

Review date April 2017

# Fire Safety

## Guidance



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

# Introduction

This guidance is about the assessment of fire risk, maintenance of systems/equipment, emergency evacuation and training in order to protect persons from the impact of fire.

Three elements are needed for a fire to start, these are – a source of ignition (heat), fuel (e.g. paper, furnishings) and oxygen. Fires can start due to these elements coming together unintentionally, or as a result of a deliberate act i.e. arson.

All persons using a premise should be informed as to how to raise the alarm if they discover a fire, what the emergency procedure is and familiarised with the location of alternative fire exits.

## Management responsibilities:

- Ensure that an operational fire risk assessment is carried out by a competent person for the building or work areas under their control. Review this assessment on an annual basis; following any significant changes to the building/work area or following an incident
- Ensure that any actions identified in the operational fire risk assessment are prioritised and completed in a timely manner
- Provide appropriate information, training and instruction to all persons who may use the building about their responsibilities and/or role in the event of a fire. This includes employees, visitors, contractors, residents, tenants and pupils
- Not do anything that could increase the risk of a fire starting or hinder building occupants from leaving the building quickly and safely
- Ensure that fire evacuation procedures are developed, communicated and implemented for the building or work areas under their control
- Ensure that fire drills are carried out at least once annually (termly for educational establishments) and that the fire alarm is tested every week
- Ensure that appropriate arrangements for statutory inspection/testing of fire alarm systems, emergency lighting and fire extinguishing equipment are in place and monitored
- Develop Personal Emergency Evacuation Plans (PEEP's) for those employees who would require assistance during an emergency situation – either to hear and react to a fire alarm, or to physically leave the building
- Allocate specific responsibilities to appropriate staff that will assist during an emergency evacuation e.g. Fire Marshalls
- Take prompt action to address situations which could increase the risk of a fire starting or prevent occupants from being able to evacuate a building in a timely and safe manner
- Ensure that the fire risk assessment is available for inspection if requested by regulatory or enforcement authorities
- Keep records to evidence when and how fire arrangements have been implemented e.g. dates of fire drills, training records, inspection certificates



## Employees responsibilities:

- Not interfere with anything provided in the interests of health and safety e.g. fire extinguishers
- Know what to do if they discover a fire or hear the fire alarm
- Not do anything that could increase the risk of a fire starting or hinder building occupants from leaving the building quickly and safely
- Co-operate and comply with emergency evacuation procedures
- Report any situation which could affect fire safety e.g. blocked fire exits, poor housekeeping
- Advise their manager of any temporary or permanent ill health/physical impairment which may affect their ability to comply with the emergency evacuation procedure e.g. physically leave the building without assistance



## Training

Fire Safety (E-learning equivalent – Fire safety and evacuation)  
Fire Risk Assessment ©

## Legislation

The Health and Safety at Work etc Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Dangerous Substances and Explosive Atmospheres Regulations 2002  
Regulatory Reform (Fire Safety) Order 2005  
Disability Discrimination Act 1995

## Guides

Managers Guide – Supporting Disabled People in Employment  
Fire Risk Assessment Guidance  
Central Buildings Template  
Personal Emergency Evacuation Plan Guidance

Fire safety law and guidance documents for business (guidance documents relating to different types of premises and means of escape for disabled people).  
Fire safety law and guidance documents for business - GOV.UK

## Council forms

Fire Risk Assessment template [Click here](#)  
Personal Emergency Evacuation Plan – Questionnaire [Click here](#)  
Personal Emergency Evacuation Plan [Click here](#)

## HSE guidance

Fire Safety

## Contacts

For further information contact:

Occupational Health, Safety and Wellbeing Services on 024 7683 3172

If you need this information in another language or format  
please contact Health and Safety on 024 7683 3172