



Estates Division

Facilities Management

London School of Economics & Political Science

Policy for the Control of Fire

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London School of Economics Policy Statement

The objective of the London School of Economics policy is to control, prevent and minimise the risk from Fire to the public, staff and students, so far as reasonably practicable.

It is essential that adequate management of financial resources are made available for prevention or minimising the risk arising from Fire within the School. It is important that all personnel whether involved in assessing risk, carrying out precautionary measures, planned preventive maintenance and those carrying out refurbishment or alterations are competent, trained and aware of their responsibilities

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1. Introduction

This document sets out the London School of Economics and Political Science (hereafter referred to as LSE) policy, lists its objectives and the procedures and the processes it has put in place to provide guidance for designated staff responsible for implementing the Fire Safety Policy.

The Policy:

- Clearly defines roles and responsibilities.
- Confirms the LSE's resolve in preventing or minimising the risk from Fire
- Affirms LSE's commitment to have in place control measures that adhere to fire risk assessment and comply with the The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Requires The LSE to have a control assurance system in place to ensure the measures are being implemented, are effective, records are kept and the policy is reviewed on an annual basis

2. Statutory Requirements – Fire safety

The Health and Safety at Work Act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others(including visitors, contractors and the general public)

The Regulatory Reform (Fire Safety) Order, 2005 is the primary fire safety legislation in England and Wales. The Order also referred to as the RRO, focuses on fire prevention in all non-domestic premises and applies to all workplaces, teaching spaces, sportsground and halls of residence at the School. It covers general fire precautions and fire safety duties required to protect the School as employer, employees of the School, anyone who may be lawfully on School premises and anyone in the vicinity of School premises who may be at risk in the event of a fire.

Universities UK/Guild HE Code of Practice for the Management of Student Housing

3. Objectives

The LSE will:

- Define fire safety responsibilities of staff;
- Comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation;
- Undertake Regular Risk assessment to identify and assess risk of Fire starting and spreading, provision for evacuation and the adequacy of measures in place;

- Adopt a consistent approach to fire safety within the School to ensure clarity in communication on fire safety matters;
- Have in place assurance of control: implement monitoring and recording procedures to ensure that the measures put in place are adequate and effective;
- Provide regular training of all personnel involved in implementing the School's fire safety arrangements, to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedure;
- Purchase and install equipment for new projects, scheme or replacement programmes, which prevents and or minimises the risk;
- Review Policy at least annually and earlier if any legislation has been amended.

4. Roles and responsibilities

- 4.1 Management and responsibilities
- 4.2 The Chief Financial Officer will be responsible for ensuring that adequate financial resources are made available for prevention or minimising the risk arising from Fire within the School.
- 4.3 The Director of Estates will be the "Responsible person" as defined by Article 8 of the RRO. The Director of Facilities has been delegated the responsibility for day to day management of fire safety infra-structure in the School. The Director of Estates will be responsible for appointing competent persons to assist him in undertaking preventive and protective fire safety measures as required by Article 18 of the RRO.
- 4.4 The Head of Health and Safety is appointed under regulation 7 of the Management of Health and Safety Regulation 1999, to provide health and safety assistance to the School, they will also provide advice on fire safety as appropriate in accordance with Article 18 of the RRO.
- 4.5 The School's Head of Health and Safety will monitor fire safety compliance at the School.
- 4.6 Every member of staff has a general duty under Article 22 to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions concerning fire safety and must co-operate with the School concerning any duty or requirement made under the Order. Every member of staff has a duty to observe fire safety arrangements, and must not obstruct fire escape routes or fire exit doors, or wedge open fire doors or tamper with fire extinguishers.

- 4.7 The chairs of the Executive Health and Safety group and Estates Strategy Committee are responsible for ensuring that fire safety is adequately considered by those Committees.
- 4.8 Heads of Departments and Service Leaders are responsible for promoting fire safety and for ensuring that fire wardens are appointed as required by this policy. The Health and Safety Team should be informed of the names of all fire wardens. See [Fire Wardens on Campus](#). The appropriate number of wardens should be appointed in residential halls.
- 4.9 All staff with line management responsibility for others must ensure that staff reporting to them have received instruction on the fire evacuation procedure for their workspace, that they have completed their fire safety training, that any local procedures and precautions are followed and that any fire safety concerns are referred promptly to the Health and Safety Team.
- 4.10 All staff must ensure that they understand the fire evacuation procedure for their workspace, residential hall and complete their fire safety training, comply with any local procedures or precautions, and report any observed concerns about fire safety to their line manager who will ensure that the matter is referred to the Estates Helpdesk, the Health and Safety Team or the relevant Head of Department as appropriate.
- 4.11 Teachers and convenors of training sessions, meetings, public lectures and other events are responsible for those present in the event of a fire evacuation.

5. Fire Risk Assessment

- 5.1 Fire risk assessments for all premises at the LSE are carried out by the Estates Division. Completed assessments are held by that Office.
- 5.2 The frequency of fire risk assessments shall be:
 - 5.2.1 At least annually for all Halls of Residence, licensed premises, catering facilities, workshops and places where dangerous substances are used or present;
 - 5.2.2 Biennially in respect of offices and teaching spaces; or
 - 5.2.3 Following a fire, however slight, or fire alarm activation where evacuation was impeded or ineffective e.g. an obstructed exit path or defective equipment;
 - 5.2.4 Following any significant refurbishment, redevelopment, or change of use.

6. Fire Strategies

- 6.1 The Director of Facilities in conjunction with the Head of Health and Safety will develop fire safety strategies for all School buildings.
- 6.2 The fire safety strategy document will outline:
- Description and use of building
 - Profile of building occupants/users including maximum capacities for escape routes
 - Details of automatic fire systems within the building
 - Cause and effect of fire detection and alarm systems
 - Details of fixed and portable fire fighting equipment
 - Details of the means of escape
 - Arrangements for evacuating persons from the building in event of fire including persons with disabilities
 - Arrangements for liaising with the London Fire Brigade
 - Details of any special risks such as sleeping risks, bars etc.
- 6.3 The Director of Facilities and the Head of Health and Safety will be responsible for ensuring that the fire strategy is maintained and updated as appropriate

7. Maintenance of fire safety systems and equipment

- 7.1 The maintenance and testing of the fire detection and alarm systems at the School are the responsibility of Estates Division Facilities Management together with the maintenance of fire extinguishers and fire related signage e.g. on fire doors and fire exits, and other preventive measures.
- 7.2 Regular and frequent inspections and tests of the fire detection and alarm systems, fire doors, fire extinguishers, fire related signage and emergency lighting are carried out and recorded by Estates Division, Facilities Management. See [Inspection and Testing Regime](#).

8. New buildings, alterations and change of use

- 8.1 When new buildings or alterations are being planned, the project manager shall ensure that the proposed work meets fire safety legislative requirements, and the existing management arrangements at the School. When alterations are being planned, the project manager shall also consult the current fire risk assessment and fire strategy document for that building and any linked or neighbouring buildings to ensure that the proposed works do not compromise fire safety arrangements.
- 8.2 When new buildings or alterations are being planned the project manager will give adequate consideration to the arrangements for alerting hearing

impaired persons to a fire alarm activation and evacuating persons with disabilities from the building.

- 8.3 The project manager will be responsible for liaising with the Principal Contractor to ensure that a fire safety manual for the building is handed over to the Director of Facilities at completion of the project.
- 8.4 The Head of Property and Space Management will be responsible for ensuring that the building's fire risk assessment and fire strategy document is consulted when planning departmental moves and or changes of use of premises to ensure that the proposed changes do not adversely impact upon fire safety.
- 8.5 The Head of Property and Space Management will ensure that their staff liaise with the Director of Facilities and the Head of Health and Safety when planning and implementing changes to enable the building's fire strategy document to be updated.
- 8.6 The Head of Health and Safety must be involved at an early stage in the project planning for new buildings and alterations.

9. Contractors

- 9.1 Contractors working on behalf of, or on property owned by the LSE will be given adequate information regarding fire safety and must comply with this policy and obey all instructions given to them in regards to fire safety by authorised School personnel.
- 9.2 Contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety arrangements and procedures.
- 9.3 Contractors or anybody carrying out work at the School must make good all alterations specifically including any alterations made to fire safety or fire prevention fittings, e.g. fire doors, fire stopping and ensure that fire separation measures are not compromised in any way.

10. Fire alarms and evacuations

- 10.1 Security staff are the first responders to fire alarm activations and will follow the agreed call-out protocol in respect of summoning the London Fire Brigade.
- 10.2 Security staff attending fire alarm activations will investigate the cause of the alarm. support the fire wardens by assisting in directing people toward the fire assembly point, ensuring safety, supporting the fire fighters and ensuring that people do not enter the building until it has been verified that to do so will be safe.

- 10.3 If a fire alarm sounds or if a fire is discovered, security staff supported by fire wardens are responsible for ensuring that the building has been evacuated and that all staff, students and other visitors present go to the fire assembly point(s) and remain there until it has been confirmed safe to re-enter the building by the London Fire Brigade. The fire warden for the building or place where the alarm has activated will verify whether anyone is unaccounted for and report this to the Fire Brigade Incident Officer. See [Fire Assembly Points on Campus](#)
- 10.4 In the event that the Fire Brigade was not called in response to the fire alarm activation, the decision to allow staff to re-enter will be taken by the senior security officer/hall warden present.

11. Fire drills

- 11.1 Annual Fire drills for all buildings, including Halls of Residence, will be carried out in accordance with the instructions in Carrying Out a Supervised Fire Evacuation Drill.
- 11.2 The guide specifies responsibilities for organising fire drills, roles of the fire wardens, security officers in fire drills and other staff together with the reporting process.
- 11.3 Each fire drill will be observed by a member of staff from the Health and Safety Department.

12. Arrangements for persons with disabilities

- 12.1 Personal emergency evacuation plans (PEEPs) must be completed in respect of staff, students, visitors and contractors who may require assistance in an emergency evacuation.
- 12.2 The guidance document describes the processes to be followed in completing, distributing and storing a PEEP (**Annex A**)

13. General staff instruction

- 13.1 All members of staff should familiarise themselves with the fire evacuation procedures for their workspace i.e. what to do and where to go in the event of a fire alarm. Fire action notices are posted throughout the School and residential halls in compliance with UUK Code. The fire action notices describe the location of the nearest assembly point as well as identifying the exits from the building.
- 13.2 All staff must ensure that they are familiar with alternative means of escape where these exist.

14. Academic staff instruction

- 14.1 Teaching staff should make their students aware of the evacuation plan for the room in which they are taught. This extends to lecture rooms, halls and theatres. See [Fire Information for Teaching Staff](#).
- 14.2 In all teaching spaces and lecture rooms the lecturer or other staff member present must take charge of the students and ensure that they are evacuated in the event of a fire alarm.
- 14.3 In the event of a fire alarm the member of staff must direct the students to the nearest escape route and ensure that all students leave the room.
- 14.4 At the assembly point the member of staff must assemble the class, remain with them and notify the fire marshal/security officer of any student who cannot be accounted for.

15. Student instruction

- 15.1 Fire safety in the halls will comply with the requirements of the Universities UK/Guild HE Code of Practice for the Management of Student Housing.
- 15.2 Fire drills for each Hall will take place during the first month of the new academic year.
- 15.3 Students should familiarise themselves with the fire evacuation procedures for the areas in which they study or attend classes or lectures, and should also become familiar with the evacuation procedure if they are resident in Halls or in accommodation provided by the university off-campus.

16. Inspection, audit and fault reporting

- 16.1 Inspection and testing of fire safety equipment (detection, alarm and emergency lighting systems, fire extinguishers, fire blankets, signage), fire prevention and protection measures (fire doors, means of escape) and arranging service contractor visits are the responsibility of the Estates Division, Facilities Management.
- 16.2 All maintenance, including alarm testing logs, must be recorded for audit purposes.
- 16.3 The Health and Safety Team is responsible for fire safety audit and review of fire safety arrangements.
- 16.4 Staff and students are required to report fire safety faults or concerns, e.g. a missing or damaged fire extinguisher or an alarm that is difficult to hear, to Estates Division help-desk, their line manager, academic supervisor, hall staff immediately the fault or concern becomes apparent.

- 16.5 The normal fault reporting process should be followed.

17. Reports and investigation of incidents

- 17.1 All fire alarms, fires, and all fire safety related events on campus will be reported by security/halls staff to the Head of Health and Safety. Front of House Managers will be responsible for reporting fire related events in halls of residence to the Head of Health and Safety. The relevant managers will be responsible for reporting fire related events at the Sportsground and the Nursery to the Head of Health and Safety.
- 17.2 Initial investigation will be made by the security officer(s) attending the event in accordance with normal security procedure.
- 17.3 Follow-up action arising from incident reports will be determined by the School's Head of Health and Safety on receipt of the incident report who will ensure that relevant parties are contacted as soon as practicable to discuss remedial actions.
- 17.4 Facilities Management will investigate all technical issues and feed back conclusions to the School's Head of Health and Safety.
- 16.5 Key stakeholders will work in partnership to resolve issues identified in the incident reports.

18. Out of Hours

- 18.1 While the principles of the Policy apply at all times there are different arrangements to cover Fire Procedures out of hours. The responsibility for fire procedures out of hours falls to security on campus and the Duty Officer in halls of residence. They are responsible for attending buildings where the fire alarm is activated and for ensuring, the fire procedures for that building are followed.
- 18.2 In the event of a serious fire, the Director of Governance, Legal and Planning and Business Continuity must be notified to enable the School's Major Incident Initial Response Plan(MIRP) to be activated.

19. Training

- 19.1 All members of staff must complete the computer based fire safety programme annually.
- 19.2 Managers must ensure that new members of staff complete the training within their first month in the workplace and that all their direct reports complete this programme annually.

- 19.3 The programme is administered by the Health and Safety Team.
- 19.4 The Health and Safety Team provides bespoke fire safety training to departments where this need is identified.
- 19.5 Fire warden training is provided by the Health and Safety Team.

20. Policy Review

- 20.1 This policy will be reviewed annually, or as new knowledge on the subject evolves and subsequent guidance is issued.

Appendix A

Management arrangements for evacuating mobility or sensory impaired persons from buildings on campus in the event of fire.**1. Introduction**

This procedure sets out the arrangements for ensuring the safety of building users with mobility or sensory impairments (*whether temporary or permanent*) that could impact upon their ability to respond to a fire or other emergency.

This procedure forms part of the School overall emergency plan for fire and as such will be subject to regular review.

In order to implement this procedure effectively the School's objectives are:

- 1) To develop Personal Emergency Evacuation Plans (PEEP) for students or employees whose mobility or sensory impairments may affect their safe evacuation.
- 2) To have sufficient numbers of Fire Refuge Points (FRP) in every School building.
- 3) To ensure that all FRPs are kept clear and have the required level of fire protection maintained at all times.
- 4) To ensure that all FRPs have effective two-way communication.
- 5) To ensure that all persons who may have a role in the operation of the procedure receives adequate information, instruction and training.

2. Responsibilities for implementing arrangements

The functions and responsibilities of those who have a role in implementing these procedures are set out below.

- 2.1 Individuals shall be responsible for notifying the School, (in the case of students via the Disability and Wellbeing Office (DWO) and in the case of staff via their line manager) if they have a permanent or temporary condition that may affect their ability to either raise the fire alarm, respond to an alarm and leave the building using emergency escape stairways without assistance.

Individuals disclosing a relevant condition or disability will be asked to co-operate with the School so that a suitable PEEP can be developed.
- 2.2 Line Managers will have responsibility for implementing this procedure with respect to their staff who have disclosed that they have a condition referred to in paragraph 2.1. Line managers must direct their staff to the Health and Safety team so that a PEEP can be developed.
- 2.3 The Head of Disability and Wellbeing Service will have responsibility for ensuring these arrangements are implemented with respect to students that have disclosed to the DWO that they have a condition that may impact on their ability to evacuate buildings in the event of an emergency. The DWO will notify the Health and Safety team by forwarding a copy of the relevant Individual Student Support Agreement (ISSA) so that a suitable PEEP can be developed.
- 2.4 Event organisers will be responsible for ensuring that any person attending the event who may require assistance to enable them to respond to a fire alarm activation and evacuate the building are identified and that appropriate arrangements are made to assist them.

- 2.5 The Director of Estates will have overall responsibility for ensuring that there are arrangements in place for identifying suitable locations which comply with the relevant British Standards for FRPs and for the installation and ongoing maintenance of FRPs.
- 2.6 The Director of Estates will be responsible for ensuring that there are arrangements in place to identify and undertake appropriate alterations or adjustments to any the School buildings to facilitate the implementation of measures identified as necessary by the PEEP.
- 2.7 The Director of Estates will be responsible for ensuring that there are arrangements in place for undertaking an assessment of proposed alternations, refurbishments etc to ensure that these do not compromise the implementation of this procedure.
- 2.8 The Head of Health & Safety will be responsible for developing Personal Emergency Evacuation Plan for students and staff who disclose a relevant condition or disability.
- 2.9 The Head of Security will be responsible for putting the necessary measures in place to ensure that the Security Team receive adequate training and instruction to enable them to play their role in the operation of these arrangements.
- 2.10 The Head of Health & Safety, in conjunction with the Head of Security will co-ordinate measures to recruit, train and retain a “team of volunteers” to undertake the evacuation of persons from Fire Refuge Points.
- 2.11 The Head of Health & Safety will be responsible for monitoring the operation of the arrangements and reporting back to the Executive Health and Safety Group.

3. Personal Emergency Evacuation Plans

- 3.1 The PEEP will enable the School to identify an individual’s special needs and tailor fire arrangements to these needs. A PEEP would include:
- Information about the location and times the disabled person may reasonably be expected to be on School premises. Locations of protected routes and FRPs, relative to the areas where they will be using.
 - The Disabled person’s awareness of emergency evacuation procedures, and what steps need to be taken to make these accessible.
 - Any special measures needed for the disabled person to raise the alarm, if they cannot use the ‘break glass’ points, or to be alerted to an activation of the fire alarm if they cannot hear the sounders or bells.
 - What assistance is needed to evacuate the building, information on wheelchair type, transfers techniques from wheelchairs that are possible and acceptable for disabled person.
- 3.2 Once notified by the individual, their line manager or the DWO a member of the Health & Safety team will meet with the individual to develop a formal PEEP. Where necessary, and with the consent of the individual, other relevant Officers of the School will be involved and asked to contribute to the development and operation of the PEEP.
- 3.3 The emphasis of the PEEP should be on what action needs to be taken to make the School’s evacuation arrangements accessible to the mobility or sensory impaired person. Specific details of an employee’s medical condition will only be included if it is vital for the operation of the PEEP, e.g. details that may impact on how the individual can be moved from their wheelchair. The information will be shared with the agreement of the individual concerned on a strictly ‘need to know’ basis, e.g. persons volunteering to be helpers to assist disabled persons from the building.
- 3.4 In the case of employees their Line Manager will be responsible for ensuring that arrangements identified as being necessary by the PEEP are put into place. This

could include provision of specialist equipment such as visual alarm pagers or seeking sufficient numbers of helpers to aid and assist visually impaired persons from the building, or producing fire action instructions in Braille or large print.

- 3.5 In the case of students the responsibility for ensuring that the arrangements identified as being necessary by the PEEP rests jointly with the School's Adviser on Disabilities, the relevant Departmental Manager and the relevant Dean of Study. Arrangements could include liaising with Timetables to secure room changes where necessary, finding alternative venues for tutorials etc.

4. Use of Fire Refuge Points.

- 4.1 Fire Refuge Points (FRP) are designated temporary safe areas where mobility or sensory impaired persons can in the event of a building evacuation wait to be assisted down the stairs or where they can wait until the main flow of persons have passed and descend the stairs at their own pace. FRPs are normally protected from the action of fire by 'fire-resisting' construction and provide access to a protected route and final exit. FRPs must be large enough to accommodate and manoeuvre a wheelchair, and should not impede escape of other persons.
- 4.2 The majority of buildings on campus have designed FRPs on each floor. The School has a rolling programme to identify sufficient numbers of FRP in every School building.
- 4.3 FRPs in buildings other than the NAB and 32 LIF have unique identification numbers and an addressable telephone link to the Security Control room. The FRPs in the NAB and 32 LIF have 2- way intercoms that allow the person in the FRP to communicate with the fire control room in the building.
- 4.4 Each FRP has the symbol of a wheelchair and mandatory notices "Refuge keep clear". Signage used must conform to the Safety Signs and Signals Regulations 1996.
- 4.5 If the disabled person is working/studying in buildings where FRPs have not yet been identified, the PEEP will have to identify a safe area that can be used as an interim refuge. *This is normally behind a set of fire doors and leading onto an escape route. Advice on this should be sought from either the Head of Health & Safety or the School's Fire Consultants.*
- 4.6 Where it is necessary to use an interim refuge point which does not have '2-way' communication, the disabled person will be advised to programme Security's control room emergency contact number into their mobile telephone so that they can let Security know they are waiting for assistance.
- 4.7 Where possible floor plans should accompany PEEPs and identify the locations of both official FRPs and areas to be used as interim refuges. Copies of these should be provided to the Security Section.

5. Action to be taken in the event of a fire.

- 5.1 The PEEP will set out what action should be taken in the event of a fire depending on the needs of the individual.
- 5.2 When the fire alarm sounds persons with mobility or sensory impairments who need assistance should move to or be directed to the nearest refuge point.
- 5.3 Visually impaired persons can be guided on level surfaces by allowing them to take a trained helper's arm and follow the helper. On stairways the helper should descend first and the visual impaired person follow with a hand on the helper's shoulder. If the visual impaired person is accompanied by a guide dog, the guide dog should be held by the leash rather than the harness. The visual impaired person should advise how best he or she can be helped.

- 5.4 Once in the refuge point, either the disabled person or their designated helper if there is one, should use the telephone or mobile phone or intercom to contact the Security control room.
- 5.5 They should give details of their location either the FRP number or if it is an interim refuge, the nearest room number or other identifying information.
- 5.6 Once the Security control room have been notified that someone is awaiting assistance they will immediately activate the Evacuation assistance team, by sending a pager message to all volunteers. Volunteers who carry radios as part of their normal duties will not be issued with pagers, these volunteers will be contacted by radio.
- 5.7 Evacuation team volunteers will rendezvous outside the affected building.
- 5.8 Fire Wardens should also report to the Principal fire Marshall at the assembly point, if they are aware that someone is waiting a FRP.
- 5.9 The Security control room will remain in continued contact with the person in the fire refuge point in order to reassure them, monitor their condition and keep them informed of what is going on.

6. Use of Evacuation Lifts

- 6.1 'Evacuation lifts' are lifts which conform to BS 5810 and BS 5655 having sufficient fire protection and separate power supply, which can be used under the direction of either management or the fire brigade for the purpose of evacuating persons with disabilities.
- 6.2 Evacuation lifts should not be used by able-bodied persons to exit the buildings in the event of a fire.
- 6.3 The following buildings have evacuation lifts; The NAB, Clement House, Lionel Robbins Building, Towers One, Two and Three.
- 6.4 PEEPs for individuals working and studying in these buildings will include how Evacuation lifts will be used.
- 6.5 Persons with mobility or sensory impairments working in these buildings will be directed to FRP adjacent to the lifts unless they are prevented from doing so by the action of fire.
- 6.6 All lifts including 'Evacuation' lifts will automatically ground when the fire alarm system is operated.
- 6.7 When the Security control room are notified that someone is waiting in a FRP in a building with an Evacuation lift, a team of Security personnel will proceed to the ground floor of the building and operate the switch which is designed to bring the lift car under 'management' control.
- 6.8 Security teams undertaking this task will receive adequate training and be properly equipped with radios so that they can remain in contact with the Security control room at all times.
- 6.9 Evacuation should take place in the following order, unless directed otherwise by the Fire Brigade:
 - Collect persons waiting on the fire floor first, then the floor immediately above the fire floor, then other floors above the fire floor starting at the top storey.
- 6.10 Using their knowledge of the building, the Incident Officer will assess whether or not rescue is possible without placing any of the Security team members in danger. If there are any doubts the Security Team should await the arrival of the Fire brigade and follow their direction.

7. Evacuation of persons from FRP in buildings without lifts.

- 7.1 The School will take reasonable steps to ensure that arrangements are in place to physically assist mobility impaired persons to evacuate the building if it is deemed necessary and if it can be accomplished without placing others in serious danger.
- 7.2 The School, through the Health of Health & Safety and Head of Security will co-ordinate and facilitate teams of volunteers to physically assist persons with mobility impairments if circumstances allow this to be done without placing the evacuation team in danger.
- 7.3 When the Security control room is notified that a person with disabilities is waiting in a FRP in a building without an Evacuation lift, the Incident Officer will obtain as much information as possible concerning the location of the fire relative to the FRP in question, and the degree of assistance that will be required.
- 7.4 If necessary the Incident Officer will liaise with the Fire Brigade, giving them all the available information.
- 7.5 The Fire Brigade may ask for the person with disabilities to be directed away from the fire to another FRP on the same level.
- 7.6 The Incident Officer, based on their discussions with the Fire Brigade and the information they have, will make a dynamic assessment of the risk to teams entering the building to facilitate evacuation.
- 7.7 The risk assessment will be based on the circumstance of each case; there must not be an assumption that the evacuation of persons waiting in FRP will be attempted in every case.
- 7.8 Where it is decided that it is possible to assist the person waiting at in the FRP, the evacuation team will proceed to the building where the fire is and will collect an "Evac chair" from the nearest available point. *(Evac chairs are positioned at the foot and at the top of each means of escape stair way.)*
- 7.9 When entering a means of escape stairway in order to gain access to the FRP where the disabled person is waiting, Evacuation Team members must not impede the escape of other persons using the stairway.
- 7.10 If persons are requiring assistance on different floors of a building the evacuation should take place in the following order unless directed otherwise by the fire Brigade:

Persons waiting in FRPs on the floor where the fire is suspected should be assisted first followed by the floor immediately above the fire floor, then floors above the fire floor starting at the top storey.
- 7.11 PEEPs should identify persons who cannot be transferred from the wheelchair, due to the presence of life support equipment, and where the weight of the chair prohibits it from being carried up or down stairs. If this is the case, and horizontal evacuation is not possible the mobility impaired person should remain in the FRP and await the arrival of the Fire Brigade. The Security control room must remain in communication with the person waiting in the FRP.
- 7.12 Once the Evacuation team arrives at the FRP they will transfer the disabled person into an evacuation chair, this will be accomplished by either a 'self-transfer' or any assisted transfer with members of evacuation team using handling techniques and equipment for which they have been previously trained. *(All evacuation team members will receive training in moving and handling persons.)*

- 7.13. Once the disabled person has been transferred into the evacuation chair they will be evacuated from the building using an agreed route. (*See Procedure for Evacuating persons from Fire Refuge Points in Campus buildings.*)

8. Assisted Evacuation by Colleagues.

- 8.1. There may be circumstances where colleagues of a disabled employee are willing to assist/carry the disabled person from the building in the event of fire.
- 8.2 In these circumstances the PEEP will identify how this will be achieved.
- There must be sufficient numbers of staff available at all times the disabled person is working.
 - All staff volunteering must understand what is expected of them, and receive adequate training, and be familiar with FRPs and the School management arrangements for ensuring the safety of disabled persons in the event of a fire.
 - An “evac chair” will be provided and kept in the work location.
 - The arrangements to be followed to effect an evacuation must be brought to the attention of the Security Team.
 - The ‘team’ of colleagues undertaking the evacuation should remain in communication with the Security Control room.
 - Care must be taken to avoid congestion and not to impede the escape of other persons using stairway, in the process of carrying or assisting the disabled person down the stairs.

9. Testing arrangements and keeping them under review.

- 9.1 Annual fire drills will be undertaken to test the adequacy of these arrangements.
- 9.2 Monthly practice sessions will be organised for those persons who have volunteered to be members evacuation teams.
- 9.3 The Head of Health & Safety will organise a ‘de-brief’ every time that the arrangements are put into operation, in order to identify any potential problems.
- 9.4 PEEPs must be kept under review to ensure the information contained in them is up to date.
- 9.5 Line Managers and DWO will be responsible for ensuring PEEPs are reviewed.
- 9.6 Staff must notify their line manager or the Health and Safety team of any change in their circumstance that will impact upon the operation of the PEEP, e.g. a change in their medical condition that requires increased level of assistance.
- 9.6 Students must notify the DWO of any change of circumstance that will impact upon the operation of the PEEP, e.g. a change in their medical condition that requires increased level of assistance.
- 9.7 The Estates Division will notify the Head of Security of any factors that will affect the operation of the management arrangements, such as building works that render a FRP out of action, works to an evacuation lift etc.