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Date: 2<sup>nd</sup> September, 2013

Our Ref: PJM

**INDIVIDUAL CABINET  
MEMBER DECISION**

Dear Sir/Madam,

The Cabinet Member for Central Services (Councillor A.A. Lloyd) is to consider the following report and make a decision on Wednesday, 11<sup>th</sup> September, 2013 at 3.00 p.m. in Committee Room C, Town Hall, Nuneaton.

Yours faithfully,  
ALAN FRANKS  
Managing Director

**AGENDA**

**PART I**  
**PUBLIC BUSINESS**

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. PUBLIC CONSULTATION - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.
3. DECLARATIONS OF INTEREST - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

**Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.**

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

**Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.**

**Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.**

4. FIRE SAFETY POLICY AND FIRST AID POLICY - Report of the Health and Safety Manager attached. **(Page 3)**.

**Cabinet**

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**Report Summary Sheet**

<b>Date:</b>	11th September 2013
<b>Subject:</b>	Fire Safety Policy and First Aid Policy
<b>Portfolio:</b>	Central Services
<b>From:</b>	Health and Safety Manager

**Summary:**

To seek approval of the Fire Safety and First Aid Policies

**Recommendations:**

That the Fire Safety Policy be approved  
That the First Aid Policy be approved

**Reasons:**

To ensure the Council is legally compliant with both the Regulatory Reform (Fire Safety) Order 2005 and the First Aid Regulations 1981 (will be First Aid Regulations 2013 from 1 October 2013)

**Options:**

To accept the recommendations

**Subject to call-in:**

Yes

**Forward plan:**

No

**Corporate Priorities:**

Aim 4, Priority 1

**Relevant statutes or policy:**

Regulatory Reform (Fire Safety) Order 2005

First Aid at Work Regulations 1981

**Equal opportunity implications:**

None

**Human resources implications:**

None

**Financial implications:**

Possible considerable financial implications from the findings of the Fire Risk Assessments

Moderate financial implications with regard to First Aid training and supplies

**Risk management implications:**

Failure to comply with relevant pieces of legislation could result in potential prosecution, fines and significant reputational damage

**Environmental implications:**

None

**Legal implications:**

Failure to comply with relevant pieces of legislation could result in prosecution

**Contact details:**

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**AGENDA ITEM NO. 4**

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**Report to:** Individual Cabinet Member Decision - (11 September 2013)

**From:** Health and Safety Manager

**Subject:** Fire Safety Policy and First Aid Policy

**Portfolio:** Central Services (Councillor A.A Lloyd)

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1. Purpose of Report

To seek approval of both the Fire Safety Policy and First Aid Policy

2. Recommendation

That both policies be approved

3. Background

A health and safety policy and procedure timetable is now in place ensuring all documents are kept up to date and relevant, as part of this process it had been identified the need for a First Aid Policy as this has not previously been in place, ensuring the identification of and appropriate first aid cover will be in place.

Although a Fire Safety Policy is in place there has been significant changes to Fire legislation as such the policy required a full review to identify the changes required for the authority to be compliant with the appropriate legislation.

John Ashton

Health and Safety Manager

## AGENDA ITEM NO. 3

### NUNEATON AND BEDWORTH BOROUGH COUNCIL

**Report to:** Individual Cabinet Member Decision - (11 September 2013)

**From:** Health and Safety Manager

**Subject:** Fire Safety Policy and First Aid Policy

**Portfolio:** Central Services (Councillor A.A Lloyd)

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To seek approval of both the Fire Safety Policy and First Aid Policy

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That both policies be approved

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John Ashton

Health and Safety Manager

# Fire Safety Policy

DRAFT

**Quality Record**

Issue No.	Date	Initial EIA	Stage	Agreed

DRAFT



# Fire Safety Policy

<b>Contents</b>	<b>Page</b>
1. <b>Scope</b>	3
2. <b>Legal Duties</b>	3
3. <b>Policy</b>	3-4
4. <b>Fire Risk Assessment (FRA) and Remedial Works</b>	4-6
5. <b>Maintenance, Inspection and Testing</b>	6
6. <b>Contractors</b>	6
7. <b>Emergency Procedures</b>	7
8. <b>Signage</b>	7
9. <b>Fire Related Incidents</b>	8
10. <b>Training</b>	8
11. <b>Audits</b>	8
12. <b>Liaising with Enforcing Authority</b>	8
13. <b>Monitoring of Control Measures</b>	8
14. <b>Reporting</b>	9
15. <b>Accountability</b>	9
16. <b>Review</b>	9

**Appendix 1 – Example Emergency Plan**

**Appendix 2 – Personal Emergency Evacuation Plan/Generic Emergency Evacuation Plan**

# Fire Safety Policy

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## 1. Scope

This Policy is designed to assist Nuneaton and Bedworth Borough Council (NBBC) to meet its obligations in ensuring the health, safety and well being of every employee and others that may be affected by the organisations activities so far as is reasonably practicable. This Fire Safety Policy supports and extends NBBC's overarching Health and Safety Policy. This will be achieved by ensuring that employees and contractors are aware of their individual responsibilities appertaining to Fire Safety.

## 2. Legal Duties

NBBC will abide by the responsibilities contained within the following legislation in relation to Fire Safety:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Regulatory Reform (Fire Safety) Order 2005
- The Housing Act 2004 which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations 2005
- Building Regulations 2006
- Modal Standards 2008 for Caravan Sites in England (Caravan Site and Control of Development Act 1960 Section 5)

## 3. Policy

NBBC recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from Fire.

The Regulations set out a number of key requirements including:

- Taking general fire precautions to ensure that relevant persons are safe in the event of a fire
- Carrying out a risk assessment, making and giving effect to fire safety arrangements, and keeping certain records
- Taking measures for fire detection and providing fire fighting equipment
- Maintaining the premises, fire safety equipment and emergency routes and exits
- Appointing competent persons to help discharge these duties
- Providing fire safety training to employees
- Providing fire safety risk information to those occupiers and any other relevant persons.
- Take account of any dangerous substances held within a premises
- Consider any additional control measures required where young persons are employed

## Fire Safety Policy

### 4. Fire Risk Assessment (FRA) and Remedial Works

A FRA is a means of identifying potential fire hazards and rating the likelihood and possible severity of the fire and enables NBBC to put adequate controls in place to minimise the risks.

NBBC will carry out and document FRAs for:

- Offices and business (including the Civic Hall and Museum) premises occupied and controlled by NBBC
- The communal areas of blocks of flats managed by NBBC
- Very Sheltered, Sheltered and Supported Housing Schemes with corridors and communal areas
- Houses of Multiple Occupation
- Community Centres
- Pavilions
- Mobile home sites managed by NBBC

Premises which form a single private dwelling do not require a FRA.

NBBC has categorised their premises on a risk priority rating system in relation to Fire Risk Assessment for the purposes of scheduling the review period, these are as follows:

- High Risk – 12 Months
- Medium Risk – 18 Months
- Low Risk – 2 Years

When prioritising properties, consideration will be given to the fact that some properties within NBBC portfolio have a greater risk than others. Factors considered include:

- The age and material state of the building or conversion and it's standard of maintenance
- Whether it was purpose built or converted
- The built form and materials used in construction
- Existing fire safety precautions in place

Occupancy and building use is also integral to the associated risk and additional factors have been contemplated including:

- Whether the building is a place of work
- Whether residents are less able to respond to emergency situations
- Whether smoking is tolerated

For the purpose of this Policy, NBBC categorises its properties in the following order:

- High Risk
  - General Purpose Blocks (Determined by Risk Assessment)

## Fire Safety Policy

- The Depot
  - Premises with significant numbers of Visitors
  - Community Centres
  - Mobile home sites managed by NBBC
  - Very Sheltered Schemes
  - Sheltered Schemes
  - Hostels
  - Houses of Multiple Occupancy
- Medium Risk
    - General Purpose Blocks (Determined by Risk Assessment)
    - Any Premises from the list above that has been down graded following a FRA on the agreement of the Fire Risk Assessor
  - Low Risk
    - General Purpose Blocks (Determined by Risk Assessment)
    - Offices (no out of office working and no members of the public)
    - Pavilions
    - Properties with minimal Communal Areas i.e. Balcony etc.
    - Any Premises from the list above that has been down graded following a FRA on the agreement of the Fire Risk Assessor

However, following a fire related incident or where it is suspected that the existing FRA is no longer valid; a review of any FRA will be undertaken immediately.

It is the intention of the organisation that where possible Fire Safety measures will be improved with the aim of reducing existing risks.

Responsible Persons are those defined as owing a duty to the occupants of their premises and receiving a rent, not necessarily the owner. The Director of each Service Unit is deemed to be the Responsible Person.

Any person who has control of the premises is also obliged to comply with the duties within the RRO. Therefore, buildings leased to others, including agency managed supported housing, Operators of Sports and Leisure Centres and other commercial properties are to be assessed by the operators of that building, where deficiencies are identified relating to the fabric of the building these must be undertaken by NBBC unless the Management/Service Level Agreement or Lease states otherwise.

Risk Assessments will be retained by Property Services/Corporate Property Teams and filed electronically against the property in TRIM. Hard copies will be retained at the relevant premise where there is a dedicated member of staff based at that premise.

### Remedial Actions identified in FRA

Remedial actions identified in the FRA will be in the form of High, Medium and Low. It is the responsibility of the relevant team (Property Services/Corporate Property) to ensure an action plan is devised and that identified actions are undertaken within reasonable agreed

## Fire Safety Policy

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timeframes. To assist in the delivery of the action plan a number of identified personal will be allocated responsibility to ensure significant findings are delivered.

The Fire Management Group and HASCOG will monitor that action plans are being adhered to; furthermore Management Team will be kept up to date on progress of action plans through the reporting process.

### New Builds and Acquisitions

The Health and Safety Team must be informed of all new buildings likely to require a FRA prior to it being occupied. The Capital Projects Team must ensure that all new buildings incorporate best practice in relation to fire safety and have a FRA in place on completion of the building.

An appropriate handover process must be in place to ensure all relevant maintenance and testing contracts are identified and arranged by Capital Projects Team.

If a new build premises is to have staff members on site at any time then the property must be furnished with fire fighting equipment and signage prior to handover, following handover NBBC will be responsible for ensuring all staff receive the appropriate level of fire training and all statutory checks are completed as required by legislation and/or guidance.

In the event of any acquisition of properties falling under the remit of the RRO, the responsible person must ensure that an up to date suitable and sufficient FRA is in place and that the significant findings identified have been completed prior to purchase and furthermore inform the Health and Safety Team so that the property is added to the FRA timetable.

### **5. Maintenance, Inspection and Testing**

All maintenance is a key element in ensuring the safety from fire in any building. To this end all work must be carried out by competent contractors to an acceptable level and monitored by the appropriate person. Work to remedy the defect must be carried out as soon as is practicable, the time frames will be driven by level of risk

Furthermore all work will be subject to spot checks by the Health and Safety Team.

All Inspection and Testing should be undertaken in line with the advice contained in the Fire Log Book and the results should be recorded in the Fire Log Book.

## Fire Safety Policy

### 6. Contractors

Contractors working on behalf of NBBC must comply with all Fire Safety instructions given to them. Contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in Fire Safety Procedures and know the local arrangements for where they are working.

Contractors are required to cooperate fully with NBBC procedures including the need to apply for Hot Works Permits when carrying out work that could present a fire risk or potentially result in activation of the Fire Alarm System.

### 7. Emergency Procedures

All premises falling under the RRO, requiring an FRA will be required to have in place appropriate Emergency Procedures appertaining to Fire and will include fire drills at the frequency of at least 2 per year except in General Purpose Blocks, Caravan Parks and Pavilions where this is not applicable.

The person with responsibility for the building will ensure Fire Action Notices are produced and displayed at main entrances and adjacent to fire alarm manual call point (where provided).

In addition to the above, each premise will have an emergency plan incorporating those areas identified in Appendix 1 where appropriate.

Where it has been identified that a person will require assistance in an emergency evacuation a Personal Emergency Evacuation Plan (PEEP) is required to be completed. A PEEP is an individual plan tailored to the needs of a disabled employee, regular visitor or service user. It will define the route the person is likely to take, and what support they will need in the event of an evacuation.

Where the premise is used by visitors or casual users on an infrequent basis a Generic Emergency Evacuation Plan (GEEP) is required to be completed. A GEEP is a generic plan detailing the procedures for evacuating disabled persons.

### 8. Signage

All exit routes, exits and fire fighting equipment must be indicated by signs; such signs should comply with the current relevant British standard.

All fire doors should be signed as follows:

- Doors fitted with self closing devices should be labelled "Fire door – keep shut" on both sides
- Fire resisting doors to cupboards, stores and service ducts that are not self-closing because they are routinely kept locked should be labelled 'Fire door – keep locked' on the outside.
- A notice with the words 'Push bar to open' should be permanently displayed immediately above the push-bar on all doors fitted with a panic bolt or panic latch.

## Fire Safety Policy

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### 9. Fire Related Incidents

All fires occurring in NBBC premises, with the exception of single private dwellings must be reported to the Health and Safety Team within 1 working day by the quickest means possible and followed up on the accident/incident form

#### Investigations

Where a fire has occurred this will usually be investigated by the local Fire and Rescue Service, however an internal investigation will also be undertaken by a member of the Health and Safety Team

### 10. Training

New staff (including Agency staff) at all workplaces must receive instruction on **their first day** at work ensuring their immediate exits are shown to them, they must be told what to do in case of a fire and what to do if the alarm sounds. It must also be ensured that all existing staff have also received the same instructions.

All NBBC staff with specific devolved fire safety responsibilities will be provided with fire safety training appropriate to their assigned responsibilities to ensure competency, refresher training will be provided at pre-determined intervals

### 11. Audits

The health and safety team will, where deemed appropriate, undertake periodic audits of premises to ensure that the fire safety order is being complied with; such audits may take the form of an unannounced visit.

### 12. Liaising with Enforcing Authority

The Local Fire Authority can issue three types of notice:

- Enforcement Notice identifying action to be taken
- Alterations Notice prohibits change to the premises without formal consultation with the Fire and Rescue Service
- Prohibition Notice prohibiting or restricting the use of a premise

These Notices can be applied across the organisations entire stock. Failure to comply may result in a fine of £5,000 in the Magistrates Court or an unlimited fine and imprisonment if the matter is referred to Crown Court.

In addition to the above, where the contravention is minor, the fire authority may give verbal advice or use an informal letter.

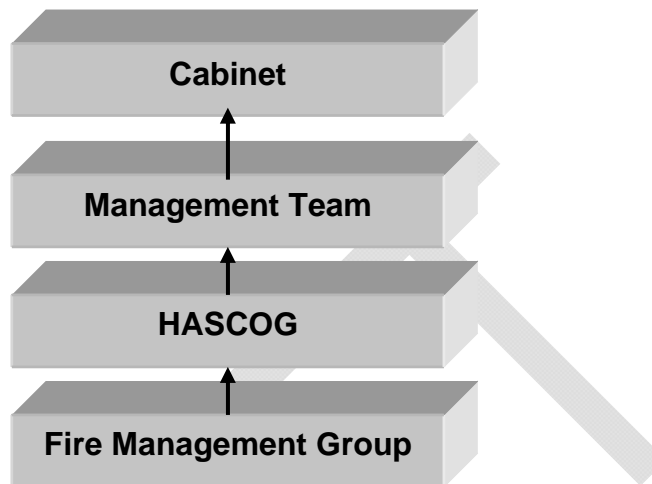
If any notice is received by the organisation, the Health and Safety Team must be notified as soon as is practicable and in any case within 5 working days.

## Fire Safety Policy

### 13. Monitoring of Control Measures

Line Managers should, as part of their day-to-day duties and during inspections, ensure that staff are using the control measures provided (when necessary) in the correct manner.

### 14. Reporting Structure



### 15. Accountability

The implementation of this policy will be the responsibility of Directors, Heads of Service and Service Managers. Day to day responsibility for implementation of the risk assessment process will rest with the Health and Safety Manager

It should be noted that other members may be responsible for the fire safety matters within the remit of their role, e.g. Office Manager, Scheme Manager.

All **staff** are responsible for:

- taking reasonable care of themselves and other people who may be affected by their actions;
- co-operating by following procedures designed for Fire Safety;
- reporting all incidents that may affect the health and safety of themselves or others;
- taking part in training designed to meet the requirements of the policy;
- reporting any dangers they identify or any concerns they might have in respect of Fire Safety.

### 16. Review

NBBC will review this Policy regularly to ensure that the organisations' Policy and practices remain effective, keeps up-to-date with legislative change, reflects good practice guidance, and continues to be capable of achieving the stated objectives.

Related Documents:

Appendix 1 – Example Emergency Plan

Appendix 2 – Personal Emergency Evacuation Plan/Generic Emergency Evacuation Plan





## Appendix 1

### Example Emergency Plan

You must provide an emergency plan. This will be specific to the premises and will detail the pre-planned procedures in place for use in the event of a fire.

The emergency plan must be recorded where:

- A licence under an enactment is in force
- An Alterations Notice under the Fire Safety Order requires it
- You are an employer and have five or more employees

This must (where appropriate) include the following features:

- Action on discovering a fire
- Warning if there is a fire
- Calling the fire brigade
- Evacuation of the premises including those particularly at risk
- Power/process isolation
- Places of assembly and roll call
- Liaison with emergency services
- Identification of key escape routes
- The fire fighting equipment provided
- Specific responsibilities in the event of a fire
- Training required
- Provision of information to relevant persons

Remember to test your emergency plan by practising it and if necessary discuss it with your local emergency services.

**Please contact the Health and Safety Team for any assistance you may require.**

### **Guidance for writing a Personal Emergency Evacuation Plan (PEEP)**

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. These assistants may require specialist training.

#### **1. Evacuation in an Emergency**

Where a person with a disability is located above the ground floor there are a number of considerations. In all the following cases the Council's Fire Risk Assessors will be able to give more advice and may assist with identifying Refuges and Evacuation Lifts.

##### **1.1 Temporary Refuges**

A refuge is a designated temporary safe space where disabled people can wait for assistance. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

Refuges should only be defined after consultation with the Council's Fire Risk Assessors as the requirements for fire separation and structure are very specific and the inclusion of a refuge in the building will also require alteration to the Building's Fire Risk Assessment.

A refuge can only be defined if there is also a specific procedure implemented to ensure that users are able to evacuate from the refuge under safe and controlled conditions. It is the responsibility of the Department to ensure that all users of the building are evacuated and not dependent on the assistance of the Fire & Rescue Service.

##### **1.2 Lifts**

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift." The Council's Fire Risk Assessors will be able to tell you if and in what circumstances a lift may be used in the event of a fire.

If you believe that there is a suitable lift then the Council's Fire Risk Assessors will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

##### **1.3 Safe Routes**

A PEEP should contain details of the escape route(s) the person with a disability will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. If possible horizontal evacuation routes should be sought out so that the evacuating person can move freely into an adjacent building / area without having to negotiate steps and stairs. The Council's Fire Risk Assessors can advise on the extent of fire alarms and the fire separation between buildings so that these routes can be better designed. It is especially important to ensure that locks, doors and other devices can all be operated by the evacuating persons.

##### **1.4 Equipment**

Products such as Evac-Chairs and Stair-Climbing Devices may be used to assist disabled people to use stairways.

These devices provide an alternative to carrying a mobility-impaired person to a place of safety. They are pieces of equipment that should be stored in an appropriate location close to each Fire protected stairway. The potential user self-transfers into the device and just one trained operator is required to manoeuvre the equipment out of the building.

All the above devices are most suited to people who can self-transfer and who weigh less than 160kg.

## Fire Safety Policy

Other solutions will need to be considered for those that are unable to do so or who are unsuitable due to weight restrictions or who may need to remain in their wheelchair due to built in life support equipment.

Some wheelchair users may be unhappy about being moved in one of these devices as they may feel insecure or may be afraid of heights. This is understandable, as many wheelchair users will have little or no experience of staircases.

In part this anxiety can be addressed by having a second person walk in front of the chair as it is moved on the staircase.

It is essential that operators and users be encouraged to be train and practice use respectively. Communication is also essential and may include the use of telephones, and hand held portable radios etc.

### **2. Deaf and Hearing Impaired persons**

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

However, deaf or hearing-impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

### **3. Blind and Partially Sighted persons**

Designated staff to assist with evacuation should accompany staff and visitors; orientation training may also be necessary.

### **4. Training**

To be effective, any egress plan depends on the ability of staff to respond efficiently. Staff will therefore require instruction, practical demonstrations and training appropriate to their responsibilities.

This may include some or all of the following elements:

- Fire drills.
- Specific training for Fire Wardens.
- Specific training in the use of Evac-Chairs and Stair Climbing Devices etc.

### **5. Maintenance**

All evacuation equipment, if provided, should be maintained in accordance to manufacturer's instructions and a written record made.

# Fire Safety Policy

## Personal Emergency Evacuation Assessment

To be completed by the line manager, with the assistance of the person with a disability.

**Name of person with a disability:**

**Hearing Impairment:**

1.	Can you hear the fire alarm in normal circumstances?	Yes / No*
2	If you have difficulty in hearing the fire alarm, would a visual indicator assist?	Yes / No*
3	Is there to your knowledge any special or purposely designed hearing system /device available which might assist in you hearing the fire alarm more clearly?  Details:	Yes / No*
4	Would your response to the fire be helped by an assistant/s who could provide support in the fire evacuation procedure?	Yes /No*
5	Would a vibrating paging unit that operated when the fire alarm was actuated be of assistance?	Yes / No*
<b>Visual Impairment</b>		
6	Do you have a visual impairment, which would have an impact on your leaving the building unassisted in an emergency?	Yes / No*
7	Do you require an aid to help you move around the building for example: a cane, guide dog or other equipment? Details:	Yes / No*
8	How long does it take you to leave the building in normal circumstances from your place of work, unaided?	<b>Time in minutes:</b>
9	Could you find your way to exit the building by an alternative route should your normal route be unavailable?	Yes / No*
10	Do you think that the speed at which you are able to leave the building, may have the potential to hold-up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass you more quickly?	Yes / No*
11	Would tactile signage or floor surface information be of assistance to you?  Details:	Yes / No*
12	Are there any other problems you would wish to highlight or solutions/ measures that might assist you?  Details:	Yes / No*

# Fire Safety Policy

## Mobility Impairment:

13	Can you leave the building unassisted?	Yes / No*
14	If not – do you require help from an assistant to leave the building?	Yes / No*
15	Do you need or use a wheelchair?	Yes / No*
16	Is the wheelchair required for all circumstances Can it be dispensed with for short periods?	Yes / No* Yes / No*
17	Is the wheelchair a standard size or an electrically powered type with wider dimensions? Width:	Normal/ Electrical*
18	Are you able to self-transfer to an evacuation chair / stair climber if required?	Yes / No*
19	Could the medical nature of your disability be aggravated by the use of such a device?	Yes / No*
20	Has a member of staff and a deputy been assigned to assist you in an emergency?	Yes / No*
21	Any other problems / observations / or solutions? Detail:	Yes / No

## General Information

22	Do you understand the concept of a Fire Refuge area?	Yes / No*
23	Might the measures needed for you to escape from the building in an emergency adversely affect the safe escape of other occupants? If yes, why / how?	Yes / No*
24	Do you think that any special staff training is required to give you the assistance that you would need in an emergency?	Yes / No*
25	Are you aware of the emergency egress procedures that operate in the building(s) in which you work or visit?	Yes / No*
26	Do you require written emergency egress procedures?	Yes / No*
27	Are the signs marking the emergency exits and the routes to the exits clear enough?	Yes / No*
28	Could you raise the alarm if you discovered a fire?	Yes / No*

\*delete as appropriate

Assessment carried out by..... dated .....

# Fire Safety Policy

## PERSONAL EMERGENCY EVACUATION PLAN

Name \_\_\_\_\_

Department \_\_\_\_\_

Working Location \_\_\_\_\_

### AWARENESS OF PROCEDURE

I am aware of the evacuation procedure for the building by:

Existing alarm system*	Pager device*	Visual alarm system*
Other (please specify)		

\*delete as required

### DESIGNATED ASSISTANCE

The following people have been designated to give me assistance to get out of the building in an emergency.

Name	Contact details

### EGRESS PROCEDURE

(Include a step-by-step account beginning from the first alarm).

### METHODS OF ASSISTANCE

(eg: Transfer procedures, methods of guidance, etc.)

**EQUIPMENT PROVIDED** (Evac-chairs, stair Climbing Device, hand held portable radios etc)

### SAFE ROUTE(S)

(Attach plan if appropriate)

Copies to:     Person to whom plan applies  
                   Delegated persons assisting  
                   Fire Log Book

# Fire Safety Policy

## The Matrix for Generic Personal Emergency Evacuation Plan (GEEP)

Option	Type of escape	Electric Wheel-chair user	Wheel-chair user	Mobility impaired person	Asthma & other breathing/health issues	Visually impaired person	Dyslexic / orientation disorders	Learning difficulty / autism	Mental Health Problems	Dexterity problems
1	Use of lift									
2	Meet assistance at refuge									
3	Meet assistance at work-station									
4	Make own way down stairs slowly									
5	Move down stairs on bottom after main flow									
6	Use evacuation chair or similar									
7	Carry-down 2 people									
8	Carry-down 3 people									
9	Carry-down 4 people									
10	Travel down in own chair with support									
11	Cannot transfer readily									
12	Can get down stairs using handrails									
13	Needs assistance to walk down stairs 1 person									
14	Needs assistance to walk down stairs 2 people									
15	Need orientation information									
16	Needs tactile map of building									
17	Need colour contrasting on stairway									

# Fire Safety Policy

18	Needs step edge markings									
19	Needs showing escape routes									
20	Needs assistance for person and dog									
21	Needs doors opening									
22	Large print information									
23	Identification of escape route by reception									
24	Provisions of flashing beacons									
25	Buddy system									
26	Provision of vibrating pagers									
27	Provision of alternative alarm									
28	Additional checks by fire wardens									
29	Horizontal evacuation									
30	Need for taped information									

DRAFT



## Reception sign

### Option 1 – GEEPs in place

#### Option 1 – GEEPs in place

We operate a system of assisted escape for disabled visitors.  
Please tell our receptionist your requirements

We will provide you with a suitable escape plan.

### Option 2 – Disabled peoples's evacuation strategy in place

#### Option 2 – Disabled peoples's evacuation strategy in place

We operate a system of assisted escape for disabled visitors.  
Please tell our receptionist your requirements

We will provide you with a suitable escape plan.

# First-aid at Work Policy



<b><i>Contents</i></b>	<b><i>Page</i></b>
<b>1 Scope</b>	<b>4</b>
<b>2 Legislation</b>	<b>4</b>
<b>3 Purpose</b>	<b>4</b>
<b>4 Aims / Objectives</b>	<b>4-5</b>
<b>5 Provision of First-aid</b>	<b>5-7</b>
<b>6 Roles and Responsibilities</b>	<b>7-8</b>
<b>7 Accountability</b>	<b>8</b>
<b>8 Review</b>	<b>8</b>

### ***Appendices***

<b>Appendix 1 - Checklist for assessment of first-aid needs</b>	<b>9-10</b>
<b>Appendix 2 - Record of first-aid provision</b>	<b>11</b>
<b>Appendix 3 - Suggested numbers of first-aid personnel</b>	<b>12</b>
<b>Appendix 4 - Content of a First-aid at Work Course</b>	<b>13</b>
<b>Appendix 5 - Content of an Emergency First-aid at Work course</b>	<b>14</b>
<b>Appendix 6 - Content of an annual refresher course</b>	<b>15</b>
<b>Appendix 7 - Contents of a First-aid Box</b>	<b>16</b>
<b>Appendix 8 - First-Aid room</b>	<b>17</b>

## 1. Scope

This Policy is designed to assist Nuneaton and Bedworth Borough Council (NBBC) to meet its obligations in ensuring the health, safety and well being of every employee and others that may be affected by the organisations activities so far as is reasonably practicable. This First-aid Policy supports and extends NBBC's overarching Health and Safety Policy.

## 2. Legislation

NBBC will abide by the responsibilities contained within the following legislation in relation to First-aid:

- The Health and Safety at Work Act 1974;
- Management of Health & Safety at Work Regulations 1999 (MHSAW);
- The Health and Safety (First-aid) Regulations 1981;
- The Workplace (Health, Safety and Welfare) Regulations 1992.

## 3 Purpose

This policy sets out the approach undertaken by NBBC in order to provide and promote the provision of an efficient and effective first-aid service in order to comply with the Health & Safety (First-aid) Regulations 1981 and the revised Approved Code of Practice.

The Council is committed to providing sufficient first-aid arrangements to deal with accidents and injuries that occur at work.

The Council will provide information and training on first-aid to employees to ensure statutory requirements are met, operational needs are addressed and first-aid support is available to employees.

The council will also ensure that;

- All employees are aware of the procedures to be followed in the event of illness or injury at work
- Adequate supplies of first-aid equipment and facilities appropriate to the degree of risk, including for those that work away from site etc. will be maintained

## 4 Aims / Objectives

This policy will be achieved by:

- Ensuring there are a sufficient number of trained First-aiders on duty and available for the numbers and risks on the premises.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first-aid.
- Ensuring the above provisions are transparent and clear to all who may require them.

## 5 Provision of First-aid

### Site First-aid Needs Assessment process

It is not possible to give a hard and fast rule about the number of First-aiders required for each site or situation. This will depend on the circumstances and situation of the workplace and the hazards and risks they present. However, the Health & Safety Executive (HSE) have provided a checklist for the assessment of first-aid needs (Appendix 1). The first-aid needs assessment asks a series of questions e.g., what hazards are present, number of employees on site, what the working arrangements are and if you have any non-employees on site to help determine the minimum requirement. The Record of first-aid provision (Appendix 2) will help to identify numbers of first-aiders e.g., ensuring that the site has adequate provision for first-aid, taking into account periods of absence, both planned and unplanned etc.

### Mobile Worker

Any employee without a permanent base must be included in the process for first-aid provision. The process above details how this will be undertaken.

### Visitors/ Members of the Public

All Visitors must be taken into account when undertaking the first-aid needs assessment. Visitors will remain the responsibility of the Officer they are visiting who will be aware of first-aid arrangements.

First-aid provision will also be taken into account for members of the public. Appropriate signage will be displayed detailing first-aid provision.

### Communication

All arrangements for First-aid must be brought to the attention of all employees. Employees are encouraged to declare any medical conditions they have to their Manager to ensure adequate First-Aid provision for their needs. For visitors it is important that they are aware of local arrangements. In the event of an incident requiring First-aid, procedures should be in place to ensure immediate notification and release of a First-aiders.

### First-aid box

Each First-aiders will receive a First-aid box upon qualification. Although there is no mandatory list of items to be included in a first-aid box, the decision on what to provide will be influenced by the findings of the first-aid needs assessment (Appendix 1). The contents of the box should be regularly checked by the First-aiders and replenished accordingly. The Contents of a

first-aid box (Appendix 7) sets out a suggested contents list where work activities involved low hazard.

### First-aid room

The need for a First-aid room will be assessed from the first-aid needs assessment process and will not be required on all sites. Appendix 8 sets out the requirements for a First-aid room if one is required.

### First-aid Training

All First-aiders must attend a training course which meets the training standards set by the Health & Safety Executive (HSE), and hold a current certificate for First-aid at Work from the training organisation before they take up their duties as a First-aider. The training organisation should be made aware of any special hazards on site so that relevant First-aid training is received.

Towards the end of the three-year certification period, first-aiders need to undertake a two day First-aid at Work (FAW) requalification course or a one day Emergency First-aid at Work (EFAW) course to maintain their status as a recognised first-aid at work.

The First-aid training and refresher training will be arranged and paid for by the Council.

HSE strongly recommends that first-aiders undertake annual refresher training during their 3 year FAW/EFAW certification period (Appendix 5). Although not mandatory NBBC will follow the recommendations from the HSE and ensure that all first-aiders receive annual refresher training, this will help trained first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures. See Appendices 3 and 4 for course content and duration.

### **Can legal action be taken against First-aiders?**

It is very unlikely that an action would be taken against a First-aid at work who was using the first-aid training they have received.

**Note:** The First-aid at Work Regulations does not require provision to be made for treating injured members of the public. However this is actively encouraged by HSE. NBBC's Public Liability insurance will cover First-aiders whilst they are at work and administering first-aid to members of the public so long as the injury they sustained is connected to NBBC business.

### Appointed Persons

Where an employer's assessment of first-aid needs identifies that a First-aid at work is not necessary, there is always a possibility of accident or sudden illness and it is important that someone is available to take immediate action. The

minimum requirement of an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, taking charge when someone is injured or falls ill, and calling the emergency services if required. Employers must, in the absence of first-aiders appoint a person for this purpose to undertake these duties at all times when people are at work

Appointed persons are not necessary where there is an adequate number of First-aiders.

To fulfil their role, appointed persons do not need first-aid training, are not first-aiders and should not attempt to give first-aid for which they have not been trained.

The Regulations allow for a person to be appointed to provide emergency cover in the absence of first-aiders but only where absence is due to exceptional, unforeseen and temporary circumstances. Absences such as annual leave do not count. If the first-aid needs assessment indicates that first-aiders are required, they should be available whenever the need arises.

#### Travelling, Lone or Remote Working

NBBC is required to provide access to first-aid for all employees while they are at work. Employees, who travel regularly, work off-site or work alone (see lone working policy) must be considered when carrying out your first-aid needs assessment. The assessment will determine if they should be trained in first-aid, be issued with a means of summoning help (such as a mobile phone) or should be issued with a personal first-aid box.

#### First-aid Responsibility Payments

NBBC will provide FAW/EFAW Certified First-aiders with an annual payment of £96 paid in monthly instalments via their salary; this amount is paid pro-rata for first-aid who work part time.

**Please Note:** NBBC will only pay the annual payment to FAW/EFAW certificated first-aiders who are currently providing a first-aid provision and payment will stop if certification expires.

## **6 Roles and Responsibilities**

#### Premise Managers or Suitable Nominated Persons

Each Premise Manager or Suitable Nominated Person(s) is responsible for carrying out a first-aid needs assessment to determine the level of first-aid cover required.

They need to ensure that the following are undertaken for the premises of which they are responsible for:

- Complete a first-aid needs assessment to assess the number of First-aiders required and the equipment necessary to enable first-aid to be



carried out. Account must be made of work constraints limiting the availability of staff at any given time.

- Facilitate the keeping of records of current First-aiders, training dates, location and area(s) of responsibility.
- Communicate the details of how to obtain first-aid treatment and the name and contact number of First-aiders to all staff.
- Ensure they receive declarations from employees of any medical conditions
- Ensure that where an employee or member of the public is injured at work or as a result of work and First-aid was administered or advice given, the Council's accident/incident reporting form is completed and the incident is investigated – where access to the Accident/Incident form is not available on-line a suitable stock of forms will be kept in each vehicle.
- Review the first-aid needs assessment on a regular basis and especially when an employee leaves to ensure adequate provision is maintained at all times.
- Ensure all employees who either travel a lot, work remotely or work alone are included when carrying out the first-aid needs assessment

#### First-aider

A First-aider is an employee who has either volunteered or where it is identified as an essential qualification required for the job.

A First-aider will be required to fulfil the following:

- Complete the HSE approved 3-day First-aid at Work (see Appendix 4) or the 1-day Emergency First-aid at Work course (see Appendix 5) and hold a valid certificate for 3 years.
- Undertake a refresher course to help maintain their basic skills and keep up to date of any changes to first-aid procedures;
- Provide first-aid treatment/support to employees following accidents or ill-health at the workplace or in the course of their work and assist in obtaining further medical advice or assistance if necessary.
- Provide first-aid support to non-employees e.g. service users / visitors / contractors provided they are at the workplace or in the course of their work.
- Ensure all first-aid equipment issued to them is in good condition, up to date and maintained and available for inspection at all times and be able to account for all supplies used.
- To inform the employee in receipt of treatment that they have a duty to report the particular accident to their Line Manager and complete the appropriate Council's accident/incident reporting form.
- Also where a service user/visitor/contractor is injured or taken ill then the relevant Manager for the area or operation should be informed.

#### Health and Safety Manager

Nuneaton & Bedworth Borough Council  
First-aid at Work Policy

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The Health and Safety Manager will support Premise Managers or Suitable Nominated Person(s) with completing the risk assessments / First-aid Needs Assessment and to provide suitable advice and support on specific matters which are not covered in this policy.

## **7 Accountability**

The implementation of this policy will be the responsibility of Directors, Heads of Service and Service Managers. Day to day responsibility for implementation of First-aid provision at NBBC will rest with the Health and Safety Manager.

Premise Managers will ensure there is adequate first-aid provision as highlighted in their First-Aid Needs Assessment.

## **8 Review**

NBBC will review this Policy periodically to ensure first-aid provision at NBBC remains effective and appropriate and keeps up-to-date with legislative change and reflects good practice.



**Checklist for assessment of first-aid needs**

<b>Factor to consider</b>	<b>Space for notes</b>	<b>Impact on first-aid provision</b>
<b>Hazards</b>		
(use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?		The minimum provision is: - an appointed person to take charge of first-aid arrangements; - a suitably stocked first-aid box.
Does your workplace have higher level hazards such as chemicals or dangerous machinery? Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		You should consider: - providing first-aiders; - additional training for first-aiders to deal with injuries resulting from special hazards; - additional first-aid equipment; - precise siting of first-aid equipment; - providing a first-aid room; - informing the emergency services.
<b>Employees</b>		
How many people are employed on site?		Where there are small numbers of employees, the minimum provision is: - an appointed person to take charge of first-aid arrangements; - a suitably stocked first-aid box. Where there are large numbers of employees you should consider providing: - first-aiders; - additional first-aid equipment; - a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		You should consider: - additional training for first-aiders; - additional first-aid equipment; - local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.

<b>Accidents and ill health record</b>		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first-aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
<b>Working arrangements</b>		
Do you have employees who travel a lot, work remotely or work alone?		You should consider: - issuing personal first-aid kits; - issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?		You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?		You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: - inform the emergency services of your location; - consider special arrangements with the emergency services.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first-aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		You should consider: - what cover is needed for annual leave and other planned absences; - what cover is needed for unplanned and exceptional absences.
<b>Non-employees</b>		
Do members of the public visit your premises?		Under the Regulations, you have no legal duty to provide first-aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

**Source:** HSE Approved Code of Practice

For further guidance and support when completing the first-aid needs assessment please contact a member of the Health & Safety Team on  
 024 76376207

**Record of first-aid provision\***

<i><b>First-aid personnel</b></i>	<i><b>Required Yes/No</b></i>	<i><b>Number needed</b></i>
First-aider with a first-aid at work certificate		
First-aider with an emergency first-aid at work certificate		
First-aider with additional training (specify)		
Appointed person		
<i><b>First-aid equipment and facilities</b></i>	<i><b>Required Yes/no</b></i>	<i><b>Number needed</b></i>
First-aid container		
Additional equipment (specify)		
Travelling first-aid kit		
First-aid room		

\* The minimum first-aid provision for each worksite is:

- (a) an appointed person to take charge of first-aid arrangements;
- (b) a suitably stocked first-aid box;
- (c) information for employees about the first-aid arrangements.

**Source:** HSE Approved Code of Practice

### Suggested numbers of first-aid personnel

Degree of Hazards	Numbers employed at any location	Suggested number of first-aid personnel
<b>Low Hazard - shops, offices, libraries</b>	Less than 25	At least one appointed person
	25 - 50	At least one First-aider trained in <b>EFAW</b> <sup>1</sup>
	More than 50	At least one First-aider trained in <b>FAW</b> <sup>2</sup> for every 100 employed(or part there of)
<b>Higher Hazard - light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture.</b>	Less than 5	At least one appointed person
	5 - 50	At least one First-aider trained in <b>EFAW</b> or <b>FAW</b> depending on the nature of injuries that might occur.
	More than 50	At least one First-aider trained in <b>FAW</b> for every 50 employed(or part thereof)

**NOTE:** The above are suggested numbers of first-aid personnel to be available at all times that people are at work, based on assessment of risk and the number of workers. If there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than set out above. Increased provision will also be necessary to cover for absences.

**Source:** HSE Approved Code of Practice

<sup>1</sup> **EFAW** - **Emergency First-aid at Work**

<sup>2</sup> **FAW** - **First-aid at Work**

### Content of a First-aid at Work Course

**Duration: 3 day Initial Qualification for 3 year certificate.  
2 day Requalification Course  
½ day Annual Refresher Course**

On completion of training, successful candidates should be able to:

- A) Provide emergency first-aid at work (See Appendix 2)
- B) Administer first-aid to a casualty with

- Injuries to bones, muscles and joints, including suspected spinal injuries
- Chest injuries
- Burns and scalds
- Eye injuries
- Sudden poisoning
- Anaphylactic shock

- C) Recognise the presence of major illness and provide appropriate first-aid.

**Source:** HSE Approved Code of Practice



### Content of an Emergency First-aid at Work course

**Duration: 1 day Initial Qualification for 3 year certificate  
1/2day Annual Refresher**

On completion of training, successful candidates should be able to;-

- A) Understand the role of the first-aider including reference to;
- The importance of preventing cross infection
  - The need for recording incidents and actions
  - Use of available equipment
- B) Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- C) Administer first-aid to a casualty who is unconscious (including seizure)
- D) Administer cardiopulmonary resuscitation
- E) Administer first-aid to a casualty who is choking
- F) Administer first-aid to a casualty who is wounded and bleeding
- G) Administer first-aid to a casualty who is suffering from shock
- H) Provide appropriate first-aid for minor injuries.

**Source:** HSE Approved Code of Practice

### Content of an annual refresher course

Candidates should demonstrate their competence to;

- a. assess the situation in an emergency
- b. administer first-aid to a casualty who is unconscious (including seizure);
- c. administer cardiopulmonary resuscitation;
- d. administer first-aid to a casualty who is wounded and bleeding;
- e. administer first-aid to a casualty who is suffering from shock.

**Source:** HSE Approved Code of Practice

### Contents of a First-aid Box

There is no mandatory list of items to be included in a first-aid box. The decision on what to provide will be influenced by the finding of the first-aid needs assessment.

As a guide, where work activities involve low hazards, a suggested minimum contents stock list of first-aid items might be:-

- A leaflet giving general guidance on first-aid (for example, HSE leaflet Basic advice on first-aid at work.
- 20 individually wrapped sterile plasters (assorted sizes) appropriate to the type of work.(hypoallergenic plasters can be provided if necessary)
- Two sterile eye pads
- Four individually wrapped triangular bandages, preferably sterile
- Six safety pins
- Two large sterile individually wrapped un-medicated wound dressings
- Six medium-sized individually wrapped un-medicated wound dressings
- A pair of disposable gloves (see HSE leaflet Latex and you)

**Source:** HSE Approved Code of Practice

### How often should the contents of first-aid boxes be replaced?

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

### First-Aid room

First-aid rooms should:

- A) be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment;
- B) have washable surfaces and adequate heating, ventilation, and lighting;
- C) be kept clean, tidy, accessible and available for use at all times when employees are at work;
- D) be positioned as near as possible to a point of access for transport to hospital;
- E) display a notice on the door advising of the names, locations, and if appropriate, telephone extensions of first-aiders and how to contact them.

**Source:** HSE Approved Code of Practice