named above is informed of a fire evacuation by:	
The following people have been nominated to assist the above-named person from the building in an emergency:	
Name:	
Nature of Assistance:	
Contact Details:	
Name:	
Nature of Assistance:	
Contact Details:	
Name:	
Nature of Assistance:	
Contact Details:	
Methods of Assistance: (e.g. methods of guidance, etc.)	



Equipment Provided: (including means of communication)

Evacuation Procedure: (step-by-step starting at alarm being raised)

Safe Routes:

Relevant parties	Name	Signature
PEEP owner:		
PEEP assessor:		
Assistants:		

Distribution list: