

**LONDON BOROUGH OF HAMMERSMITH AND FULHAM  
FIRE SAFETY MANAGEMENT SYSTEM**

Title: DRAFT Fire Safety Management System

Issue No: 1.15



**FIRE SAFETY STATEMENT OF INTENTION**

We recognise and accept our duty to provide and maintain a safe and healthy work environment for our staff, partners, and the public and others affected by our activities.

As a landlord, we will provide buildings that are safe throughout their lifecycle make sure that, where third parties provide housing on our behalf, it too is safe.

The Council is directly responsible for over 800 corporate buildings and provides housing to more than 12000 tenancies and over 4800 leaseholders. The housing portfolio is made up of 2860 blocks of which 24 are 10 storeys and over. In addition, LBHF commissions a portfolio of supported housing and has over 1400 households living in temporary accommodation.

Elected Members and the Senior Management Team recognise the need to achieve stringent standards to managing fire safety and that is an on-going process adapting to public concerns, technical progress, regulatory changes and learning from future incidents.

We will provide effective strategic leadership on local fire safety. We will make sure we provide sufficient resources to assist managers in their duty and a trained and skilled workforce.

Our policy is to control risks 'so far as is reasonably practicable', respond to changing demands and to sustain positive attitudes and behaviour towards fire safety throughout our organisation. We will work to improve fire safety and the layers of protection in our buildings and recognise the special status of High Rise Residential Buildings.

This document sets out the system and organisational arrangements for the management of fire safety within the Council. It is important that we all adhere to it and remember that the most powerful message we can send is through our own behaviour.

**Leader of the Council**

**Chief Executive**

**Date:**

**Date:**

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<b>Change History</b>			
<b>Date</b>	<b>Issue</b>	<b>Approved</b>	<b>Amendment</b>
30/05/18	1.0	R Buckley	
07/06/18	1.1	G Coupar	Updates
24/07/18	1.2	R Buckley	Updates and additional comments
16/08/18	1.3	E Byron	Amalgamate amendments and update re structure
22/8/18	1.4	R Buckley	Minor amendments

## **1. Purpose**

- 1.1 The purpose of the document is to set out how the London Borough of Hammersmith and Fulham (LBHF) will secure the health, safety and welfare of employees, tenants and leaseholders, contractors and visitors (who may occupy or visit premises under their control). through the implementation of Fire Risk Management, to ensure compliance with relevant fire safety legislation.
- 1.2 The document is intended to support the implementation of the corporate Health & Safety Policy.

## **PLAN**

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## **2 RESPONSIBILITIES AND ROLES**

### **2.1 Elected Members**

Elected Members will ensure they consider fire safety when making decisions at a strategic level.

Members of the Economy, Housing and the Arts Policy and Accountability Committee will scrutinise the organisation's fire safety management performance against this procedure.

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## 2.2 Chief Executive

The Chief Executive shall be responsible for carrying out their obligations as contained in Corporate Health and Safety Policy as it relates to fire safety management.

## 2.3 All Directors

Directors are responsible for ensuring that:

- Procedures are in place within the areas under their control to implement the requirements of this corporate policy;
- Adequate resources are available to allow those with responsibilities with respect to fire safety to discharge their duties effectively;
- Clear responsibilities for fire safety management are identified, where more than one department occupies the property.
- An effective evacuation plan is in place for any council building and these plans are reviewed at least annually
- They complete the fire evacuation training;
- At least one in four of their office based staff have completed fire evacuation training;
- In the event of an evacuation they act as the senior person responsible (Incident Manager/Commander) and report to the Incident Liaison Officer once all staff are at the muster point;
- Fire emergency arrangements are communicated to all their staff, tenants, leaseholders, contractors and visitors;
- Procedures for fire safety management are implemented and that all delegated responsibilities (contractor management) can be met in an evidenced and structured manner;
- Their staff (including agency and contractors) successfully complete on-line induction fire safety awareness within a week of starting and routine refresher training every two years;
- Personal emergency evacuation plans (PEEPS) are in place for all staff that require one;

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- Appropriate fire safety evacuation briefings are given to visitors and suitable arrangements are in place to support their safe evacuation.

### 2.4 Corporate Building and Commercial Property

- The Director is responsible for ensuring that a robust fire safety management system is established for corporate buildings, and maintained throughout building management operations;
- The Director will work with Corporate Health and Safety to ensure the requirements of this procedure are delivered by checking performance through regular compliance reviews and acting on findings;
- The Director will nominate a named competent person to be responsible for the corporate buildings fire safety management systems with clear demarcation and reporting lines agreed;
- The Director will satisfy themselves that adequate checks and certification of competence for all persons employed to work on fire safety systems are completed;
- The appointed competent person for fire safety will be responsible for managing the fire safety management systems in corporate buildings. They will fulfil their duties as defined within the 'Operational Delivery' section below.

### 2.5 Housing Management

- The Chief Housing Officer is responsible for ensuring that a robust fire safety management system is established in line with this procedure and is maintained throughout the Council's residential properties for their entire lifecycle for which the Council is responsible;
- The Chief Housing Officer will work with Health and Safety teams to ensure the requirements of this procedure are delivered by checking performance through regular compliance reviews and acting on findings;
- The Chief Housing Officer will nominate a named competent person to be responsible for fire safety management systems in the Council's residential properties. The competent person must have the necessary skills, qualification and expertise to oversee High Rise Residential Buildings (HRRB), Sheltered and Specialised Housing and Complex buildings;
- The Chief Housing Officer will satisfy themselves that adequate checks and certification of competence for all persons employed to work on fire systems are completed;

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- The named appointed competent person for fire will be responsible for managing the fire safety systems in all the Council's residential properties. They will fulfil their duties as defined within section 5 below;
- The Chief Housing Officer must nominate a named Premises Controller/Building Safety Manager with relevant skills, knowledge and expertise to be responsible for day to day management of the buildings and act as a single point of contact for residents;
- The named competent person for fire will be responsible for undertaking a representative sample of annual fire safety checks in relation to those premises that are not owned or managed by the Council but are commissioned for the placement of residents.

### **2.6 Children's Services**

- The Director is accountable for ensuring that a robust fire safety system is maintained throughout: Community Schools; nurseries; special schools and school based youth / children's centres for which it is responsible and/or accommodation it commissions to place children. They will fulfil their duties as defined within section 5 below;
- The Director will work with Corporate Health and Safety to ensure the requirements of this procedure are delivered by checking performance through regular compliance reviews and acting on findings;
- In those establishments where the Council is not the responsible person it will request copies of all risk assessments and undertake representative sampling.

### **2.7 Adult Social Care**

- The Director is accountable for ensuring that a robust fire safety management system is maintained throughout the Council's Day Centres and Care Homes and accommodation it commissions to place vulnerable adults. They will fulfil their duties as defined within section 5 below;
- The Director will work with Corporate Health and Safety to ensure the requirements of this procedure are delivered by checking performance through regular compliance reviews and acting on findings;
- In those establishments where the Council is not the responsible person it will request copies of all risk assessments and undertake representative sampling.

### **2.8 Premises Controllers & Building Safety Managers**

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- Premises Controllers/Building Safety Managers and other employees who have been assigned responsibilities for the implementation of procedures to identify and control the risks from building management in Council premises as set out in the premise controller procedure;
- These members of staff have a duty to discharge their assigned responsibilities in compliance with relevant legislation, HSE and industry guidance;
- Concerns about the controls in place to manage fire safety should be raised with the nominated responsible person for the Directorate;
- Premises Controllers have responsibility to attend and complete their training.

### 2.9 Employees

- Employees shall attend inductions and training provided;
- Employees and contractors are to conduct their undertakings without placing themselves or others at risk of their health and safety;
- Employees shall not recklessly interfere with any fire safety system, including firefighting appliances;
- Employees shall report any fire safety contraventions or issues they become aware of which may affect fire safety and/or escape from the premises in the event of an emergency to the relevant director and/or corporate health and safety.

### 2.10 Appointed Competent Person

- The competent person appointed by the relevant directorate is responsible for managing fire safety in accordance with this document;
- The competent person will have the relevant qualification, expertise and experience as recognised as industry best practice to fulfil their duties. The appointed person will recognise the limits of their expertise and will seek the appropriate internal or external expertise as required;
- The competent person will satisfy themselves that practices and works are undertaken in line with this document and report any deviations or concerns to their director.

### 2.11 Corporate Health and Safety

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- The team are accountable for providing assurance through monitoring, auditing, inspecting, and reporting to senior management and elected members;
- The team will work with all relevant services to put in place suitable and sufficient systems to implement this Fire Safety Management System;
- The team will provide competent advice for the organisation;
- The team will support and advise departments to identify resource requirements;
- The team will manage list of named Fire Evacuation Officers for corporate properties

### **3 FIRE MANAGEMENT SYSTEM AND STRATEGY**

- 3.1 The Corporate Health and Safety Policy sets out the overarching approach of the Council to protecting staff, tenants, leaseholders, and the public who are affected by its activities, adopting the 'Plan, Do, Check, Act' safety model;
- 3.2 The corporate health and safety business plan and audit programme sets out how health and safety assurance is monitored, assessed, and reported;
- 3.3 To assess the risk of fire in buildings the Council adopts the specification that utilises this model - PAS 7:2013 fire risk management system – Specification, which aligns with BS9999:2017 Fire safety in the design, management and use of buildings – code of practice and BS9991:2015 Fire safety in the design, management and use of residential buildings – code of practice and guidance set out in Section 5: 'other documents you must consider';
- 3.4 The Council's fire safety management system will be in line with good practice (PAS 911:2007 Fire Strategies – Guidance and Framework for their formulation), which clearly identifies the component parts of the comprehensive fire safety management system: fire risk assessment, resources and authority, training, control of works, maintenance & testing, communication, and emergency planning;
- 3.5 The strategy will require that Growth and Place and other Council directorates, with Corporate Health and Safety:

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- put in place a robust assurance system of compliance oversight of the management of fire safety
- collate information for all properties (prioritised according to risk) to enable a holistic understanding of the fire safety management for each individual building, detailing:
  - a description of each property, including; drawings, age, construction, modifications, number of floors, staircases, lifts (and type), plant and mechanical services, ventilation shafts and means of escape, etc;
  - a description of the passive fire safety arrangements to control spread of fire, smoke, and heat within each building;
  - a description of active fire safety arrangements to control and/or detect spread of fire, smoke and heat within each building including automated opening ventilation, fire dampers, fire shutters, automated fire detection, sprinklers, emergency lighting, etc;
  - a description of current firefighting arrangements including vehicular access, firefighting shaft, fire hydrants, fire equipment (e.g. risers), firefighting lifts, fire panel, etc;
  - occupancy profile including type (e.g. residential);
  - a description of the current evacuation strategy: Stay put, simultaneous, progressive/phased;
  - details of building ownership, leasing, short term agreements;
  - details of responsible person(s);
  - details of premise controller/building manger where applicable;
- put in place a robust system of fire risk assessments (FRAs) to industry best practice (PAS 79:2012 Fire Risk Assessment – Guidance and a recommended methodology) to include an assessment of the external facade that are undertaken by recognised competent assessors and include both non-intrusive and intrusive surveys as determined by the risk initial assessment. Independently quality check a proportionate sample of FRAs;
- put in place a Safety Case File for all High Rise Residential Buildings (HRRB) and higher risk residential premises;
- put in place the resources both capital and revenue to deliver the implementation of the fire risk management system in line with this document
- put in place arrangements to ensure staff and contractors have the required competency (demonstrated through qualification, experience, and recognition by industry standards) to undertake their duties and to maintain competence through training;



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- ensure all staff complete fire safety awareness training;
- communicate and work with the London Fire Brigade in respect of fire strategy and prevention and building familiarisation;
- develop an engagement communication strategy to routinely communicate fire safety arrangements to staff, tenants and leaseholders reporting concerns, learning what does and does not work.
- work with staff, tenants, leaseholders, and contractors to identify those who will require assistance owing to a disability or other issue in the event of an evacuation;
- put in place arrangements for identifying and responding to any unplanned event, potential emergency, or disaster;
- put in place suitable and sufficient systems to control all works (e.g. construction) that pose a potential fire safety risk both through their delivery but potentially where construction, refurbishment or maintenance works impact on existing fire risk controls. Controls to include reviewing the fire risk assessment;
- put in place systems, operating to industry best practice, to maintain and test fire safety systems to ensure they operate correctly in a fire
- explore and implement as necessary the feasibility of enhanced layers of fire safety measures to reduce the risk to life and buildings to as low as reasonably practicable. For example: sprinklers in towers over 10 storeys, complex buildings and within sheltered housing dwellings where residents exhibit high levels of dependency, lifts that can be used by the LFB in the event of a fire to evacuate vulnerable residents and fight the fire, and premise information boxes for LFB use at complex locations, the use of only non-combustible cladding on the external façade in HRRB.

#### 4 OTHER DOCUMENTS YOU MUST CONSIDER

[Health & Safety at Work Act 1974](#)

[The Management of Health & Safety at Work Regulations 1999](#)

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

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[Housing Act 2004](#)

Approved Document B and Building Regulations

MHCLG [Fire Safety Guides](#):

[LACORS Housing Fire Safety](#)

[LGA Fire Safety in Purpose Built Blocks of Flats 2011](#)

National Fire Chief Council – Fire safety in specialised housing

DCLG Fire safety risk assessment supplementary guide: 2007 Means of Escape or Disabled People

BS9999: 2017 Fire safety in the design, management and use of buildings – code of practice

BS9991: 2015 Fire safety in the design, management and use of residential buildings – code of practice

Construction (Design and Management) Regulations 2015

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### **5 OPERATIONAL DELIVERY**

#### **Fire Risk Assessment (FRA)**

- 5.1 All FRAs undertaken on behalf of the Council will be done by competent persons recognised to industry best practice, as set out in the Fire Risk Assessors Competency Council's competency criteria, and in alignment with PAS79 (Fire Risk Assessment – Guidance and a recommended methodology).
- 5.2 In Council owned housing the frequency for Fire Risk Assessments and Reviews are set out in Appendix 1. There are four types of risk assessment. A Type 1 (non-destructive) of the common parts will initially be undertaken. Where the assessor identifies concerns about compartmentation they will recommend that further assessment is undertaken using either a Type 2 (destructive survey of common parts only), Type 3 (non-destructive of common parts and flats) or Type 4 (destructive survey of common parts and flats) survey. It is recognised that robust compartmentation (ability of the building to contain the fire and smoke) is the first line of defence and is fundamentally important where a 'stay put/remain in place' policy is adopted in the event of a fire.

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- 5.3 Fire Risk Assessments for housing properties owned by the Council will be made publicly available on the Council’s website once quality assurances checks have been completed.
- 5.4 In Corporate Buildings Fire Risk Assessments are in place and will be reviewed annually; unless specified otherwise in the FRA.
- 5.5 In addition, FRAs will be undertaken when:
- a) Changes to legislation
  - b) material alterations to the premises take place;
  - c) the change of occupancy and use significantly differs
  - d) a significant change in fire precautions occurs;
  - e) there is any other reason to suspect that the original fire risk assessment might no longer be valid (this might include the occurrence of a fire);
- 5.6 The initiation of Fire Risk Assessments and the implementation of fire safety controls will be done on a priority basis as dictated by the Fire Risk Assessor, determined by the building characteristics and systems in place to control the spread of fire, smoke and heat, the occupancy profile, the current method of evacuation of the building, the ability of occupants to evacuate, the firefighting arrangements and the hazards posed. Potentially higher risk premises will be assessed first in advance of lower risk establishments being assessed.
- 5.7 A copy of each Fire Risk Assessment undertaken at the instruction of the council and associated actions for properties under their control shall be retained.
- 5.8 All FRAs will be reviewed upon issue to the Council. A representative sample of FRAs for Council properties will be independently checked including physical inspection (minimum 10% per annum, determined by failure rate) with a focus on higher risk premises including HRRB. Where failings are identified these will be reported to the provider and nominated competent person to take appropriate action.
- 5.9 Actions identified through the Fire Risk Assessment process will be prioritised as follows:

Likelihood of fire →	Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
<b>Low</b>		Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>		Tolerable risk	Moderate risk	Substantial risk

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<b>High</b>	<b>Moderate risk</b>	<b>Substantial risk</b>	<b>Intolerable risk</b>
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- 5.10** Urgent/Emergency (Intolerable) risks identified as high will be reported immediately to the Director and/or nominated competent person to put in place measures to make safe.
- 5.11 Where the overall risk assessment determines a change to the existing evacuation strategy then the appointed competent fire safety person will also be contacted to put in place emergency plans as appropriate.
- 5.12 Where residents, including vulnerable adults and children are placed in homes managed by third parties, the Council will require the landlords to provide information about the fire safety management arrangements in place. The Council through Allocations & Temporary Accommodation will undertake a representative sample of checks to verify that minimum requirements are satisfied.
- 5.13 Third party providers of housing will be required to provide a copy of Fire Risk Assessments which shall be stored by Housing (Temporary Accommodation Team) and made accessible upon request by corporate safety.
- 5.14 Where residents are placed in temporary accommodation including foster homes basic checks will be undertaken to ensure that there are working smoke alarms and a landlord gas safety record for any gas appliance is in place.
- 5.15 All community schools for which the council has direct responsibility will be required to evidence that a Fire Risk Assessment has been competently undertaken and that necessary actions are complete
- 5.16 Fire Risk Assessments for the Council's Housing will be published on the Council's website and made readily available to residents upon request. The outcome of the fire risk assessment will give a safety rating for the building and an explanation.

### **Safety Case File Housing**

- 5.17 In HRRB, and other higher risk residential buildings, a safety case file will be collated and maintained by the appointed competent person. The purpose of the safety case file is to identify the hazards and risks, describe how the risks are controlled and sets out the safety management system in place, including emergency procedures, on a building by building basis.
- 5.18 It is an evidenced based file that sets out the layers of fire safety protection, which will be reviewed annually.
- 5.19 The safety case file shall include:

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- Information on the building management system in relation to fire and structural safety, drawings, records of maintenance, inspection and testing and evidence of competence of those undertaking work;
- Resident engagement strategy;
- Maintained and updated Fire and Emergency File (Appendix 8), full Plans, fire safety inspections by Council and Regulator;
- Fire Risk Assessments (new and historic), and evidence that actions have been undertaken and competence of persons completing them;
- Detail of the fire safety design intent and any subsequent works and controls;

5.20 The safety case file information, having regard for security, will be accessible to residents.

### Training

- 5.21 All Council staff will undertake mandatory basic fire safety awareness training provided by the council online training system, as part of the induction process for new staff and refreshed every two years.
- 5.22 All staff working in higher risk buildings (such as Estate Services Assistants and Neighbourhood Officers) will receive enhanced fire safety training repeated at least every two years that will be relevant to the buildings they work in to ensure that they are able to identify risks and escalate / initiate action where required. Estate Services Assistants/Officers will be required to undertake an assessment as part of the training process.
- 5.23 Premise controllers, Building Managers, and those with responsibility for day to day management of buildings will undertake tailored training as set out by Corporate Health and Safety on induction and at least every two years or where there are significant changes to regulations.
- 5.24 All staff with a responsibility for specialised housing will receive training on undertaking people centred risk assessments and tailored fire safety awareness training on induction and at least every two years.
- 5.25 Staff in corporate building (Category 1 and 2), 1 in 8, undertaking Fire Evacuation Officer role will complete training prior to commencing the role including building familiarisation. Training will be refreshed every two years. Training will include the use of EVAC chairs or alternative escape equipment to assist with the evacuation of person with mobility issues.
- 5.26 Nominated competent fire safety person and health and safety officers will maintain annual continuing professional development through undertaking relevant training.

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## **Control of Works**

- 5.27 All stages of any construction and refurbishment works, procurement, design and construction process, shall comply with the Construction (Design and Management) Regulations 2015 (CDM).
- 5.28 The appointed competent person must review the FRA prior to reoccupation following works. Where occupation continues during construction the impact must be accessed prior to commencement of works including, consulting with LFB where firefighting arrangements are affected, and mitigation and monitoring put in place. The FRA must be reviewed before final sign off.
- 5.29 As soon as the work commences in HRRB the Client will ensure that a record of the building works is established and a Fire and Emergency file (Appendix 8) is initiated and maintained throughout the design and construction. In addition, Full Plans (plans and specifications of fire and structural safety as a minimum) and Construction Control Plans (how safety will be maintained during construction) will be provided and maintained.
- 5.30 Alterations to a building should retain at least the level of fire safety protection that was in place before the alterations were carried out; however, where practicable, we will seek to improve fire safety through building works.
- 5.31 Arrangements shall be put in place to plan, implement, and control on site work and its impact and ensure a safe system of work is in place which controls all fire safety risks such as hot works. Any changes to the structure will be fire risk assessed prior to commencement. Any recommendations will be adhered to.
- 5.32 Alternative approaches to hot works must be explored and ruled out before any hot works commence. Hot works require a permit to work (see permit to work procedure). On completion of the works the Fire Risk Assessment will be reviewed and actions implemented.
- 5.33 Works on site, for example, such as fitting fire door sets must be certified and signed off prior to commissioning by an independent, competent third party

## **Housing Enhanced Fire Safety Works**

- 5.34 The Council is working to enhance and increase the layers of fire safety protection in HRRB, and the wider residential portfolio above minimum required compliance standards. The information in HRRB and higher risk premises will be set out individually for each building in a safety case file that will be collated. The Council has committed significant capital expenditure under its 'Fire Safety Plus' initiative to promote fire safety.

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- 5.35 As part of the delivery of Fire Safety Plus, and to ensure the proactive engagement of residents, a specific consultative panel has been established: 'Fire Safety Plus Residents Advisory Group' (FRAG).
- 5.36 **Only use non-combustible cladding on the external façade in HRRB.**
- 5.37 Automatic fire detection will be installed in all tenanted dwellings owned by the Council in accordance with BS5839-6: 2013. As a minimum this be a Grade D LD2 system: a system incorporating detectors in all circulation spaces that form part of the escape routes in the dwelling, and in all rooms or areas that present a high fire risk.
- 5.38 Inspections will be undertaken of the refuse arrangements within blocks. Where risk necessitates the possibility of installing a fusible link on the refuse chute cut-off plate in the paladin chamber (which will isolate the chute in the event of a fire in a bin) will be progressed
- 5.39 A programme of independently certificated fire door set enhancements to FD60S standard for flat entrance doors (FEDs) to blocks six stories and above, together with upgrades and replacement fire doors to communal areas to the relevant fire rating. Installation to be certified and third party accredited. A sample of certified door set will be independently tested to verify certification.
- 5.40 Premises Information Boxes, in HRRB and complex buildings, to assist the London Fire Brigade in the event of a fire will be installed at locations where the layout is considered by the LFB to be complex. The contents of these boxes (building plans, details of locations of fire safety features such as dry rising fire-fighting mains) have been discussed with and agreed by the LFB's local operational manager.
- 5.41 Put in place a policy based on the National Fire Chiefs Council (NFCC) recommendations on storing mobility scooter.
- 5.42 Detailed sprinkler design to be undertaken for a range of complex buildings (in accordance with BS 9251:2014) to assess feasibility to inform future decision process.

### **Maintenance and Testing**

- 5.43 Ensure all fire safety systems including, for example, automatic fire detection, fire doors and self-closers, automatic opening vents, fire shutters, fireman's lifts, refuse chutes, mechanical plant rooms, dampers, wet and dry risers, and emergency lighting are maintained and checked according to best practice standards and relevant certification provided: as set out in Appendix 2 – Compliance Criteria.
- 5.44 All Fire Safety Records for housing are retained within the Fire and Emergency File and in corporate buildings in the health and safety logbook. A copy of the records shall be kept on site in Corporate buildings as set out in Appendix 3.

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5.45 Programme of inspections at appropriate intervals of premise controllers/estate staff/specialised housing staff to ensure:

- that means of escape are maintained unobstructed and that combustible items and excessive stored items are not present in the communal areas;
- fire doors are operating effectively and self-closing and ensuring that all externally-mounted self-closing devices installed on flat entrances doors are present, have not been disconnected or vandalised and are not in obvious need of repair;
- Fire detection system is working;
- emergency lighting is maintained;
- final exit doors are operational;
- signage has not been removed or defaced;
- wet / dry riser cabinets have not been tampered with or obstructed.

5.46 Defects/faults shall be reported to the contracts customer service and competent fire safety person. Where the defect/fault compromises the fire and smoke control strategy and/or firefighting strategy and/or evacuation strategy then the nominated competent person for fire safety, relevant director, corporate health and safety, will be notified and interim measures put in place; LFB must be advised after 24 hours (or sooner where determined by the competent person) of any interim measures and provided with the timeframe for the reinstatement of the system.

5.47 Ensuring annual servicing of gas appliances and the new cycle of electrical wiring testing is undertaken 5 yearly in council owned property – within tenanted dwellings and communal areas.

5.48 Actively encourage leaseholders to maintain their properties to comply with the law and best practice to ensure they do not place others at risk. Explore options for enforcing these standards and validating compliance.

## **Communication**

5.49 Regular engagement and consultation with staff and residents on fire safety management system in the event of an emergency, their responsibilities and how they can access advice will be undertaken.

5.50 In corporate buildings (Category 1 and 2), line managers will provide building familiarisation inductions for their staff and premise controllers for contractors in corporate buildings that will include information on fire escape routes, how to raise the alarm in the event of an emergency and the muster point. In addition, premise controllers will provide building user groups (category 1) to allow staff representatives to feedback on concerns at least six monthly.

5.51 Housing Management will put in place a residents' engagement strategy to routinely provide fire safety information to residents. This will be developed in association with FRAG. It will provide information in an accessible manner throughout the year on the fire strategy for where they live, advice on their responsibilities such as providing



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access to the Council to test alarms and check compartmentation and other fire safety measures, keeping communal areas and private balconies free of stored items, testing and maintaining smoke alarms and LFB Home Fire Safety Visits and prior, during and post any refurbishment or structural works to their building.

- 5.52 Housing will regularly provide information to tenants/leaseholders using a number of mediums throughout the course of the year and as matters arise.
- 5.53 Routine strategic and operational meetings with the London Fire Brigade to be held at least quarterly. Also, there will be quarterly meetings between the Chief Housing Officer and the LFB Borough Commander.
- 5.54 Central reporting and recording of fires – all fires must be reported to the Health & Safety Team. This enables each fire to be thoroughly investigated, probable cause identified, the LFB consulted and any repair, remedial action, or actions to reduce the likelihood of further fires taken.
- 5.55 Corporate Safety Committee, with representation from all council departments, will meet quarterly where fire safety management will be a standing item

### **Emergency Planning**

- 5.56 The Council will support people affected by an emergency under its 24/7 call-out arrangements. It will liaise with the emergency services through its control centre, activate arrangements to open Emergency Rest Centres for evacuated residents, coordinate and coordinate communications to senior management for oversight and decision making.
- 5.57 Housing (Temporary Accommodation Team) will provide 24/7 Emergency Duty Officers, senior management, finding alternative accommodation for those made homeless, and for responding to issues affecting their buildings.
- 5.58 Emergency plans in the event of an unplanned event, potential emergency or disaster are held centrally. The plans include logistical issues such as shelter provision, communications, transport, weather, etc. A duty system is in place 24/7 with trained staff in place.
- 5.59 Arrangements for the evacuation of corporate buildings are set out in Appendix 4.
- 5.60 Fire Evacuation Plans will be put in place for all HRRB buildings even where the policy is to stay put/remain in place and have regard for those requiring assistance owing to a disability or other issue (Personal Emergency Evacuation Plan [PEEP])
- Appendix 5 for corporate buildings and Person-Centred Risk Assessment for specialised housing
  - Appendix 6 is the template for Corporate Buildings.
  - Appendix 7 is an example of a simultaneous evacuation policy for Housing in the event of a change from stay put owing to newly identified risk.

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- 5.61 Emergency plans will be drafted, so that in the event of a sudden change in circumstances, there is an alternative evacuation strategy in place.
- 5.62 Where applicable routine fire drills (at least twice annually for corporate buildings) will be undertaken
- 5.63 Identify those occupants who will require assistance in the event of an evacuation. In corporate buildings staff requiring assistance must complete a Personal Emergency Evacuation Plan (see Appendix 4), this is flagged up in fire safety awareness induction training.
- 5.64 Housing Management will develop a strategy to communicate with residents seeking information on anyone in their household who could potentially require assistance to evacuate. Person-centred risk assessment within specialised housing blocks are undertaken, reviewed on a 6-monthly basis and details of the residents requiring assistance to evacuate in the event of a fire made available to LFB.
- 5.65 Meetings will be held with, Housing, Corporate Property and Corporate Health and Safety to post review incidents and quarterly to review arrangements.

## **CHECK**

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- 6.1 The Corporate Safety Team will review this fire safety management system annually (or in response to significant legislative or other changes) and ensuring that it is in line with current legislation and best practice.
- 6.2 The Corporate Safety Team will monitor compliance with this document corporately undertaking audits and inspections across the whole portfolio as set out in the annual programme or in response to emerging issues.
- 6.3 Corporate Health and Safety will routinely report to Strategic Leadership Team, Economy, Housing and the Arts Policy and Accountability Committee and Audit & Transparency Committee, providing an overall organisational performance report at least twice annually. Feedback will be reported to relevant departments.
- 6.4 Strategic Leadership Team, which includes the Chief Executive, will review the report. The review will include:
- the status of actions from previous management reviews;
  - changes in external and internal issues relevant to the policy;
  - information on the fire safety performance, including trends in nonconformities and corrective actions;
  - monitoring and measurement results;
  - audit results;
  - interested party feedback;
  - evaluation of compliance with legal and other requirements; and
  - opportunities and recommendations for continual improvement and escalation as appropriate where the risk is significant.

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- Appropriate resources are in place to fulfil the requirement of this policy
- 6.5 Housing Management monitors compliance at its Compliance Board, which is attended by Corporate Health and Safety. This meets at least monthly and will include a review of the arrangements, maintenance and testing performance, delivery plan for fire risk assessments and associated actions, control of works and recommendations from internal and external audits and post fire incident reports collated by Housing.
- 6.6 Corporate property monitor's compliance at its compliance board, which Corporate Health and Safety attend, at least monthly and will include a review of the arrangements, maintenance and testing performance, delivery plan for fire risk assessments and associated actions, control of works and recommendations from internal and external audits and post fire incident reports collated by Corporate Property.
- 6.7 Directors of all departments will monitor compliance with this document as it relates to their areas to check that arrangements, maintenance and testing performance, delivery plan for fire risk assessments and associated actions, control of works and recommendations from internal and external audits and post fire incident reports are reviewed and acted upon. Corporate safety should be invited to assist in this process.

## **ACT**

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### **7 LEARNING AND RESPONDING**

- 7.1 Recommendations from audits and inspections both internally and externally will be addressed within the proposed timescales
- 7.2 Any requirements set out in LFB (or other enforcement body) Enforcement Notices or Notices of Fire Safety Deficiency will be undertaken within set timescales
- 7.3 Put in place system to implement any cross-cutting themes noted via the utilisation of the London Fire Brigade's Fire Safety in Refurbished Buildings: Audit tool.
- 7.4 The Council will implement requirements from the Dame Judith Hackitt Report, Public Inquiry and consultations on external cladding and fire safety regulations as Government approves them.
- 7.5 Growth and Place, in conjunction with corporate health and safety and relevant stakeholders, will review the strategy at least annually to ensure that learning from changes in legislation, guidance and best practice are adopted as applicable going forward.

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## 8 DEFINITIONS

<b>Responsible Person</b>	<p>(a) in relation to the workplace it is the employer, if the workplace is to any extent under their control;</p> <p>(b) in relation to any premises not falling within paragraph (a)—</p> <p>(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or</p> <p>(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking</p>
<b>Fire Risk Assessment</b>	The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take to comply with the requirements and prohibitions imposed on him by or under this Regulatory Reform (Fire Safety) Order 2005.
<b>General Fire Safety Controls</b>	<p>In relation to premises this means measures:</p> <p>(a) to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;</p> <p>(b) in relation to the means of escape from the premises;</p> <p>(c) for securing that, at all material times, the means of escape can be safely and effectively used;</p> <p>(d) in relation to the means for fighting fires on the premises;</p> <p>(e) in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and</p> <p>(f) in relation to the arrangements for action to be taken in the event of fire on the premises, including:</p> <p style="padding-left: 40px;">(i) relating to the instruction and training of employees; and</p> <p style="padding-left: 40px;">(ii) to mitigate the effects of the fire.</p>
<b>High Rise Residential Building (HRRB)</b>	Residential building of 10 storeys or more
<b>Principal Designer</b>	Under the Construction (Design and Management Regulations) a principal designer is a designer who is an organisation appointed by the client (the Council) to take lead control of the pre-construction phase of any project where there is more than one designer involved
<b>Principal Contractor</b>	Under the Construction (Design and Management Regulations) a principal contractor is a contractor appointed by the Client (the

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	Council) to take lead control during the construction phase of any project where there is more than one contractor involved
<b>Category 1 and 2 Corporate Buildings</b>	Category 1: All facilities management, managed by corporate property  Category 2: Core facilities management, managed undertaken by corporate property with day to day management, as defined in this document, undertaken by council service staff
<b>Service Matrix Corporate Buildings</b>	Matrix setting out the all the facility management functions by building and who provides them across the Council'[s corporate portfolio

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**Appendix 1 – Fire Risk Assessment and Review Frequency**

The FRA will be undertaken to PAS79:2012 as set out the timescale within which the regular review (lower level) will be required. The table below sets out the frequency of FRA and FRA Reviews:

FRA Risk Level	Frequency of FRA	Frequency of FRA Review
All buildings >10 storeys	12 months	6 months
Specialised Housing	12 months	6 months
Temporary Accommodation	12 months	6 months
Travellers Site – Stable Way	12 months	6 months
All Community rooms and Resource Centres	12 months	6 months
All other blocks	24 months	12 months

An FRA may be required to be undertaken ahead of the frequency shown above following a fire, building alteration, service of Notice by the Fire Authority or some other significant event.

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**Appendix 2 – Compliance Monitoring Criteria**

Annual Fire Extinguisher Basic Service	Annual	BS 5306-3:2017
Fire Extinguisher Extended Service (5 Years - Water & Powder, 10 Years - Powder (Sealed))	5/10-Yearly	BS 5306-3:2017
Weekly Functional Check of Fire Alarm System	Weekly	BS 5839-1: 2017
Monthly Standby Generator Check	Monthly	BS 5839-1:2017
3-Monthly Actuation of Smoke Control System	3-Monthly	BS 5839-1:2017
Fire System Inspection and Performance Test (6- 12 Monthly)	6-12 months	BS 5839-1:2017
Annual Test of Automatic and Remote Detection Systems (Head Detection System)	Annual	BS 5839-1:2017
Annual Fire System Cause and Effect Testing	Annual	BS 5839-1:2017
Monthly Hose Reel Visual Inspection Function Test	Monthly	BS EN 694:2014 BS EN 671 (1-3)
Annual Hose Reel Inspection and Maintenance	Annual	BS EN 694:2014 BS EN 671 (1-3)
5-Yearly Hose Reel Pressurisation to Max. Working Pressure	5-Yearly	BS EN 694:2014 BS EN 671 (1-3)
Weekly Simulated Test of Smoke Extraction System	Weekly	BS 9999:2017/BS 7346-8: 2013
Annual Smoke Extraction System Inspection and Performance Test by Competent Person	Annual	BS 9999:2017/BS 7346-8: 2013
Smoke relief vents - fireman's control for vent plant	Quarterly	
Weekly Extinguishing System Visual Inspection inc. pressure gauge checks	Weekly	BS 5306-0:2011/BS EN 12845: 2015 FIA or other fire FGas Certification body for HCFCs
6-Monthly Extinguishing System Planned Inspection	6-Monthly	BS 5306-0:2011/BS EN 12845: 2015 FIA or other fire FGas Certification body for HCFCs

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Annual Extinguishing System Room Integrity Test	Annual	BS 5306-0:2011 /BS EN 12845: 2015 FIA or other fire FGas Certification body for HCFCs
6-Monthly Extinguishing System Performance Verification	6-Monthly	BS EN 15004-1:2008/BS EN 12845: 2015
10-Yearly Gas Suppression System Hydrostatic Test	10-Yearly	BS EN 1803:2002
Weekly Dry/Wet Riser Visual Inspection	Weekly	BS 9990:2015, BS 9999:2017, BS9991: 2015
Annual Dry/Wet Riser Inspection and Performance Test by Competent Person	Annual	BS 9990:2015, BS 9999:2017, BS9991: 2015
Weekly Automatic Sprinkler System User Inspection	Weekly	BS 12845 2015 Automatic sprinkler systems LPCB certificate of conformity BS 9999:2017 or BS 9251:2014
Annual Automatic Sprinkler System Inspection and Test by Competent Person	Annual	BS 12845 2015 Automatic sprinkler systems LPCB certificate of conformity BS 9999:2017
Weekly Pressure Differential System Actuation Test	Weekly	BS EN 12101-6:2005
Monthly Pressure Differential System Emergency Power Supply and Standby Equipment Check	Monthly	BS EN 12101-6:2005
Annual Test of Whole Pressure Differential System	Annual	BS EN 12101-6:2005
Monthly Test of Fire Door Fail-Safe Mechanism	Monthly	BS 9999:2017
Monthly Inspection of Fire Doors (High-Risk Areas)	Monthly	BS 9999:2017/BS8214: 2016
6-Monthly Inspection of Fire Doors	6-Monthly	BS 9999:2017/BS8214: 2016
Annual Fire Damper Inspection and Test by Competent Person	Annual	BS 9999:2017
Fire Risk Assessment in Place and Regularly Reviewed	Annual	Regulatory Reform (Fire Safety) Order 2005
Emergency Evacuation Plans in Place and Regularly Reviewed	Annual	Regulatory Reform (Fire Safety) Order 2005
Inspection of Automated fire detection in tenanted housing properties	Annual or prior to release of voids	



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Fire Shutters Housing	Monthly (internal) Six monthly (Service Engineer)	BS 8524-2: 2013
Emergency lighting battery power supply (flick test)	Monthly	BS 5266-1: 2016 <i>Emergency lighting – Part 1: Code of practice for the emergency lighting of premises</i>
Emergency lighting service	Annual	BS 5266-1: 2016 <i>Emergency lighting – Part 1: Code of practice for the emergency lighting of premises</i>
Regular Inspection and Test of Fixed Electrical Installations	5 Yearly	BS7671:2008+A3:2015 IET Wiring Regulations Frequency varies according to the type of installation and use
Annual Emergency Lighting Discharge Test	Annual	BS EN 50172:2004, BS 5266- 8:2004 Full discharge for self-contained fitting 36 months after installation and then annually
11-Monthly Lightning Protection System Inspection	11-Monthly	BS EN 62305-2: 2012 Inspection may be at frequency identified by LPS Designer
Annual Visual Inspection of Lightning Protection System Earthing	Annual	BS EN 62305-2: 2012
5-Yearly Maintenance of Lightning Protection System 11KV <sub>a</sub> Earthing	5-Yearly	BS EN 62305-2: 2012
Monthly Short Duration Test of Emergency Lighting Luminaires	Monthly	BS EN 50172:2004, BS 5266-8:2004
Landlords Gas Safety Record (Domestic Gas appliances)	Annual	Gas Safety (Installation and Use) Regulations 1998. Gas Appliances (Safety) Regulations 1995
Thorough Examination of lifts	6-monthly Written Scheme Requirements	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Firefighting lifts	6-monthly	BS 8899: 2016

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### **APPENDIX 3 FIRE SAFETY LOGBOOK – CORPORATE BUILDINGS ONLY**

All Fire Safety Records are retained on site within the Health and Safety logbook. This file is located at the main reception. These records are maintained and updated by, Corporate Property.

The Premise Controller is responsible for maintaining the records on site.

The following records are maintained in the Fire Logbook:

- Certification of installed fire alarm system verifying conformance with BS 9999.
  
- Certification of the installed fire detection and alarm system conforming with the requirements of BS 5839 Part 6.
  
- Records of maintenance and testing in conformance with BS5839 Part 1, covering:
  - Daily Inspection
  - Weekly Test
  - Quarterly Test
  - Annual Test
  - Smoke Detector maintenance records
  - Records detailing the inspection, testing and where necessary replacement of batteries used to provide UPS to fire alarm system
  - An overview of the system, including classification of the fire detection and alarm system according to BS 5839 Part 1.
  
- Copy of latest Fire Risk Assessment (FRA), including actions log.
  
- Record of inspection and test of all Fire Fighting equipment
  
- Copy of the latest Fire Emergency Plan (this document)

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## **Appendix 4 - Fire Evacuation Arrangements Corporate Buildings**

All corporate buildings, as set out in the Service Matrix, will have a plan in place to deal with foreseeable emergencies including fire.

- The emergency plan will be brought to the attention of all staff and other users of the site;
- If applicable the plan will be put onto a health and safety notice board; and
- The plan will be periodically reviewed, after fire drills, unwanted alarms, or incidents.

### **Incident Liaison Officer [senior security person] for Cat 1 and 2 sites**

The senior member of the Security Team on duty (**referred to henceforth as the Incident Liaison Officer**) is the person responsible for the co-ordination of Fire Evacuation Officers during an evacuation, and is the person responsible for confirming successful evacuation of the premises or otherwise to the Fire Brigade.

The Incident Liaison Officer is **NOT** the incident commander for the Council and does not have authority to make executive decisions on the behalf of the Council; such authority resides with the Chief Executive of the respective Council or in their absence a Director.

The Incident Liaison Officer is responsible for the collection and provision of the site grab bag to the Fire Brigade upon their arrival.

#### **The site grab bag should contain the following items:**

- Plans providing the location of isolation points for utilities, fuel supply etc.
- Plans for the site, including services, floor plans, refuge points, emergency exit routes.
- Asbestos Register
- Key Contacts List

#### **The Incident Liaison Officer will:**

- Be the main point of contact for the emergency services;
- Ensure no-one reoccupies the building until directed to by the Fire Brigade;
- Show the Fire Brigade where the fire panel is;
- Provide the Fire Brigade with details of the building layout;
- Provide the Fire Brigade with the details of the Facilities Manager for the building;
- Record the incident and pass the information over to the Facilities Manager upon conclusion of the evacuation.
- Inform the Fire Brigade whether the building has been fully evacuated or not, and the last known location of persons trapped as provided by Fire Evacuation Officers.
- Provide the Fire Brigade with a list of staff working out of hours in the building (out of hours access forms).
- Inform the Fire Brigade of the approximate location of the seat of the fire;

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- Inform the Fire Brigade of the best established route for the rescue of trapped persons;
- Provide a copy of a laminated floorplan detailing the layout of each floor of the building showing glass walls, offices etc.
- Provide a copy of a laminated plan showing the location of gas pipes and isolation valves / points for services to the building.

### **Incident Commander**

The Incident Commander for the Council has the authority to make executive decisions on the behalf of the Council; such authority resides with the Chief Executive of the respective Council or in their absence a Director.

They shall chair the debrief immediately after the evacuation and ensure all issues are recorded and reported by the Incident Liaison Officer to the site Premises Controller and Corporate Health and Safety.

### **Fire Evacuation Officers**

Shall:

- Ensure that they have been on the Council's fire safety training for Fire Evacuation Officer and site induction training
- Maintain their details on the fire evacuation O365 office group;
- When alarm is raised as far as it is safe to do so evacuate those in the immediate area;
- Usher staff as far as is practicable towards the fire exit
- Close all fire doors if safe to do so on route out of building;
- Direct evacuees to the muster point;
- Report your area as being clear (or otherwise) to the Incident Liaison Officer and any anomalies found during the evacuation;
- Prevent persons from re-entering the building;
- Assist persons with disabilities to a safe area if appropriate and safe to do so.
- Follow the directions as outlined within the associated procedures.

### **Out of Hours Office Working Procedure – CORPORATE BUILDINGS ONLY**

All staff must ensure that they have read and understood the out of hours office working procedure. For any out of hours office work, an Out of Hours Access form must be completed and authorised by the line manager before submitting to onsite security.

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**OUT OF HOURS OFFICE ACCESS FORM**

Please complete the following form if you will be carrying out work in the office Out of Hours at ANY of the Councils buildings.

<b>PLEASE COMPLETE BEFORE CARRYING OUT ANY WORK OUT OF HOURS IN THE OFFICE</b>	
<b>Name of Person requiring access:</b>	<b>Department:</b>
<b>Position:</b>	<b>Business Group:</b>
<b>Date of application:</b>	<b>Contact Number:</b>
<b>Location of access: I.E. KTH Orange zone 1<sup>st</sup> floor</b>	<b>Times of access: i.e. 7pm – 9.30pm</b>
<b>Start date:</b>	<b>Estimated duration: I.E. One day only / Every Thursday for next two weeks</b>

I have read and understood the out of hours guidance document and;

- I have read the fire action notice for the building and know where to exit in the event of an emergency and where to muster
- I will have no difficulty in hearing the alarm should it sound
- in the event of an evacuation I DO NOT require assistance to exit the building

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Line manager name</b>	
<b>Signature</b>	
<b>Date</b>	

**THIS FORM SHOULD BE SUBMITTED TO SECURITY AT RECEPTION**

<b>Name of Amey Security authorising</b>	
<b>Signature</b>	
<b>Date</b>	

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**APPENDIX 5 - PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

Where there have been general provisions provided for the safe evacuation of persons who have a disability, all members of staff who have a disability must be provided with a PEEP. There must be provision made for all others affect to include members of the public, service users, visitors etc.

<b>Department:</b>			
<b>Division/Business Group:</b>			
<b>Address – including exact location in building</b>	Address and exact location e.g. room 2, 3 <sup>rd</sup> floor – also include details of any other address where regular meetings are attended		
<b>PEEP developed by/date:</b>	<b>Date</b>		
	<b>Name</b>	<b>Position</b>	<b>Signature/date</b>
<b>PEEP review by/date:</b>	<b>Date</b>		
	<b>Name</b>	<b>Position</b>	<b>Signature/date</b>
<b>PEEP prepared for:</b>	<b>Name</b>	<b>Position</b>	<b>Signature/date</b>
<b>Contact details of disabled person</b>	Work phone		Mobile/pager
Staff	<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Contractor	<input type="checkbox"/>	Student	<input type="checkbox"/>
<b>PEEP agreed with those involved in plan:</b>			
<b>Name</b>	<b>Position</b>	<b>Signature/date</b>	<b>Responsibility (e.g. to assist in the evacuation, operate equipment, raise alarm etc.)</b>
<b>Managers Details:</b>	<b>Name</b>	<b>Position</b>	<b>Signature/date</b>
<b>Managers Contact details:</b>	Work phone		Mobile/pager
<b>Information about disability relevant to evacuation plan</b>			

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**APPENDIX 6 FIRE EMERGENCY PLAN CORPORATE BUILDING TEMPLATE**

Document Name:	Fire Emergency Plan Template – CAT 1 with Security Team		
Date:		Release:	Version 2.0
Author:			
Owner:			
Client:			
Document Number:			

REVISION HISTORY

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

APPROVALS

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

DISTRIBUTION

This document has been distributed to:

Name	Title	Date of Issue	Version

**INSTRUCTIONS**

All text in *blue italics* are prompts to guide the user of this document during its preparation. Sections of the document that do not have such text are to be left as is.

The user of this template is required to ensure that the specific references to positions are correct for their Council, for example Fire Evacuation Officer They are also required to ensure the correct Council crest is used on this document.

The user of this document is required to ensure that a copy is lodged with Amey and the LINK team, and that both these parties are included in the distribution list for any future updates or revisions.

- 1.0 - Address to which this FEP concerns *In this section, please enter the full address of the premises covered by this Fire Evacuation Plan .*
- 2.0 - Location of current Fire Risk Assessment (FRA) document *In this section, please enter the location of the Fire Logbook.*  
Fire Logbook maintained in Security Office, ground floor behind Reception.
- 3.0 - Premises Occupier(s) *In this section, please enter details of the occupiers of the building. This should include all Tenants.*
- 4.0 - Function(s) of *In this section, please enter the main function of the premises – school, library, health centre, care*

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- the Premises *home for children etc.*
- 5.0 - Occupancy *In this section, please enter the number of people occupying or based in the building. Figures should be separated by tenant.*
- 6.0 - Responsible Person *In this section, please enter the title of the Responsible Person for the premises. This is usually the most senior person based on site, or the Director of the Department that occupies the majority of the premise*
- 7.0 -Other management responsibilities for Fire Safety, including Fire Risk Assessments *In this section, please amend terminology of positions to match those used by your Council*  
All Premise Controllers/Build Safety Managers/Managers / Supervisors and Health & Safety Representatives have duties under the Regulatory Reform (Fire Safety) Order 2005.
- The Council's Fire Policy requires that there are adequate numbers of trained staff to enable the safe evacuation of colleagues and the public in the event of an emergency from the building to the Assembly Point.**

**To ensure sufficient staff are available, having regard for flexible working, annual leave and staff turnover, we require that 1 in 8 staff members based in the building are trained as Fire Evacuation Officers**

**It is the responsibility of the Council to ensure that a rolling refresher programme is in place, with training sessions taking place every three months to ensure that new starters are trained in a timely manner.**

### **FIRE EVACUATION OFFICER**

The Fire Evacuation Officers are responsible for evacuating staff on the floor/wing/zone and building they are in at the time of the alarm sounding.

Fire Evacuation Officers are responsible for proactively reporting any issues such as blocked fire escape routes, faulty signage, build-up of combustible materials to Amey via the Helpdesk.

### **CHIEF EXECUTIVE & DIRECTORS**

It is the responsibility of the Chief Executive **designated as the Responsible Person or their nominated Director(s)** to ensure that an adequate number of their staff based on site are identified, appointed and trained as Fire Evacuation Officer; please refer to the document entitled "Role of Fire Evacuation Officer and Lead Fire Evacuation Officer *DELETE AS APPROPRIATE* (attached to this document) for a process map detailing the identification, appointment and training procedure.

As recorded earlier in this document, Council policy requires that 1 in 4 staff based on site are trained as Fire Evacuation Officers

Where floor areas are shared between Departments, it is the responsibility of the Directors to decide how many Fire Evacuation Officers shall be provided from their respective teams.

### **TFM PROVIDER**

It is the responsibility of the AMEY FM Manager to ensure that:

- **the building is fully compliant with all relevant statutory and regulatory requirements;**
- **A comprehensive Fire Risk Assessment has been undertaken,**
- **This Fire Plan document is maintained and updated as required to ensure its relevance and efficacy;**
  
- **All fire escape routes are kept clear of all obstruction and excessive fire load;**
- **A suitable and sufficient Building Induction process is in place;**
- **Details of Fire Evacuation Officers and First Aiders for each floor area of the building are regularly updated via the 0365 FEO/W group, are prominently displayed in strategic parts of the building, and are recorded in the building Fire Safety Logbook.**
- **Relevant Amey / Council personnel are provided with a copy of this document each time it is updated or new personnel are added and added to the 0365 FEO/W**



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## group.

It is the responsibility of the TFM Provider to ensure and be able to evidence that all of their staff are trained to a sufficient standard to discharge their given responsibilities effectively and efficiently regarding fire safety and management.

## COUNCIL

It is the responsibility of the Council to ensure that the TFM Provider is provided with regular updates on leavers that are Fire Evacuation Officer trained, to enable the TFM Provider to maintain accurate data. An Outlook 365 Fire Evacuation Group will be self-maintained by staff and overseen by Corporate Health & Safety, reporting the status of the building they spend most of their time in, their directorate and the status of their training. This portal will be accessible by LINK and AMEY, and will be used to communicate messages and information to Fire Evacuation Officers.

## FIRE RISK ASSESSMENT

The Fire Risk Assessment is reviewed on an annual cycle, or as and when the circumstances / environment in which the property exists and operates undergo significant change – whichever is sooner.

The Fire Risk Assessment review is conducted by AMEY on an annual basis. Any instances where significant changes are made to the building, in terms of occupancy levels, tenant activities, fire loading or physical alterations will require the instigator of said changes to instruct AMEY to conduct a fire risk assessment.

8.0 - Fire Warning Arrangements

*Please amend this section so that the information reflects the fire warning arrangements in your building.*

9.0 - Action in the event of Fire

*Please amend this section as appropriate to reflect the Assembly Point for your building.*

## STAFF

On discovery of a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point (Square red box mounted on the wall in various locations around the building), evacuate the building and call the Emergency Services using the 999 number from a safe place – this will be the designated Assembly Point, which is outside the House of Fraser / Southside office block on Victoria Street.

On hearing the alarm signal, all persons in the building shall immediately, without pause to collect their personal effects, evacuate the premises in a calm and orderly manner, using the nearest available emergency escape routes which are clearly signed in all areas of the building. Once out of the building, all persons should report to the Assembly Point

**NO ONE SHOULD RE-ENTER THE BUILDING UNTIL THE INCIDENT LIAISON OFFICER INSTRUCTS YOU TO DO SO.**

## FIRE EVACUATION OFFICERS

In the event of a fire, Fire Evacuation Officers shall:

- Usher staff as far as is practicable towards the fire exit
- Close all fire doors if safe to do so on route out of building;
- Direct evacuees to the Assembly Point;
- Report your area as being clear (or otherwise) to the Incident Liaison Officer;
- Prevent persons from entering the building;
- Assist persons with disabilities to a Safe Area if appropriate and safe to do so.

## SPECIAL ROLES

In the event of a fire, certain staff members will have actions that they need to implement – the Incident Liaison Officer and Catering Staff are examples.

## FALSE ALARMS

In the event a false alarm is confirmed after investigations by the Security Team, the Incident Liaison Officer will instruct Fire Evacuation Officers to allow staff to re-enter the building.

10.0 - Emergency Escape Routes

*In this section, please update the images included if necessary with those in place in your building. You will also need to update this section to ensure it accurately reflect the emergency escape route arrangements in your building.*

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The Emergency Escape Routes are clearly signed, using the following signage:



Please refer to Appendix ? of this document for floor plans detailing all Emergency Escape Routes. All persons are to ensure they are familiar with their principle Emergency Escape Route and an alternative should it not be available.

11.0 -  
Arrangements for  
fighting Fire

Firefighting equipment as deemed suitable by the Fire Risk Assessment is located at various strategic points around the building on each floor. Where possible, the physical locations of the firefighting equipment have been kept consistent on each floor of the building. Please refer to Appendix ? for floor plans highlighting the location and type of firefighting equipment deployed on each floor.

The principle focus for all persons evacuating the building must be on preservation of life; Fire Extinguishers are strategically placed to provide a method of protecting established Escape Routes in the event of fire.

12.0 - Procedures  
for coordinating  
evacuation and for  
Fire Brigade liaison

*Please amend this section to fit with your Councils policies and senior management team structure. You will also need to update the Incident Liaison Officer description if your building does not have an AMEY Security Team on site.*

The Senior member of the Security Team on duty (**referred to henceforth as the Incident Liaison Officer**) is the person responsible for the co-ordination of Fire Evacuation Officer during an evacuation, and is the person responsible for confirming successful evacuation of the premises or otherwise to the Fire Brigade.

The Incident Liaison Officer is **NOT** the incident commander for the Council and does not have authority to make executive decisions on the behalf of the Council; such authority resides with the Chief Executive or in his absence a member of EMT.

The Incident Liaison Officer is responsible for the collection and provision of the site Grab Bag to the Fire Brigade upon their arrival.

### The site Grab Bag should contain the following items:

- Plans providing the location of isolation points for utilities, generator fuel supply etc.
- Plans for the site, including services, floor plans, refuge points, emergency exit routes.
- Asbestos Register
- COSHH Register
- Business Continuity Plan
- Key Contacts List

### The Incident Liaison Officer will:

- Be the main point of contact for the emergency services;
- Ensure no-one reoccupies the building until directed to by the Fire Brigade;
- Show the Fire Brigade where the fire panel is;
- Provide the Fire Brigade with details of the building layout;
- Provide the Fire Brigade with the details of the Facilities Manager for the building;
- Record the incident and pass the information over to the Facilities Manager upon conclusion of the evacuation.
- Inform the Fire Brigade whether the building has been fully evacuated or not, and the last known location of persons trapped as provided by Fire Evacuation Officer.

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- Inform the Fire Brigade of the location and approximate quantities of potentially dangerous (oxidising, explosive, corrosive, poisonous or flammable) substances stored in or near the building;
- Inform the Fire Brigade of the approximate location of the seat of the fire and the best route of approach;
- Inform the Fire Brigade of the best established route for the rescue of trapped persons;
- Provide a copy of a laminated floorplan detailing the layout of each floor of the building showing glass walls, offices etc.
- Provide a copy of a laminated plan showing the location of gas pipes and isolation valves / points for services to the building.

13.0 - Persons who are especially at risk (PEEPs)

*Please update this section to refer to the latest version of Fire Risk Assessment for your building, and to reflect if you have PEEP requirements.*

The Fire Risk Assessment for the premises, carried out ?? identifies several groups of building users that will need a Personal Emergency Evacuation Plan (PEEP), the depth and detail of which will vary from person to person.

It is the responsibility of the line manager to ensure that concerned individuals in their service are covered by an individual PEEP and that each of these documents is maintained, reviewed and updated on a frequent and regular basis. To assist with the production of a PEEP, please refer to the PEEP form attached to this Plan. The 0365 FEO/W group PEEP list, should be updated listing PEEP information.

The line manager must advise Amey of the PEEP.

It is the responsibility of the Amey Facilities Manager to ensure that copies of the PEEPs be made available if requested by the Fire Brigade. It is recommended that the PEEPs documentation be retained in the Fire Safety Logbook

14.0 - Special arrangements for the evacuation of disabled, young and elderly persons

**To avoid unnecessary risk, persons who are unable to exit the building without assistance are not permitted to enter the basement or roof plantrooms, voids or any other areas of the building where an egress route is not readily available.**

When required Fire Evacuation Officer will assist disabled staff to the Safe Area in the event of a Fire Evacuation. Similarly, Staff with disabled visitors are required to assist their visitors to a Safe Area. Staff should where possible arrange meetings on ground floor for visitors with mobility issues.

Arrangements for the safe evacuation of persons with disabilities are as follows:

- **All persons are provided with appropriate information, in a format that can be readily understood by them.**
- **Standard Emergency Evacuation Plans (refer to Section 8 on Page 9 of this document). These are available to visitors and form the basis for the production of individual PEEPs.**
- **Visitors with disabilities should be provided with information on the standard PEEPs available by their site contact, with guidance on what to do in the event of an evacuation becoming necessary.**
- **Regular users of the building are consulted and their needs discussed and assessed with the appropriate members of staff. Individual PEEPs are agreed, documented and implemented.**

15.0 - Arrangements for the evacuation of site visitors, contractors and other 3<sup>rd</sup> parties

Site visitors, contractors and 3<sup>rd</sup> parties present in the building during an evacuation are required to follow the evacuation procedure laid out in this document.

The site contact for the above is responsible for ensuring that;

- **A copy of this document is provided to contractors who are expected to be on site for a significant period of time;**
- **Site visitors are given a suitable induction on fire warning and evacuation arrangements as detailed in this document;**
- **Contractors or 3<sup>rd</sup> parties that are expected to be based on site for longer than one calendar month are booked on the next available Building Induction.**

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- In addition, once clear of the building at the Assembly Point, they are to make contact with their site contact and inform them they are clear of the building.
- Please either update this section to reflect the particular requirements in your building, or change to NOT APPLICABLE if this section is not relevant to your building.*
- In the event of fire, the kitchen staff is to ensure that the emergency electricity shut off is activated prior to leaving the area.
- The gas supply to the building is protected by a solenoid valve which is connected to the fire alarm system – in the event of a fire, the solenoid will disengage and the gas supply to the building will be isolated.
- 16.0 - Shutdown / isolation of critical machinery, appliances or processes
- 17.0 - Specific arrangements for high risk areas
- Please either update this section to reflect the particular requirements in your building*
- Access to any high risk area is to be strictly controlled using the TFM Providers Permit to Work (PtW) protocol.
- Any persons wishing to access the roof, basement plant areas or any areas termed as Confined Spaces (typically where a route of egress is not readily accessible in emergency) must be in possession of a completed and verified Permit to Access document which can only be provided by the **Amey Facilities Manager**.
- The Premises Controller must be under explicit instructions to refuse to provide keys or other means of access to these areas without the production of a verified Permit to Access.**
- All access to controlled areas is to be logged and recorded by the Premises Controller. This information is to be made available to the Fire Brigade upon arrival to site in the event of a fire.
- Please either update this section to reflect the particular requirements in your building*
- 18.0 - Arrangements for an Emergency Plan to be used by a Hirer of part of the premises
- Any Sub Tenants within the building are responsible for the production of their own Fire Plans, laminated copies of floor layouts indicating designated escape routes which are required to dovetail with the landlords. Tenants are encouraged to attend the regularly held Building Users Group (BUG) meetings to discuss fire arrangements, plan content etc.
- 19.0 - Contingency plans in the event of unavailability of any life safety systems
- This Fire Plan makes the assumption that all life safety systems are available should the need to evacuate the building arise. Should the situation arise where a life Safety system become unavailable, the additional issues that arise are to be dealt with in a specific Fire Plan that operates in complement to this document. This document will be drafted by LINK & Corporate Health & Safety.
- 20.0 - Fire Safety Induction procedure
- Information and instruction is to be conveyed to individuals by the following means:
- Fire Action Notices
  - Relevant Signage
  - Induction Programme, training and refresher training. Individuals must be briefed by their Line Manager or Sponsor BEFORE THEY FIRST USE THE FACILITIES:
  - Action in the event of fire or hearing the alarm.
  - Means of escape
  - Local fire safety features
  - Fire prevention
  - Rules that are specific to the processes or equipment they may be following or operating.
- 21.0 - Fire Training Programme (all staff)
- Local information, instruction and training is based on the arrangements described in this Fire Plan and includes the following:
- The action to be taken on discovering a fire
  - The action to be taken when the alarm sounds
  - Familiarisation with the means of escape from the premises, both primary and secondary for their area of operation.
  - Other relevant local features of the Fire Plan such as Fire Evacuation Officer arrangements, persons who may be in need of assistance (refer to PEEPs log), safe shutdown of critical equipment etc.
  - The location of the Assembly point
  - Appreciation and understanding of the importance of fire resistant doors and the need to close all doors (where safe to do so) in the event of a fire.
  - The location and safe usage of firefighting equipment.
  - Local fire safety awareness and prevention.

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Instruction, training and training exercises should be carried out not less than once in each of the following periods:

- Instruction / Training for new staff – delivered immediately on induction.
- Refresher training for existing staff – once per year.

22.0 - Fire Training Programme (Fire Evacuation Officers)

As above, in addition training will be organised and provided by Learning and Development / Corporate HR (*DELETE AS APPROPRIATE*). in the following areas:

- Generic training comprising of role and responsibilities as stated in the organisational fire policy;
- Correct use of EVAC chairs;
- For persons nominated to assist with the evacuation of individuals named in a PEEP document, specific training as required to effectively assist with the evacuation of said individual(s);
- For members of the Executive Management Team a suitably detailed briefing on the Fire Plan and its requirements, including a copy of the up to date Fire Plan for reference;
- Successful completion of any training deemed necessary by Corporate Health & Safety. Refresher training to be conducted every three years.

Upon successful completion of the training, AMEY will provide;

- Local briefing in their duties in relation to departmental and local arrangements for evacuation, and other assigned duties, such as inspections. This briefing will include a site walkround and familiarisation, high risk areas, on site hazards, Grab Bag training.

23.0 -Fire safety arrangements – Drawings & Plans  
24.0 - Fire Safety Systems

Locations of the fire safety arrangements for the building are located in the Fire Logbook and the Fire Brigade Information pack (Grab Bag) which are located in the main Reception. The AMEY Facilities Manager is charged with ensuring these documents are maintained and kept up to date. *Please update as appropriate, or record NOT APPLICABLE if no active fire safety or suppression systems are present in your building*  
There is limited coverage of the sub-basement areas by a sprinkler system, and the IT hub rooms are covered by an FM200 chemical fire suppression system.

**Evacuation plan details**

Detailed procedures that have been developed to assist evacuation (please tick all applicable).			
<b>During an emergency evacuation staff appointed to assist will:</b>			
Assist person to safe area	<input type="checkbox"/>	Guide person to stairs	<input type="checkbox"/>
Assist person into evac chair	<input type="checkbox"/>	Assist person down stairs	<input type="checkbox"/>
Use evac chair down stairs	<input type="checkbox"/>	Warn person of alarm	<input type="checkbox"/>
Inform fire marshals of plan	<input type="checkbox"/>	Assist person to assembly point	<input type="checkbox"/>
Other (include full details)			

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People who will provide assistance during evacuation.		
Name	Role	Contact Number

Received by:	Name:	
	Signature	Date

**Distribution list:**

- Manager to retain copy on file

Update 365 PEEP list and make security aware.

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## **APPENDIX 7 - EXAMPLE SIMULTANEOUS EMERGENCY PLAN FOR HOUSING**

### **Purpose**

The purpose of the emergency plan is to evacuate all persons safely from the buildings in the event of a fire. The Fire Action Notices situated throughout the blocks state clearly that the evacuation procedure is 'simultaneous', which means the occupants are required to leave at the same time in the event of fire.

The plan will only be adopted in circumstances where a stay put/remain in place evacuation plan is not deemed appropriate owing to an assessment of fire risk

### **Testing the Plan**

It is incumbent upon LBHF to ensure that all staff (including contractors) have received adequate training and that this is reinforced with the provision of regular fire drills.

Fire Drills shall be carried out twice per year.

The outcomes of the fire drills should be recorded and where deficiencies identified, additional training given.

LBHF representative from the Fire Team will be present to observe the fire drill.

LBHF will work with the engaged 24/7 Fire Evacuation Officers with the provision of regular meetings and updates.

### **Evacuation Procedure**

The 'simultaneous' evacuation procedure will be supported by the provision of;

- A mixed fire alarm and detection system – extending throughout the communal areas with connectivity within the hallway of each flat, and a separate individual fire detection system (mixture of heat and smoke detection) within each flat to BS5839-6: 2013. As a minimum this be a Grade D LD2 system;
- The provision of Fire Evacuation Officers providing 24-hour cover; and
- Evac-Chairs situated on each floor within each block for the purpose of evacuating residents who are not able to evacuate themselves.
- Information of persons (where identified) requiring additional assistance in the event of an emergency to evacuate [see PEEPS below]
- On site operational meeting with London Fire Brigade to familiarise arrangements and provide information on persons known to require additional assistance in the event of an evacuation

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## **Fire Evacuation Officers (FEO)**

The FEO will operate from a 'central control' point will be occupied at all times. The control point to be situated within the relevant building, ideally in a void property or reception area.

FEO numbers will be determined by number of storeys and person requiring additional assistance in the event an evacuation to provide 24-hour presence.

The FEO will patrol the blocks and the pattern will be agreed with the LFB

Breaker Fire Evacuation Officers will supplement the service to cover Fire Evacuation Officers during breaks thereby ensuring fire uninterrupted patrolling throughout the blocks.

### **The commencement of the Fire Evacuation Officer shift**

There is a hand-over at change of FEO shift, this will inform the oncoming team leader of any issues.

The Team Leader will ensure there are a sufficient number of FEO on duty who have received adequate and relevant training.

One person will be designated to attend the fire alarm panel on actuation of the fire alarm system.

One person (Team leader) will meet the Fire & Rescue Service in the event of their attendance and give relevant information set out in the section below.

The Team Leader will ensure;

- that each Warden is clear on their role and responsibilities in the event of a fire;
- the hand-held radios are tested and fully working;
- the Evac-Chairs are situated in the correct location; and
- there are a sufficient number of trained Wardens on duty to use the Evac Chairs and implement the evacuation procedures.

### **Action on hearing the fire alarm**

Upon actuation of the communal fire alarm system, the designated Fire Evacuation Officer attending the fire alarm panel will ascertain reason for actuation (identified on the fire alarm panel). The location will be communicated to the team leader who will despatch a Fire Evacuation Officer to the location, this person will investigate and report back to the Team Leader.

The communal fire warning system shall be configured to allow 3 minutes to allow sufficient time to investigate the cause before it activates throughout the block.



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Where the cause of the alarm is accidental, or is unable to be confirmed as a fire, the Warden will radio the Team Leader who will make the decision to reset the alarm.

Where the cause of the alarm is a confirmed fire then the Warden will radio the Team Leader and simultaneously activate the communal alarm system by breaking the nearest manual call point, this will ensure the alarm activates in 'full alarm' mode without time being wasted.

Where an unwanted fire signal is confirmed (by the FEO attending the floor involved) the panel may be reset only by an adequately trained person. The Team Leader will be responsible for recording and reporting the incident to LBHF using the daily/night time log.

### **Action on discovering a fire**

In line with LBHF policy, FEO will not attempt to fight any fire with portable firefighting equipment sited within the building.

Where a fire is discovered, an alarm should be raised by operating the manual break glass call points which are sited on all floors.

The Team Leader will call the Fire & Rescue Service by dialling 999, giving the full address of the property, type and location of the fire.

The 'simultaneous' evacuation procedure will be instigated.

Residents will be made aware of the need to evacuate, this will be done by the FEO raising the alarm to residents by knocking on flat doors and operating air horns on all landings.

During normal office hours the Team Leader will contact LBHF (the Senior Fire Safety Officer) who will instigate an appropriate response to the incident.

Out of normal office hours the Team Leader will contact LBHF (the Emergency Response Officer) who will instigate an appropriate response to the incident.

### **Evacuation**

Personal Emergency Evacuation Plan (PEEPs) will be offered to individual residents and will be undertaken with their co-operation. These plans will be developed in conjunction with this emergency plan. The PEEP will identify those who may need assistance to evacuate the property in the event of a fire and will be shared with the resident before the PEEP is finalised.

The PEEP will be tailored to suit the individual needs of each resident and will identify their movement during the evacuation. Where necessary LBHF will incorporate any necessary building adaptations which may facilitate their escape and to reduce the need for personal assistance.

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Non-ambulant residents will be aided in their evacuation by Fire Evacuation Officers who have received training on the use of Evac-Chairs, these are strategically located within each block.

The Team Leader will identify the resources required to evacuate persons, priority should be paid towards non-ambulant residents. The location and other relevant information regarding residents who require assistance can be found in the Premises Information Box (PIB) which is sited in the entrance lobby of each block. The information within the PIB will be monitored and updated when necessary by the LBHF Fire Team in conjunction with Housing Management Services.

The priority of evacuating the block;

First Priority – will be given to evacuating those residents located on the ‘fire floor’ (the origin of the fire).

Second priority – will be given to evacuating all floors above the floor of origin.

When all floors above the origin of fire have been evacuated, floors below the origin of fire will be prioritised for evacuation.

Evacuation will be to a place of ultimate safety; the designated Assembly point is located at [to be identified].

Where residents with mobility issues are evacuated (e.g. by use of the Evac-Chair) they will be sited within a smoke free corridor at least 2 floors below the fire floor, this will ensure the stairwell remains clear for others to evacuate and the Fire Rescue Service to access the building in the event of fire. At least one Warden should remain with the resident and have adequate communications to request additional assistance, if needed. Ideally, the place of refuge for such persons should not be sited 2 floors below the origin of fire, as this is required for firefighting purposes (the FRS ‘Bridgehead’ – the forward control point in the event of a fire).

The FEO will confirm that they have evacuated their designated floors with the Team Leader, reporting any flats where residents have not responded, and any issues with evacuating non-ambulant residents and those who have refused to leave the building.

This may initially be by verbal communication to the team leader, but must be recorded in writing.

Once evacuated no other persons will be permitted to re-enter the block until advised that it is safe to do so by the FRS Incident Commander.

### **Attendance of the Fire & Rescue Service**

The Fire service take overall charge of the fire or emergency incident.

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The Team Leader (identified by appropriate tabard) will meet the FRS (Incident Commander) giving the relevant information to include the following: (note - this list is not exhaustive)

- i. location of incident flat/floor;
- ii. Any Persons/Flats that are not accounted for;
- iii. Any floors not already checked;
- iv. The exact location of mobility impaired residents;
- v. Any notable hazards identified or reported (hoarding, presence of cylinders, etc);
- vi. The location of dry riser inlet.

The Team Leader will ensure that all residents evacuated are safely taken to the designated fire assembly point, and this will be notified to the FRS Incident Commander.

### **Lifts – to be specified depending on building design**

Lifts provided within the buildings are not firefighting lifts, as such they are not to be used in the event of a fire, this is reinforced with the provision of appropriately worded notices sited adjacent to lift entrance on all floors.

Lifts can be summoned to the ground floor by the Fire & Rescue Service by use of Emergency lift key.

### **Means of escape - to be specified depending on building design**

Means of escape is via the internal protected staircase which is lobbied at each storey and is provided with adequate fixed ventilation.

The stairwell discharges at ground floor level.

It is inevitable that some confusion may ensue during a full evacuation of the block, the Wardens should be mindful that, as far as possible, an orderly evacuation should take place.

It is the role of Fire Evacuation Officers to manage an orderly evacuation at the same time providing a reassuring procedure for occupants who may be inclined to panic.

### **Monitoring**

This emergency plan should be continually monitored and amended where any material alterations to the building have taken place, or additional compensatory measures have been installed, furthermore it is recommended this plan should be agreed in principle with London Fire brigade ensuring it does not conflict with recognised Firefighting procedures for Tower blocks

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## Appendix 8 – Fire and Emergency File

Contents as a minimum:

1. Fire strategy design report for the building which details the strategic measures that are provided in the building to satisfy Parts 1 to B5 of Schedule 1 of the Building Regulations (guidance in Approved Document B)
2. For each of Parts B1 to B5: technical specifications, product datasheets, operation and maintenance manuals, inspection and commissioning records
3. Fire load and any risk assessments and risk analysis
4. All assumptions in the design of the fire safety arrangements regarding fire safety management and emergency procedures
5. Escape routes, escape strategy and muster points
6. Passive fire safety measures e.g. cavity barriers, fire door sets, duct dampers etc
7. Details of any fire detector heads, smoke detectors, alarm call points, signage, emergency lighting, dry/wet risers, exterior facilities for firefighting etc
8. Active fire safety measures e.g. sprinklers, smoke control systems
9. Information on any elements of the building fabric that may adversely affect fire precaution e.g. cladding
10. Any high-risk areas e.g. plant room
11. Information on the requirements of the fire safety equipment, routine testing, inspection, and maintenance schedules etc
12. Provisions incorporated in building to facilitate evacuation of disabled and other potentially vulnerable persons