



Name of policy - Fire

Reviewed by - Jade Sloan

Signed -

Date reviewed - 6/5/26

Date for next review - May 2027

Blackbird Creative Arts Fire Policy

Blackbird Creative Arts Ltd agrees to adhere to the councils current Fire Policy as shown below.
We agree to review and update our policy annually.

Blackbird Creative Arts will coordinate closely with Darlington Hippodrome's management to participate in joint fire drills and ensure we hold a copy of the building's most recent Fire Risk Assessment.

In addition to the Darlington Borough Councils Fire Policy we would like to add the following additional measures we shall carry out in the case of any cause for evacuation in our Alternative Education Provision, Key Stage Door.

Blackbird Creative Arts Ltd additional fire safety measures for Key Stage Door project:

Registration will happen each morning at 9am where students will be marked off on our virtual register that all members of staff will have access to. Any absent students we will follow our attendance procedures. Any late students will be marked when they arrive. Any appointments, or reasons to leave early or leave and come back, then the child will be signed out and then back in on the register when they return.

Staff will ensure that any Personal Emergency Evacuation Plans (PEEPs) provided by referring schools or Local Authorities for students with Special Educational Needs and Disabilities (SEND) or medical conditions are strictly followed during an evacuation.

Blackbird Creative Arts Ltd Evacuation Procedure for Key Stage Door project:

- Leave behind all belongings and immediately exit the space in a calm and orderly manner, at least 1 staff member in front and at least 1 staff member behind the students to ensure everyone is out of the space.
- We will exit via the nearest clear fire exit.
- Once we have exited the building we will gather in the car park at Stage Door side of Darlington Hippodrome, in front of the church in St Hilda's Car Park.
- We will then do a register to make sure we are all present and report any missing people to Darlington Hippodrome's fire safety officer. Any students unaccounted for, our staff will immediately notify the Designated Safeguarding Lead (DSL), who will inform the student's referring school and parents/carers.
- We will not reenter the building until the Fire Safety Officer deems it safe to do so.

Signed:

Name: Jade Sloan

Job Title: Company Director

Date: 6/5/26



DARLINGTON

Borough Council

Fire Safety

Corporate Health and Safety Arrangements

Document Name	Fire Safety	
Document Number	CSA010	
Authorised By	Chief Officers Board	
Date of Current Issue	October 2023	
Dates Reviewed	Updated information	Authorised By
February 2022	Amended formal risk assessment review period. Updated logos to reflect rebranding	Health and Safety Team
October 2023	Responsibilities and document amended to reflect the introduction of the Building Safety Act 2022	Health and Safety Team
May 2024	Responsibilities amended to include fire doors	Health and Safety Team

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1. Purpose

To provide managers and employees with guidance on the legal requirements and responsibilities for effective fire safety management throughout Darlington Borough Council (DBC).

This document does not detail individual premises fire procedures. An evacuation plan template is attached as **Appendix One** (Evacuation Plan).

2. Introduction

The Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (England) Regulations 2022 and Fire Safety Act 2021 covers general fire safety requirements in England.

The Fire Safety Act 2021 amends the Regulatory Reform (Fire Safety) Order 2005 (the “FSO”) with the intention of improving fire safety.

The Fire Safety (England) Regulations were introduced under article 24 of the Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order).

3. Responsibilities

3.1 Assistant Directors and Heads of Services

- Responsible for ensuring evacuation controllers have been appointed and ensuring adequate resource is available to fulfill legislative requirements and subsequent responsibilities as outlined in this arrangement.
- Where deemed appropriate ensure that additional premise specific management arrangements are documented. (example; Sheltered and Extra Care Schemes)

3.2 Property Services Manager

Responsible for monitoring statutory compliance. This includes;

- Working with, appointing and monitoring a ‘competent person’¹ to complete and review fire risk assessments using the Fire Risk Assessment Prioritisation Tool² to develop a strategy to prioritise buildings to review their fire risk assessments, to ensure they take into account the clarifications outlined in the Act.
- Ensuring a fire risk assessment has been carried out for Council buildings and appropriate measures have been taken to eliminate or reduce the risk, within a suitable timescale.
- Ensuring that an Evacuation Controller (appointed by the relevant Assistant Director or Head of Service) has been identified for each building.
- Ensuring that fire doors are installed, inspected and maintained as identified in legislation.
- Ensuring fire warning and detection systems are maintained and tested.
- Ensuring that all fire-fighting equipment is maintained and tested.

¹ <https://www.ife.org.uk/Fire-Risk>

² <https://bpt.homeoffice.gov.uk/>

- Reporting on any fires in Council premises (or those parts of shared premises, not under the direct control of the Council) where the safety of employees or visitors may be affected or business continuity is at risk.
- Liaising with County Durham and Darlington, Fire and Rescue Service, on the inspection of the Council's premises.
- Liaising with the Health and Safety Team on any fire safety matters.

3.3 Housing Asset and Compliance Manager

Responsible for monitoring statutory compliance across housing properties. This includes;

- Working with, appointing and monitoring a 'competent person' ³ to complete and review fire risk assessments for housing.
- Reviewing completed fire risk assessments and ensuring appropriate measures have been taken to eliminate or reduce the risk, within a suitable timescale.
- Ensuring that fire doors are installed, inspected and maintained as identified in legislation.
- Ensuring fire warning and detection systems are maintained and tested.
- Ensuring that all fire-fighting equipment is maintained and tested.
- Reporting on any fires in Council premises (or those parts of shared premises, not under the direct control of the Council) where the safety of employees or visitors may be affected or business continuity is at risk.
- Liaising with County Durham and Darlington, Fire and Rescue Service, on the inspection of the Council's premises.
- Liaising with the Health and Safety Team on any fire safety matters.

At least annually, information is to be provided to tenants on fire safety in the home. In multi occupied residential buildings specific information will be provided as below.

- Fire Safety Instructions: provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.
- Fire Door Information: provide residents with information relating to the importance of fire doors in fire safety, at least annually.

3.4 QS and M&E Surveying/Compliance Manager

- Responsible for monitoring statutory compliance, this includes;
 - Monitoring and reviewing fire risk assessments for corporate buildings and ensuring appropriate measures have been taken to eliminate or reduce the risk, within a suitable timescale.
 - Monitoring the installation, inspection and maintenance of fire doors.
 - Monitoring the maintenance and testing of fire warning and detection systems.
 - Monitoring the maintenance and testing of fire-fighting equipment.
 - Liaising with the Health and Safety Team on any fire safety matters.

³ <https://www.ife.org.uk/Fire-Risk>

3.5 Managers (with facilities management responsibilities)

- Ensuring that, working with relevant persons, actions identified in fire risk assessments are completed within identified timescales
- Ensuring escape routes are kept free from obstruction, are adequately illuminated and clearly signed.
- Ensuring adequate arrangements are in place to warn all occupants in the event of a fire. The fire alarm must be clearly audible in all parts of the building.
- Ensuring sufficient notices are displayed at appropriate places indicating the action to be taken on discovering a fire/on hearing the alarm, means of escape and assembly points etc.
- Ensuring adequate access is maintained to the building, to allow for emergency vehicle access.
- Ensuring an Evacuation Plan is in existence and communicated to the occupants of the building. At least 2 fire alarm activations and evacuations (fire drills) must take place a year.
- Ensuring a strategy is in place, to communicate with persons occupying other parts of the building should an incident occur e.g. different buildings that are linked/interconnected but have different occupants.
- Where responsible for undertaking fire safety checks, ensuring the premise file is maintained with relevant records.

In all multi-occupied residential buildings;

- **Fire Safety** Instructions: provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.
- **Fire Door Information:** provide residents with information relating to the importance of fire doors in fire safety, at least annually.

Where workplaces are shared with other occupant's responsibilities for fire safety arrangements should be agreed and clearly documented.

3.6 Building Services/ Corporate Landlord

Responsible for;

- Ensuring the premise file is maintained with relevant records
- Co-ordinating the completion of actions identified in fire risk assessments.
- Carrying out maintenance and annual testing of all fire and emergency equipment.
- Carrying out occupier tests of all fire and emergency equipment in principal buildings. (In smaller premise the occupier tests are carried out by the occupying service).
- Arranging for maintenance of firefighting equipment and responding to reports of problems with fire alarm and detections systems.
- In main Council buildings liaising with the Evacuation Controller to complete at least 2 fire alarm activations and evacuations (fire drills) a year. In smaller premise the evacuation practices are planned and carried out by the occupying service.

3.7 Manager(s)

Managers who do not have facilities management responsibility, still have fire prevention and control responsibilities, which include:

- Identifying and recruiting Fire Wardens as necessary for their area of responsibility in association with the Evacuation Controller and ensuring they attend the appropriate training.

- Ensuring property inspections are carried out and means of escape in their areas are clear and safe to use at all times.
- Ensuring emergency arrangements are in place for lone working/ persons working outside of normal office hours in the building, in association with the Evacuation Controller.
- Reporting any problem with the fire alarm and detection systems, firefighting equipment to Corporate Landlord as soon as they become aware of an issue.
- Identifying where employees may require assistance during an evacuation and documents a Personal Emergency Evacuation Plan (PEEP). PEEP's must be communicated to the Evacuation Controller and Fire Wardens.
- Ensuring employees are provided with training as identified in this arrangement.
- Managers with employees working in multi-occupied sites must ensure they are aware of the emergency evacuation arrangements and these have been effectively communicated to employees.

3.8 Evacuation Controllers

- At each occupied premise, an Evacuation Controller(s) will be appointed by the relevant Assistant Director or Head of Service, to take charge of and control evacuation procedures. This person should have sufficient seniority to make decisions, develop and implement the Evacuation Plan.
- Identifying and recruiting Fire Wardens, in association with managers and ensuring they attend the appropriate training.
- Liaising with emergency services personnel (i.e. notify the Fire and Rescue Service of the location and type of fire if known and report any missing persons) and take the lead during the activation of a fire alarm and co-ordinate with the Fire Wardens to ensure effective evacuation.
- Ensuring procedures are in place to take account of any special needs of building users in line with their PEEP (assessed in conjunction with the Manager).
- In the main Council buildings, identifying with Corporate Landlord when a fire drill is to take place and ensuring appropriate records are maintained and a debrief with fire wardens is carried out. A brief summary of the evacuation should be sent to the manager with facilities management responsibilities and Corporate Landlord including; what worked well, any issues, any remedial actions required. If there were issues with the evacuation the Health and Safety Team should also be informed.

3.9 Fire Wardens

Fire Wardens are to be provided with suitable information, instruction and training. They are required to attend Fire Awareness Training as soon as possible after their appointment to the role of Fire Warden and have this training refreshed at least every 3 years. Additional training is to be completed if Fire Wardens are required to use Evac Chairs.

The Fire Warden role will include: -

- (Upon activation of the fire alarm) checking that the section or floor of the premises allocated to them is fully evacuated of all persons.
- Reporting to the Evacuation Controller, closing doors en-route, if not fitted with automatic door closers, at the assembly point.

On arrival at the assembly point: -

- Updating the Evacuation Controller as to whether their allocated area is clear or report any issues.
- Not allowing people to re-enter the building until informed it is safe to do so by the Evacuation Controller.

3.10 Employees and Elected Members

All employees must familiarise themselves with the fire safety and emergency evacuation arrangements for the areas in which they work and are responsible for;

- Knowing what action to take on discovering a fire, presence of smoke, or the smell of burning and complying with the relevant fire and emergency procedures for the premises.
- Attending fire awareness training as requested by managers or undertaking e-learning on AC10 as described in the training section of this document.
- Where required act as a fire warden in touchdown work spaces and meeting rooms.
- Keeping all fire exits, fire escape routes and fire-fighting equipment free from obstruction at all times.
- Reporting any fire hazards (e.g. fire doors continually wedged open, escape routes blocked, accumulation of combustible materials, lack of fire signs, or faulty electrical/gas services or appliances) to their Manager.
- Not removing fire extinguishers from their normal position (except for the purpose of fighting a fire).
- Observing the corporate no smoking rules.
- Keeping work areas tidy; rubbish and waste materials must not be allowed to accumulate and must be placed in suitable containers. Keeping the minimum amount possible of combustible materials such as cardboard or paper etc.
- Not parking vehicles in a manner likely to obstruct, emergency exits or access to the building by fire appliances.
- Following fire instruction notices and participating fully in any fire drill. Never leaving fire assembly points unless instructed to do so by the Evacuation Controller/ Fire Wardens.
- Informing (and keeping updated) their manager where there are changes that could impact upon their own safe evacuation from the building in the event of an emergency.
- Assisting their manager in the preparation and development of their own Personal Emergency Evacuation Plan.
- Keeping manager and Buddy (if assigned one) informed of any planned holidays/appointments that will result in absence from work. Work with manager to support the implementation of agreed 'reasonable adjustments'.
- Only bringing into work personal electrical equipment that have been authorised for use by their manager, in accordance with the Corporate Electrical Safety Arrangement.

3.11 Design and Construction

All duty holders under the Construction Design and Management Regulations, Building Safety Act and The Regulatory Reform Fire Safety Order, must consider the risks from fire.

Where construction work is to be carried out on a DBC premises (new builds and refurbishment of existing premises) then The Health and Safety Team should be invited to comment on the building fire strategy and design proposals at the earliest stage. In addition there must be compliance with [HSG 168 Fire Safety in Construction](#).

The site manager/ supervisor are responsible for ensuring a construction phase fire risk assessment checklist (**Appendix Four**) is completed and reviewed on a regular basis.

4. Fire Risk Assessment

Fire risk assessments for Council buildings shall be carried out by a 'competent person' appointed and monitored by Property Services Manager/Housing Asset and Compliance Manager

For High-risk buildings i.e. extra care settings, building safety information must be made available, and compartmentation surveys must be completed and reviewed on a regular basis alongside the fire risk assessment.

Managers with facilities management responsibilities (see 3.3), should review the fire risk assessment on an annual basis. If there have been no significant changes, the review is to check that the information is still correct, all necessary maintenance of the fire protection equipment is being carried out, twice yearly alarm activations and evacuations (fire drills) have taken place and all recommended actions from the fire risk assessment have been completed. Where necessary, an action plan should be developed and the Property Services Manager provided with a copy.

Where there have been significant changes, including to any of the following; the building, employees, occupancy, activities or legislation, a formal review by the appointed 'competent person' is required to ensure that risk assessment is up to date.

A formal review by an appointed 'competent person' ⁴shall be carried out at least every 3 years, or as per frequencies identified via the fire risk assessment prioritisation tool.

Where the fire risk assessment has identified actions are required, Corporate Landlord and managers with facilities management responsibilities are responsible for ensuring completion.

Copies of the completed risk assessment (and any supporting documentation) are to be held electronically and in hard copy in the premise file. This includes details of recommendations and subsequent action taken.

5. Training and Information

As part of induction training, the manager must provide all employees with information on fire safety including the emergency arrangements that apply to their place of work. This requires recording on the Health and Safety Induction form.

Managers shall bring to the attention of employees a copy of the Evacuation Plan detailing the evacuation procedures for the premises, copies are available on the intranet. A fire safety module on Academy 10 is available and is to be completed by all employees and refreshed at least once every two years.

Employees require training appropriate to their role and responsibilities.

It is important to ensure that training is refreshed when employees move to other locations (whether on a permanent, temporary or an ad-hoc basis) and managers should regularly discuss fire safety with their employees including when emergency arrangements are updated.

6. Visitors

Managers shall ensure arrangements are in place for visitors, in relation to fire safety and emergency evacuation.

⁴ <https://www.ife.org.uk/Fire-Risk#:~:text=IFE%20Register%20of%20Fire%20Risk%20Assessors&text=Applicants%20must%20demonstrate%20to,of%20the%20work%20for%20evaluation.>

It is the responsibility of the person hosting the visitors to ensure they are either supervised when in buildings. Where visitors are not supervised, they should be provided with adequate instruction on the action to take should a fire alarm sound and be provided with a point of contact should they have any further questions.

7. Employees working in non-DBC premises

Regulation 11(1) of the Management of Health and Safety at Work Regulations 1999 requires that where two or more employers share a workplace (whether on a temporary or a permanent basis) each employer must:

- Co-operate with the other employers concerned to enable them to comply with statutory requirements, including fire legislation (taking into account the nature of their activities);
- take all reasonable steps to co-ordinate the measures they take with the measures taken by other employers and
- take all reasonable steps to inform other employers concerned of the risks from their work to other employees' health and safety.

Regulation 22 of the Regulatory Reform (Fire Safety) Order 2005 places similar duties on "Asset Managers" in shared premises.

In shared premises it's likely there'll be more than one manager. Managers need to ensure fire safety arrangements have been coordinated and agreed to make sure people in the premises are safe. Where there is uncertainty, a written agreement should be in place ensuring responsibilities are outlined.

8. Evacuation Plans

Managers with facilities management responsibilities must ensure that every premises under their authority has a written 'Evacuation Plan' (**Appendix One**). The Evacuation Plan must be discussed and agreed with the Evacuation Controller and communicated to all persons within the building.

All managers must consider out of hours working when completing their task-based risk assessments and ensure suitable emergency arrangements are in place for those persons working out of hours.

8.1 Personal Emergency Evacuation Plans (PEEPS)

In the majority of cases, it will be possible for building occupants to be aware of an alarm and make their way unaided to a place of safety, for some however, additional assistance may be required. A PEEP is a Personal Emergency Evacuation Plan (**Appendix Three**), which is developed and agreed jointly, to enable any persons who may require assistance to safely evacuate, including out of hours working.

If a person has difficulties in hearing the alarm; evacuating a building unaided due to a mobility or sensory impairment, including following an injury (e.g. crutches), or has difficulty coping in crowds, a PEEP will be required.

PEEP's must be communicated to the Evacuation Controller and Fire Wardens and any other relevant employees. A copy should also remain on the employees personal file and be reviewed at regular intervals.

Where there are many visitors to a building it is not practical to develop a PEEP for each visitor with a disability. In such instances it is acceptable to ensure the Evacuation Plan anticipates the needs of visitors with a disability. It should specify, what is expected from the visitors and set out the evacuation arrangements that are in place for the premises. It should outline the support and assistance that can be provided (depending on need) to help all visitors.

9. Fire Detection and Fire Fighting

All premises will be equipped with appropriate fire detectors, alarms & appropriate fire-fighting equipment that are maintained accordingly. Measures will be taken for firefighting in Council premises & competent persons (fire wardens) nominated to implement those measures. Fire detection and warning systems should typically include automatic fire detectors, manual call points, electronic sirens/ bells and a control panel.

In large, more complex premises, it can be of great assistance to the Fire & Rescue Service to keep plans on the premises detailing information on the occupants, hazards and layout of the building and its services. This information is usually held in a Premises Information Box (PIB), which is a recognised focal point where an organisation can highlight information specific to a given building. Although there is no legal requirement to provide this information in any particular way, having a PIB can be helpful at the time of an incident when dealing with emergency situations.

Portable firefighting equipment is provided and strategically sited throughout all Council buildings. The type, numbers and locations have been selected for the appropriate type of risk. All employees are to make themselves aware of the location of the extinguishers and the information on the signs above them. Fire extinguishers are subject to a routine annual maintenance. The main purpose of this equipment is to assist in the means of escape of a person/s from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

10. Emergency Routes and Exits

Emergency exits from premises & the exits themselves must be kept clear at all times. Emergency routes & exits will lead as directly as possible to a place of safety.

Emergency exit doors must open in the direction of escape unless in so doing they create additional hazards whereby persons could be struck by the door. Emergency exit doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency and must not be blocked or obstructed in anyway, this also includes external gates and doors. Emergency routes and exits must be indicated by illuminated emergency signs and emergency lighting of adequate intensity in case of failure of normal lighting in place throughout a building.

11. Flammable Substances

Where flammable substances are present in or on Council premises, the Council will ensure that the risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. Where it is not reasonably practicable to replace a flammable substance (or the use of a flammable substance), with a substance or process which either eliminates or reduces the risk to relevant persons, the control measures consistent with the fire risk assessments & appropriate to the nature of the activity or operation, must be introduced and implemented.

12. Evacuation Chairs

An evacuation chair (Evac Chair) is a specially designed folding chair that can be used to transport a person with limited mobility safely from a building, usually via stairways during an emergency.

Managers/ Evacuation Controllers nominating employees to assist the safe evacuation of individuals with limited mobility during an evacuation must ensure they have received appropriate training. To ensure the avoidance of skill fade people who have been trained in the use of evacuation chairs can practice at least annually. This could be as part of a fire drill or as a stand-alone exercise.

When a Personal Emergency Evacuation Plan (PEEP) has been completed for a particular employee and it has been identified that their evacuation would be via the evacuation chair then it may be appropriate for colleagues or other employees who work nearby receive the training. This should be documented in the PEEP.

When training is undertaken using the evacuation chair a visual inspection will be undertaken by the trainer. An annual service is required.

13. Fire Doors

It is a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose. Regular inspection of fire doors to identify any obvious damage or issues is required and is to be completed by a competent person. Periodic checks should be carried out at least once every six months although newly occupied buildings may require more frequent checks in the first year of use. Plus, Where the fire door is in high use, it should be checked more frequently than other doors in the building.

Checks should consider:

- if there has been any alterations or damage to a door's glazing apertures or air transfer grille
- if there are any gaps around the door frame and that seals and hinges are fitted correctly
- that the door closer shuts the door
- that the door closes correctly around the whole frame
- that there is no visible damage (either deliberate or from wear and tear) to the door or door closer
- If any issues are identified from these checks, it might be appropriate to undertake more detailed checks of doors (or the self-closing device) if any damage is identified from the initial inspection. This could include engaging a specialist.

14. Hot Works

The 'hot work permit' system applies to all operations involved in flame, hot air, arc welding, cutting equipment, soldering/blowlamps, bitumen boilers etc. where the risk of fire or false alarm activation increases.

Note: work that creates a large amount of dust may also trigger an alarm. Precautions similar to hot working should be taken to prevent false alarm activation in order to avoid panic and waste of time and resources and also include alternative arrangements to raise the alarm if required.

All persons carrying out any "hot working" must also complete a "hot work permit" (**Appendix Two**) on arrival at the premises. The Evacuation Controller should be made aware of any hot works due to take place.

15. Gas Cylinders

Gas cylinders are potentially dangerous when directly exposed to a fire and sustained heat, a cylinder may in some circumstances rupture and explode. Information on the arrangements for safe storage of gas cylinders can be found on the HSE website, HSG 459 Oxygen use in the workplace and INDG 370 Controlling Fire Risks in the Workplace.

Evacuation plans should consider the risk associated with gas cylinders and ensure that attending fire crews are informed of the location and type of cylinders on site. Where possible this information is usually held in a Premises Information Box (PIB) (refer to section 9.)

16. Lettings – Roles and Responsibilities

Managers responsible for the letting of premises shall provide a copy of the Evacuation Plan and procedures to take in the event of a fire, the locations of the fire exits, alarm and assembly points and ensure that the person in charge of the group hiring the premises is aware of their responsibilities in connection with fire safety.

The Hirer

The Hirer of premises has a responsibility for fire safety; they must familiarise themselves with the following requirements:

- Must make themselves aware of the Evacuation Plan relating to the area hired.
- Prior to the start of each session must check that all fire exits they will have access to, are clear of obstruction and unlocked. During the letting they must ensure that they are kept clear at all times.
- To be responsible for the safe evacuation of the group in the event of any emergency evacuation.
- To have a register of all persons present during each session.
- To have access to a telephone for emergency procedures.
- To be aware of the location of the assembly points.
- To ensure that no one re-enters the building until the all clear is given by the Evacuation Controller where relevant or Emergency Services.
- To ensure the building is not occupied beyond the number of agreed occupants.

Lease Hold

Lease Holders should be familiar with the requirement of the Regulatory Reform (Fire Safety) Order 2005 and their obligations to prepare their own fire risk assessment and to share this with any others in a shared occupancy building. They should also understand (and agree) roles and responsibilities and communicate any changes to their premises to the appropriate persons.

17. Enforcing Authority Visits

The local Fire and Rescue Authority County Durham and Darlington Fire and Rescue Service will enforce the Regulatory Reform (Fire Safety) Order 2005 in most premises.

The enforcing authority will have the power to inspect premises to check compliance. They will look for evidence of a suitable fire risk assessment and evidence of action taken to address significant findings of that assessment.

If the enforcing authority is dissatisfied with the outcome of the fire risk assessment or the action have taken, they may issue an enforcement notice that requires improvements to be made or, in extreme cases, a prohibition notice that restricts the use of all or part of the premises until improvements are made.

Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence.

18. Record Keeping

The following information must be available for inspection and audit.

1. The fire risk assessment.
2. Evacuation Plan including Personal Emergency Evacuation Plans (PEEPS).
3. Fire alarm system, record of weekly tests
4. Fire alarm system, record of maintenance
5. Fire alarms, record of unwanted fire signals
6. Emergency Lighting, record of tests.
7. Fire Fighting Equipment, record of tests.
8. Sprinkler Systems, record of tests.
9. Smoke Ventilation Systems, record of tests.
10. Employees training records.
11. Fire evacuation drill record.
12. Fire Wardens register.
13. Record of fire safety incidents/false alarms.
14. Hot Work Permits.
15. Business continuity planning information.
16. Records of any inspections/ communications from the local Fire and Rescue Service.
17. Audit records in relation to fire safety.
18. Records of any fire safety issues raised in or around the building are to be recorded as near misses and records will be retained by the Health and Safety Team.

Appendix One – Evacuation Plan

The following template can be used for creating an Evacuation Plan of Council premises.

Evacuation Plan For <i>(Insert premises name Here)</i>	
Premises address and contact number:	<i>Enter the premises address and telephone number that would be give to the fire and rescue service I their attendance was required</i>
Plan Date	<i>Enter the date the plan became active/ was last reviewed</i>
Review Date	<i>Add one year to the above date</i>
Responsibilities	
For ensuring the plan is up to date	<i>Usually the Evacuation Controller</i>
For ensuring adequate employees are on duty to carry out the plan	<i>As above supported by all managers where relevant</i>
For training employees on the evacuation plan and in their roles and responsibilities	<i>Managers at induction and on a regular basis</i>
Sound of the Alarm The sound of the alarm will be <i>(insert as appropriate to the fire alarm system for your site)</i> <ul style="list-style-type: none"> <i>A shouted warning/ whistle sounding/ air horn etc.</i> <i>A continuously ringing bell, a continuous warning siren etc.</i> 	
Raising the alarm In the event of a fire beginning <i>(insert as appropriate to your site)</i> <ul style="list-style-type: none"> <i>If the fire is discovered by a employees member or a visitor notifies a employees member of a fire, the alarm will be raised by: activation of the nearest call point, commencing manual warning (whistle, shout etc)</i> <i>If fire is detected by automatic detectors, this will trigger the fire alarm</i> 	
Action employees should take on hearing the alarm The following actions will be taken upon the fire alarm being sounded/raised: <i>(insert as applicable to your site)</i> <ul style="list-style-type: none"> <i>XXX will take charge and lead in the fire evacuation</i> <i>Dial 999 and request attendance by the Fire and rescue service. Employees member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire and rescue service but details of how/when this would activate should be determined)</i> <i>XXX pick up visitors signing in book/sheet from reception desk (You may decide this is not necessary if the building is small/there are no hidden areas etc. and it is obvious where any persons visitors would be and so would be easily covered in a sweep)</i> <i>Employees will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated employees members).</i> <i>Separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for employees and known visitors with additional needs as well as the general ‘Evacuation Plans’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)</i> <i>Lifts are not to be used for evacuation (Note –You may have written confirmation stating they are suitable for this purpose i.e. they may be properly designed fire evacuation lifts)</i> <i>Employees to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out</i> 	

<ul style="list-style-type: none"> • <i>If safe to do, and where it has been identified as part of your procedure, electrical mains/gas supplies should be switched off before leaving the building. The location of these are detailed below</i> • <i>XXX to ensure nobody re-enters the building until confirmed safe to do so by the Fire and Rescue Service</i> • <i>Meet at assembly point and check all persons and employees members are accounted for</i> • <i>XXX to liaise with Fire and Rescue Service upon their arrival</i>
<p>Escape routes</p> <p>The escape routes from the building are: <i>(detail designated fire escape routes)</i></p> <p>1.</p> <p>2.</p>
<p>Fighting fires – Extinguisher use</p> <p>Fire extinguishers will only be used where:</p> <ul style="list-style-type: none"> • <i>Employees have received training and feel confident in their use</i> • <i>Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small</i> <p>Personal safety always takes priority and if in any doubt, employees should not attempt to extinguish a fire</p>
<p>Number of employees needed to carry out evacuation plan</p> <ul style="list-style-type: none"> • <i>To implement the evacuation plan, XXX number of trained employees are needed on duty</i> • <i>Between XXX and XXX (time)/on weekends/during special events (see variations section below) etc, XXX employees need to be on duty at all times</i>
<p>Equipment needed to effect the evacuation plan</p> <p><i>This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site.</i></p>
<p>Variations to plan</p> <p><i>Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances</i></p>
<p>Back up arrangements</p> <p><i>Detail back up arrangements in the event of fire alarm failure or employees absence etc</i></p>
<p>Co-ordination with other premises occupants</p> <p><i>If there are other premises occupants then you need to co-operate and co-ordinate your fire arrangements with those employers/organisations. Detail the joint arrangements you have in place for maintaining fire precautions for the premises.</i></p>
<p>PEEP</p> <p><i>List names of people with PEEP and their corresponding buddies (if they have any assigned to them)</i></p>

Attach any:

- Personal Emergency Evacuation Plans
- Floor plans of premises (showing fire routes, location of power supplies, location of any dangerous/combustible materials etc).
- Map to assembly point

Appendix Two – Hot Works Permit

The form overleaf must be completed prior to the carrying out of any “HOT WORK” ON THE PREMISES.

The Permit System applies to all operations involved Flame, Hot Air, Arch Welding, Cutting Equipment, Brazing/ Soldering/ Blowlamps, Bitumen Boilers etc.,

Declaration to be agreed by Contractor/ Operatives

1. The location has been examined - before starting hot work, the area must be cleared of all loose combustible materials and, if work is to take place on one side of a wall or partition, the opposite side must be examined to ensure no combustible material will be ignited by conducted heat. There are no combustible liquids, vapours or gases in the location that could present excessive risk.
2. Suitable extinguishers of appropriate type must be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.
3. The operatives have had the nearest Fire Alarm pointed out to them, and have been told what to do in the event of a fire.
4. Operatives must have access to a mobile phone, or the nearest phone location pointed out to them.
5. Exposed wooden flooring and other items of combustible material which cannot be removed must be covered with sand or other non-combustible material.
6. When welding, cutting or grinding, the work area must be suitably screened using non-combustible material.
7. Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrestor.
8. Tar boilers lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulation base must be provided to prevent heat transfer igniting the roof. Such equipment must always be supervised by an experienced operative and be sited where spillage can be easily controlled. Gas cylinders must be at least 3m from the burner and at least one appropriate extinguisher must be at hand.
9. The area of any hot work must be thoroughly examined one hour after the work has finished.
10. Smoking is not allowed.

Additional Restrictions May Be Applied At The Discretion Of Either Party.

Prior approval for HOT WORK **MUST** be granted by at least one of the following:

- Property Services Manager
- Officer Organising Works
- Premises Manager/Head teacher

Hot Work Permit to be completed

I agree to abide by the declaration outlined above	Name	
	Date	
	Signature	
Property/ Building where work to take place:		
Contractor Name:		
Date and Time of Works		
Hot work area and type of work		
Operatives approved to work		
Area examined for risks – yes/no		
Restrictions applied		
Approved by:		
Permit Expiry (Date and Time)		
Hot Work Started (Date and Time)		
Hot Work Finished (Date and Time)		
Area examined on completion and declared safe? – Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite side of walls) were inspected 1 hour after each individual operation was completed and were found fire safe:	Yes/No	
	Name	
	Date	
	Time	

Completed permits must be filed and retained



Appendix Three– PEEPs

Personal Emergency Evacuation Plan

This form should be completed for an employee who requires assistance with ANY aspect of emergency evacuation. The plan should include the assistance required when the alarm is raised from the work station to the assembly point and, where applicable, the return back into the building once the all clear has been given. Any details provided will be handled in strict confidence and stored only by the necessary parties required to ensure the safety of the employee and that of others.

A copy of the completed form must be sent to and held by the following people:

- Employee
- Employee's manager
- Evacuation Controller
- Fire Wardens
- Corporate Landlord (where applicable)

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes of the building or employee occur.

Employee Name:	
Department:	
Building:	(Separate plan required for each building / location used):
Room Number and Floor:	(Separate plan required for each building / location used):
Phone Ext:	

AWARENESS OF PROCEDURE

Employee knows how to raise the alarm	Y/N	Explanation. If unable to raise the alarm independently please detail agreed alternative procedures.
Employee will know when the alarm is raised <ul style="list-style-type: none"> • Existing audible alarm • Visual alarm system • Vibrating equipment • Other 	Y/N	Explanation.
Employee is able to exit the building	Y/N	Explanation. Consider if an alternative assembly point is needed.

Personalised Evacuation Procedure

Details to be provided here of the assistance required from the alarm being raised to the employee arriving at the assembly point. The details provided should include a step-by-step account of the process. It should identify any colleagues nominated to assist, agreed safe routes, any refuges or equipment that are part of the plan along with agreed communication methods.

Where equipment is used, it should outline any necessary maintenance and servicing regimes (such as changing batteries in vibrating pagers or servicing of evacuation chairs) and confirm they have been put in place.

1	
2	
3	

