



# Fire Safety Policy

**Document Author: Fire Safety and Compliance  
Manager**

**Approved: November 2025**



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|---------------------------------------|-------------------------------------------|
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## Summary of Changes

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| 1.0     | 25/08/15      | Ian Hinitt  | A            |                                                               |
| 2.0     | 10/01/18      | Emma Bolton | A            | Approved TMG                                                  |
| 3.0     | May 2020      | Risk Team   | A            | Approved at TMG                                               |
| 4.0     | Oct 2022      | Glen Adams  | D            | Titles changed for Director & Fire Safety Manager             |
| 5.0     | Feb 2023      | Risk Team   | A            | Approved at TMG – above amendments made as per TMG requests   |
| 6.0     | November 2026 | Risk Team   | A            | Policy approved in November Strategic Health and Safety Group |

A = Approved D = Draft

Document Author = Paul Wright, Fire Safety and Compliance Manager

Associated Documentation:

- Wakefield EOC fire alarm activation guidance
- York EOC fire alarm activation guidance
- Call Centre Evacuation Procedure - SOP
- Emergency Preparedness Resilience & Response Framework

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## **Fire Policy - Statement of Intent**

The Yorkshire Ambulance Service Trust Board accept their legal and moral responsibility for Health & Safety & are committed to ensuring all relevant persons are protected from the risk of fire.

The Trust will take all the necessary steps to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005 and will access competent advice to assist with this.

The principal objective of this fire safety policy and associated fire safety arrangements is to provide a robust framework towards legal compliance & ultimately to prevent injury or loss to any relevant person affected by the Trust's activities & to protect its assets in so far as it is reasonably practicable from the risk of fire.

The Trust is committed to continuous improvement in its fire safety arrangements and to attaining the highest possible standards of compliance.

The fire policy will be regularly monitored & reviewed to ensure that its objectives are achieved and also where any legislative or organisational changes deem it necessary.

A positive fire safety culture can only be achieved if everyone plays their part. The Trust wants everyone to promote & work towards a safe and secure working environment as this is the only way we can improve fire safety throughout the organisation.

**Signed:**

**Peter Reading**  
**Chief Executive**  
**Yorkshire Ambulance Service NHS Trust**  
**Date 17 October 2025**

## Staff Summary

|                                            |
|--------------------------------------------|
| • Fire Policy Statement of Intent          |
| • Fire Risk Assessment Program             |
| • Fire Safety Arrangements                 |
| • Principles of Preventing Fires           |
| • Maintenance of Fire Protection Measures  |
| • Emergency Routes & Exits                 |
| • Emergency Plans                          |
| • Training                                 |
| • Clearly Defined Roles & Responsibilities |
| • Personal Evacuation Procedures           |

### 1.0 Introduction

- 1.1 To ensure that the Trust complies with its statutory duties under The Regulatory Reform (Fire Safety) Order 2005.
- 1.2 It is the overall aim of Yorkshire Ambulance Service to minimise the risks to employees, contractors & visitors which may arise from fire.
- 1.3 This will be achieved by ensuring that General Fire Precautions are taken to:
- Prevent fires from occurring in the first place.
  - Ensure fire protection measures are in place to reduce the effects of an outbreak of fire.
  - Ensure effective emergency plans, procedures & training are in place to assist the safe evacuation of YAS premises.
- 1.4 YAS will ensure that, in respect of fire safety, there will be a high level of management commitment, professional competence and adequate resources allocated.

### 2.0 Purpose/Scope

- 2.1 To ensure that the Trust applies & adheres to guidance from HM Gov Fire Safety manuals, Building Regulations - Approved Document B, relevant British Standards & where applicable Health Technical Memorandums on Fire Safety.
- 2.2 The Fire Safety Policy has been compiled in a specific layout which will clearly demonstrate YAS's compliance with the required Articles of the Order & in a sequence that will satisfy inspection from the local fire authority when required to do so.
- 2.3 YAS, through the content of this policy will detail the structure & organisation for the **management of fire safety** throughout the Trust's premises with **clearly defined responsibilities**.
- 2.4 This policy applies to all YAS premises, employees & approved contractors and is integral to the risk management policy and links to the Trusts risk management assurance framework.
- 2.5 YAS believes that the organisation must be by definition a safe and secure organisation. It therefore follows that caring for all personnel and minimising the risk from fire is integral to that end.

## **3.0 Process**

### **3.1 Introduction**

3.1.1 The process by which the Trust will ensure compliance with its Fire Safety Duties under Part 2 of the Order & in particular Article 8 'Duty to take general fire precautions' is through effective & robust fire safety measures being implemented through this policy.

3.1.2 Appendix F – Gives a brief overview of Articles 8 to 22 of the Order that YAS must prove compliance with on inspection by the local enforcing fire authority.

### **3.2 Fire Risk Assessment**

3.2.1 *Article 9 of the FSO requires the responsible person (YAS) to make a suitable & sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the General Fire Precautions needed to take in pursuance of compliance with the Order.*

3.2.2 The FSO requires a managed risk approach to fire safety. The process of fire risk assessment requires a robust system of management procedures capable of identifying hazards, quantifying their impact, devising appropriate & proportionate management of any risk and its continual monitoring & review.

3.2.3 Any such assessment must be recorded & reviewed by the responsible person on a regular basis or at such time that it is deemed necessary, such as where significant changes have occurred or where potential fire risks have been introduced relating to the premises or their use.

3.2.4 YAS has a program whereby all premises have a fire risk assessment completed or reviewed at routine intervals to ensure that the document is up to date & relevant to the premises & its risk from fire.

3.2.5 In fire safety terms most YAS premises would be determined as **Medium Risk** due to their risk profile. BS:9999 would suggest that the Risk Profile for YAS premises is A2; occupants who are awake and familiar with the building & with a fire growth rate within the building as 2 (Medium). Previous fire risk assessment scoring outcomes concur that the premises are Medium Risk.

3.2.6 Internally, the Fire Safety Manager has allocated these into 2 categories based on occupancy numbers, complexity of buildings & typical use.

- YAS Higher risk sites – Corporate sites, Fleet premises, Manor mill.
- YAS Lower risk sites – Ambulance stations, OSU, TU's.

#### **3.2.7 Fire Risk Assessment program:**

- Higher risk premises to be conducted every 2 years by an independent fire risk assessor with a review by the FSM on the interim years.
- Lower risk premises are to be conducted every 3 years by an independent fire risk assessor with reviews by the FSM on the interim years.

### **3.3 Actions Arising from the Fire Risk Assessments**

3.3.1 The Director of Fleet & Estates must ensure that the department effectively manages & prioritises the actions arising from the assessments according to risk.

- 3.3.2 Action plans should be prepared & implemented by the Estates management team to coordinate works appropriately through to completion within a suitable timescale. This will be coordinated through the Fire Risk Log management meeting within estates & facilities which occurs every 2 months.
- 3.3.3 The Fire Safety Manager will evaluate the action logs generated through the fire risk assessment reports & with appropriate consideration some actions may be signed off following reasonable & proportionate consideration of the risk. In certain circumstances a detailed justification document would also be provided as supporting evidence.
- 3.3.4 The Fire Safety Manager will make recommendations for improvements to the fire safety arrangements in place after consideration to actions arising from fire risk assessments or outcomes of a local fire authority inspection report.

### 3.4 Fire Safety Arrangements

- 3.4.1 *Article 11 of the Fire Safety Order requires the responsible person (YAS) to make and give effect to such arrangements as appropriate for the effective planning, organisation, control, monitoring, & review of the preventative & protective measures employed to ensure the safety of relevant persons from the risk of fire.*
- 3.4.2 YAS gives effect to Article 11 through its Fire Safety Arrangements with the following measures:
- **Planning** – Emergency plan in place upon which training is provided & practiced through regular fire drills.
  - **Organisation & control** – Appointment of ‘Competent persons’ through internal YAS appointments within estates & facilities, service contracts & fire marshals.
  - **Monitoring** – Routine PPMs for the inspection & maintenance of the fire precautions in place.
  - **Review** – Regular review of the fire safety policy, fire risk assessments & of the general fire precautions with actions taken through to the Fire Risk Log management action plan.
- 3.4.3 AOM's & Heads of Department in conjunction with Health and Safety representatives, will monitor any local breaches of YAS fire safety measures, rectify if possible or report any deficiencies through the Facilities helpdesk.
- 3.4.4 The FSM will conduct internal audits of the fire safety arrangements to continually monitor & review compliance.

### 3.5 Principles of Prevention to be Applied

- 3.5.1 *Article 10 of the Fire Safety Order requires the responsible person to implement any **preventative & protective measures** required by the findings of the fire risk assessments to keep relevant persons safe from the effects of fire, this must be carried out on the basis of:*
- avoiding fire risks.
  - evaluating the fire risks which cannot be avoided.
  - combating the fire risks at source.
  - adapting to technical progress.
  - replacing high fire risk substances / articles / processes with reduced or non-fire risk.

- **developing a coherent overall prevention policy** which covers technology, organisation of work and the influence of factors relating to the working environment.
  - giving collective protective measures priority over individual protective measures; and
  - giving appropriate instructions to employees.
- 3.5.2 A **Fire Prevention Policy** will be generated & maintained by the FSM to monitor & review the preventative measures in place & provide effective communication to ensure the risk of a fire event or the resultant effects of a fire on YAS premises is reduced to as low as reasonably practicable.
- 3.5.3 **Fire Prevention** – It is the responsibility of all YAS employees & contractors employed to conduct work on behalf of YAS to cooperate with the Fire Prevention Policy and ensure that the risk of a fire occurring or developing is reduced to as a low as practicably possible.
- 3.5.4 **Prevention measures** (List not exhaustive)
- Housekeeping standards - keeping combustibles separate to ignition sources.
  - Housekeeping standards - keeping storage of combustibles to a minimum.
  - Adherence to YAS smoke free policy.
  - Electrical hazard control – Fixed wire testing, PAT testing, not overloading sockets or using daisy chain of adapters etc.
  - Electrical hazard control – use of approved electrical devices & chargers, control of personal devices, PAT tested etc.
  - Minimise use of electrical extension / multi plugs.
  - Maintenance of other systems such as heating, ventilation & solar installations.
  - Procurement of furniture & textiles compliant with Furniture and Furnishings (Fire) (Safety) Regulations 1988.
  - Permits to work & control of hot works by maintenance technicians & contractors.
  - Reduction or replacement of dangerous substances stored.
  - Arson reduction – CCTV, control of premises to visitors, effective management & storage of waste materials.
  - Carrying out routine checks on each site to monitor the preventative measures.
- 3.5.5 **Fire Protection** – It is the responsibility of all YAS employees & contractors to cooperate fully & to ensure that fire protection measures are available for use, not tampered with or altered in any way, thereby enabling it to work as designed when most needed in the event of a fire.
- 3.5.6 Note: It is an offence under Article 32 of the Regulatory Reform (Fire Safety) Order 2005 if any persons:
- Intentionally interfere with or disables fire safety equipment without lawful authority or reasonable excuse.
  - Obstruct or prevent the operation of fire safety systems or escape routes.
  - Fail to comply with fire safety duties placed upon them.
- 3.5.7 **Protection Measures** - Active & passive (List not exhaustive)
- Fire detection & alarm systems.
  - Fire shutters.
  - Fire suppression systems.
  - Sprinkler systems.
  - Emergency lighting systems.

- Means of escape.
- Firefighting equipment – fire extinguishers & fire blankets.
- Fire doors & self-closing devices.
- Compartmentation & fire separation within buildings.
- Fire stopping where breaches of fire separation or compartment walls occur.

### 3.6 Firefighting & Fire Detection

- 3.6.1 *Article 13 of the Fire Safety Order requires where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that:*
- a) the premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and*
  - b) any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs.*
- 3.6.2 All YAS premises have automatic fire detection & alarm systems compliant with BS 5839-1 generally to a minimum category L2 system with manual call points (Break glass) installed which **exceeds** the requirements of Annex A.1 of the British Standard.
- 3.6.3 All YAS premises have fire extinguishers deployed & maintained in compliance with BS 5306-8. Following a suitable & sufficient risk assessment by a competent person (Approved contractor), certain higher risk areas or processes will have specific types of extinguishers deployed within short distances from the risk source. e.g., Wet Chemical near deep fat fryers etc.
- 3.6.4 Fire extinguishers are deployed to assist people in making their escape & to prevent a small fire from escalating if dealt with in its early stages. Fire-fighting equipment should only be used by personnel who are trained, competent & feel safe in doing so. **YAS expects nobody to put themselves in harm's way to extinguish a fire instead of quickly & safely evacuating the building.**
- 3.6.5 On certain YAS premises fire suppression systems have been installed within specific high-risk rooms to mitigate risk from fire to critical infrastructure, systems or operational processes. These systems have been installed & are maintained in accordance with the relevant British Standard by an approved contractor 'Competent person'.

### 3.7 Emergency Routes & Exits

- 3.7.1 *Article 14 of the Fire Safety Order requires where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that **routes to emergency exits from premises and the exits themselves are kept clear at all times.***
- 3.7.2 **In the event of danger, it must be possible for persons to evacuate premises as quickly and as safely as possible.** In order to do this YAS must ensure that critical criteria is met through the application & adherence to the Building Regulations 2010 - Approved Document B (ADB): Fire Safety, Home Office Fire Safety guidance (DCLG) & relevant British Standards for fire doors, escape route signage, final exits & emergency lighting.

- 3.7.3 At the design stage of any 'Building works' or 'Material Alterations' it is imperative that consultation with the Fire Safety Manager is conducted to comment on & give consideration to ADB on ensuring 'Means of Escape' criteria is satisfied.
- 3.7.4 At every opportunity when building works or material alterations require such changes to the building layout then following building control procedural guidance will ensure statutory consultation with the local enforcing fire authority to give comment on MOE.
- 3.7.5 YAS will ensure that by meeting the criteria in the paragraphs above the following will be applied so that:
- Travel distances to final exits are within the specified limits.
  - Sufficient quantity & size of exits for the occupancy of the premises.
  - Emergency routes and exits will lead as directly as possible to a place of safety.
  - Emergency escape doors will not be locked or fastened or fitted with unapproved hardware so that they cannot be easily and immediately opened.
  - Emergency routes and exits will be clearly indicated by signs.
  - Emergency routes and exits will be provided with emergency escape lighting of compliant intensity in case of failure of the normal premises lighting.
- 3.7.6 It is the responsibility of all YAS employees to ensure that emergency escape routes & final exits are maintained clear at all times. Nothing should be stored (even temporarily) on escape routes that impinges on the route being used quickly & safely in the event of a fire.
- 3.7.7 Fire doors are an integral part of the Fire Protection measures installed within YAS premises & provide invaluable time in maintaining escape routes clear from smoke & fire. Smoke inhalation is the biggest cause of death in fires, so it is **not only essential, but a legal requirement** that they are not only maintained correctly but are also not tampered with in any way that may affect their functionality.
- 3.7.8 Fire doors when closed slow down the spread of smoke & fire allowing more time for evacuation and reducing damage due to excessive fire spread to other parts of a building. Leaving fire doors open nullifies their protective function, making them ineffective in a fire emergency. **Remember it is an offence to tamper with any Fire Protection Measure - see section 3.5.5.**
- 3.7.9 YAS managers that have day-to-day responsibility for premises & people have a duty under the fire safety order & must ensure that sections 3.7.6 and 3.7.7 are complied with at all times.

### 3.8 Maintenance

- 3.8.1 *Article 17 of the Fire Safety Order requires that the responsible person (YAS), that where necessary in order to safeguard the safety of relevant persons, they must ensure that the premises and any facilities, equipment and devices provided as **fire protection measures are subject to a suitable system of maintenance & are routinely inspected to ensure they are kept in an efficient working order & in a state of good repair.***
- 3.8.2 Routine inspection, testing & maintenance schedules of the fire protection measures ensuring compliance with Article 17 of the Order are managed by the Estates department.

- 3.8.3 Facilities & services installed at YAS premises (i.e., heating, ventilation & electrical supplies etc.) which may give rise to fire if not appropriately maintained as required under Article 10; Principles of Prevention, are also managed by the Estates department.
- 3.8.4 Contracts & service agreements have been put in place with external companies who are deemed as 'Competent Persons' & specialist in their field to conduct these routines at frequencies required by HM Gov (DCLG) guidance & to the applicable British Standards & industry codes of practices.
- 3.8.5 Specific inspection, maintenance & testing requirements for the fire protection measures are detailed within the relevant British Standards & these must be followed by the Approved Contactor.
- 3.8.6 Specific inspection, maintenance & testing requirements for the facilities & services are also detailed within the relevant British Standards & these must be followed by the Approved Contactor.
- 3.8.7 Certificates of installation, commissioning, survey reports or completion reports for any of the fire protection measures or facilities systems **MUST** be kept & **COPIES** sent to the Estates Project Manager or the Fire Safety Manager to upload onto the Estates & Facilities management system.
- 3.8.8 Certificates of testing & inspection reports for the routine PPMs carried out on any of the fire protection measures or facilities systems **MUST** all be kept & **COPIES** sent to the Estates Project Manager or the Fire Safety Manager to upload onto the Estates & Facilities management system.
- 3.8.9 **Appendix H** – Lists the respective British or European Standards for reference purposes.
- 3.8.10 PPM Schedules.

| TABLE A<br>Article 17 – Maintenance of fire protection measures / systems                                                                                                                                     |                                 |            |            |            |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|------------|------------|------------|
| FIRE PROTECTION MEASURE                                                                                                                                                                                       | FREQUENCY                       |            |            |            |            |
|                                                                                                                                                                                                               | Weekly Visual check for defects | Weekly     | Monthly    | 6-monthly  | Annual     |
|                                                                                                                                                                                                               | In House                        | Contractor | Contractor | Contractor | Contractor |
| Fire detection & alarm (Including linked Systems – Mag-lock devices disengage (Green door release buttons), Fire curtains/shutters, Lifts drop to ground floor, Fire door Mag hold open devices release etc.) | √                               | √          |            | √          | √          |
| Emergency lighting                                                                                                                                                                                            | √                               |            | √          |            | √          |
| Fire extinguishers                                                                                                                                                                                            | √                               |            | √ Visual   |            | √          |
| Fire doors                                                                                                                                                                                                    | √                               |            |            |            | √          |
| Fire suppression systems                                                                                                                                                                                      | √                               |            |            |            | √          |
| Smoke control systems                                                                                                                                                                                         |                                 |            |            |            | √          |

- 3.8.11 Fire detection & alarm testing at the core sites takes place on a weekly basis in accordance with BS 5839-1 clause 44.2. The remaining sites, which are mostly Ambulance Stations are routinely tested fortnightly. Although this is working outside of guidance recommendations it will be continually reviewed through the fire risk assessment process to ascertain if this remains justifiable.

| TABLE B<br>Article 10 – Preventing fire from maintaining equipment that may present a fire risk. |                                      |                        |                      |
|--------------------------------------------------------------------------------------------------|--------------------------------------|------------------------|----------------------|
| RISK (to be considered – not exhaustive)                                                         | FREQUENCY                            |                        |                      |
|                                                                                                  | Minimum annual inspection & service. | Minimum Bi-annual test | 5- Yearly Inspection |
| Fixed wiring (EICR test)                                                                         |                                      |                        | √                    |
| PAT testing                                                                                      |                                      | √                      |                      |
| EV Charging facilities                                                                           | √                                    |                        |                      |
| Solar installations                                                                              | √                                    |                        |                      |
| Battery storage systems                                                                          | √                                    |                        |                      |
| Gas installations – Cookers, Boilers – Heating systems                                           | √                                    |                        |                      |
| Commercial cooker extraction systems                                                             | √                                    |                        |                      |
| Air conditioning systems                                                                         | √                                    |                        |                      |
| Ventilation & extractions systems                                                                | √                                    |                        |                      |
| Lightening protection                                                                            | √                                    |                        |                      |

### 3.9 Emergency Plan

- 3.9.1 *Article 11 of the Fire Safety Order requires that effect be given to **planning for an emergency** & Article 15 requires that the responsible person **establishes procedures through an Emergency Plan** to be followed in the event of **serious & imminent danger to relevant persons**.*
- 3.9.2 *This plan is to take effect through the **nomination of sufficient numbers of trained competent persons to implement these procedures & to ensure that safety drills take place**.*
- 3.9.3 YAS have established emergency procedures to ensure that in the event of relevant persons being in serious & imminent danger from the risk of fire that everyone will be able to reach a place of ultimate safety both quickly and safely.
- 3.9.4 YAS are required to meet **NHS EPRR Core Standards**, within which Core Standard 16 (CS16) details the ‘Duty to maintain plans’ in-line with current guidance & legislation. YAS therefore have detailed Emergency Plans in place to comply with this standard.
- 3.9.5 The emergency evacuation procedures are communicated through the YAS fire safety awareness training modules, specific EOC training, through regular fire drills & on statutory Fire Action Notices displayed throughout premises in compliance with BS 5499.

- 3.9.6 **Emergency evacuation procedures** - are in place to facilitate the emergency plan to take effect. At YAS, the strategy for the **majority** of premises will be a **'Full or Simultaneous' evacuation**, whereby on hearing the fire warning (alarms sounding or beacons flashing etc.) will immediately vacate the building by their nearest signed (wayfinding signage / running man) & illuminated escape route to a final fire exit & then proceed away from the building to the designated muster point which will be at a place of ultimate safety.
- 3.9.7 Emergency Operations Centre's have detailed Emergency Procedures to be followed in the event of fire alarm activations to ensure business continuity yet still effect a timely evacuation.
- 3.9.8 The Full Simultaneous Evacuation Procedure for the majority of YAS sites is detailed in Appendix C & the EOC Emergency Plans which can be found on Pulse.
- 3.9.9 YAS must have sufficient numbers of **trained competent people** to ensure that the emergency plan takes effect & that the evacuation procedures are observed both within the EOC teams for evacuation and business continuity & the wider YAS estate through nominated Fire Marshals.
- 3.9.10 Fire Marshals will initially receive additional training & then at intervals of every 3 years in support of this role.
- 3.9.11 The Disability Discrimination Act (superseded by the Equalities Act 2010) requires the adjustment of policies, practices and procedures & where necessary the building design so as not to discriminate against disabled people.
- 3.9.12 The development of an Emergency Plan must take account of the requirements of the DDA. The safe evacuation of disabled staff and visitors is the responsibility of the Trust **not** the local fire & rescue service.
- 3.9.13 It is a legal requirement to identify the needs of disabled people and to make proper arrangements for their assistance in the event of an emergency evacuation.
- 3.9.14 **Appendix E** details guidance notes on Personal Evacuation Plans to determine which procedure should be adopted to suit an individual's needs. The PEEP forms can be found on Pulse.
- 3.9.15 **It is the responsibility of the individuals line manager or contract manager to ensure that the PEEP form is completed** & that all competent persons who will ensure the PEEP is duly carried out in the event of an emergency evacuation are fully briefed & trained on any equipment required to carry out the PEEP. A copy of the PEEP should be retained in the premises Fire Manual.
- 3.9.16 The procedure will vary according to the needs of the individual & their relationship to the building they occupy and its design characteristics.
- 3.9.17 As far as reasonably possible, disabled people, particularly wheelchair users should have their workstation situated in ground floor accommodation.
- 3.9.18 All sites that have lift access to upper floors available for disabled persons must be provided with appropriate evacuation aids such as the current ResQmats.

- 3.9.19 Lifts are prohibited from use during an emergency evacuation unless specified & signed accordingly as Evacuation Lifts. These must fully comply with BS 5588 Fire Precautions in the design and construction of buildings Part 8: Code of practice for means of escape for disabled people.
- 3.9.20 **Fire drills** – Fire evacuation drills should be carried out regularly as a means of:
- Testing the emergency plan & response to it.
  - Improved preparedness & resilience of staff to promote a more predictable or trained manner in which to respond to an emergency evacuation.
  - Gather learning points & evidence to enhance & develop the emergency evacuation procedures.
  - Test resilience of business continuity in the event of an emergency evacuation.
- 3.9.21 Fire drills will be arranged & coordinated through a collaboration between the Head of Projects and Property, the Head of Estates and Facilities, the Fire Safety and Compliance Manager, Facilities Manager(s) & Operational Management and the Resilience Governance Groups as appropriate for the premises.
- 3.9.22 YAS fire drills have been scheduled to be carried out annually at the following locations due to the occupancy levels & complexity of the premises.
- 111 Callflex
  - Administration Centre North - Fairfield's
  - Bradford AS
  - Bridlington AS
  - Doncaster AS
  - Fleet Sheffield
  - Fleet Wakefield - Unit M
  - Fleet Doncaster
  - Fleet Hull
  - Harrogate AS
  - Huddersfield AS
  - Leeds AS
  - Manor Mill Resource Centre
  - Northallerton AS
  - OSU Magna
  - Springhill 1 & 2
  - Training Unit Wakefield
  - Training Unit Burn Hall
  - Wakefield AS
- 3.9.23 At all other YAS sites, site managers are advised to re-familiarise members of staff annually with the fire policy and evacuation procedures for their particular premises.
- 3.9.24 Records of fire drills must be detailed on the emergency evacuation drill sheet & a copy sent to the Estates Project Manager or FSM to be recorded onto the Estates & Facilities management system.
- 3.9.25 Records of the emergency evacuation procedure as a staff familiarisation session will be recorded through the ESR 'My Compliance' dashboard as the emergency evacuation procedure should form part of a YAS bespoke annual fire safety e-learning module.

### 3.10 Training

- 3.10.1 *Article 21 of the Fire Safety Order requires that the responsible person must ensure that his employees are provided with adequate safety training.*
- 3.10.2 Safety training is provided through e-learning modules which are developed by NHS England & sit under the coordination of the Learning & Development department.
- 3.10.3 Fire safety awareness training is provided on commencing employment with YAS as part of the induction mandatory learning process.
- 3.10.4 Mandatory annual refresher training on fire safety awareness is also undertaken through the core e-learning modules.
- 3.10.5 Fire marshals receive enhanced training on initial commencement of their role & then complete refresher training every 3 years in support of this role.

### 4.0 Record keeping

- 4.1 All documents pertaining to the **fire protection measures** must be uploaded to the Estates & Facilities document management system: Fire Safety & then to the relevant premises & fire safety measure.
- 4.2 Documents pertaining to the installation & commissioning of any of the fire protection measures must be kept for due diligence & compliance to the relevant standards.
- 4.3 Documents pertaining to fire stopping surveys, completion reports, certificates of conformity must be kept for due diligence & compliance to the relevant standards.
- 4.4 Documents pertaining to the routine PPMs of the **fire protection measures & the fire risk assessment program** will be entered onto the Estates & Facilities management system: Fire Safety & then to the relevant premises & fire safety tile.
- 4.5 Documents pertaining to any of the facilities services such as Solar, Ventilation & heating services etc., listed in Table B on page 14 must be kept on record within the designated SharePoint estates property file.
- 4.6 Documents will be held for inspection by the local fire authority or fire risk assessor upon request.

### 5.0 Implementation Plan

- 5.1 The latest approved version of this document will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction

### 6.0 Monitoring compliance with the policy

- 6.1 To ensure compliance against the Fire Safety Policy & therefore meeting its statutory duties under the Regulatory Reform (Fire Safety) Order 2005 an ongoing assurance process will be conducted by the YAS Fire Safety Manager & reported through the Estates monthly meeting or where required through the Strategic Health & Safety Group.

## **7.0 Policy review**

- 7.1 This document will be reviewed in its entirety every three years or sooner if changes to fire safety legislation, guidance or British standards are introduced, or if feedback from the trust indicates that the policy is not working effectively.
- 7.2 All changes made to this policy will go through the correct governance route for development and approval.

## **8.0 References**

- 8.1 Reference material used in the compilation of this policy is referred to below

### **8.1.1 Legislation:**

- The Regulatory Reform (Fire Safety) Order 2005.
- The Building Regulations 2010.
- The Building (Amendment) Regulations 2018
- The Building Safety Act 2022

### **8.1.2 Guidance:**

- Approved Document B – Fire Safety 2019 edition.
- DCLG Fire safety risk assessments guidance – Offices & Shops 2006.
- Chief Fire Officers Association – Enforcers guidance. 2007
- Chief Fire Officers Association – Fire Safety Guidance Notes & Audit V4.3 2015
- Communities & Local Government - Guidance note 1: Enforcement. 2007

## **9.0 Appendices**

- 9.1 This Policy includes the following appendices:
- Appendix A – Abbreviations & Definitions
  - Appendix B – Roles & Responsibilities – Under the Fire Safety Order
  - Appendix C – Full or Simultaneous Evacuation Procedure
  - Appendix D – Pre-planning for incidents
  - Appendix E – Evacuation of disabled people
  - Appendix F – Regulatory Reform (Fire Safety) Order 2005 – Articles 8-23
  - Appendix G – Fire authority scoring matrix & outcome compliance levels
  - Appendix H – British & European Standards

## Appendix A - Abbreviations & Definitions

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADB</b>                                                                                | Approved document B; Fire Safety (of the Building Regulations 2010).                                                                                                                                                                                                                                                                           |
| <b>AOM's</b>                                                                              | Area Operations Managers.                                                                                                                                                                                                                                                                                                                      |
| <b>Competent Person</b>                                                                   | In the context of fire safety, a <b>competent person</b> is someone who has the <b>necessary training, experience, knowledge, and other qualities</b> to carry out specific fire safety tasks effectively and safely.                                                                                                                          |
| <b>Emergency Lighting or EL</b>                                                           | Emergency escape lighting provided to illuminate specific areas & routes upon the failure of the main lighting circuits                                                                                                                                                                                                                        |
| <b>EPRR</b>                                                                               | Emergency Preparedness Response & Resilience                                                                                                                                                                                                                                                                                                   |
| <b>Escape route or MOE</b>                                                                | A route through the premises which will lead to a final exit & then onto a place of ultimate safety, through the use of other protection measures such as emergency lighting & wayfinding signage.                                                                                                                                             |
| <b>Final Exit Door or Fire Escape Door (often called a fire door which is incorrect.)</b> | A final exit door is an exit door which will lead people to an external part of the building & then on to a place of ultimate safety at the muster point                                                                                                                                                                                       |
| <b>Fire Door</b>                                                                          | A fire protection measure designed to prevent the spread of fire for a specified period & therefore assist persons to quickly & safely escape by preventing smoke & fire impinging onto escape routes.                                                                                                                                         |
| <b>FSM</b>                                                                                | Fire Safety Manager                                                                                                                                                                                                                                                                                                                            |
| <b>FSO</b>                                                                                | Regulatory Reform (Fire Safety) Order 2005                                                                                                                                                                                                                                                                                                     |
| <b>General Fire Precautions</b>                                                           | Measures taken to reduce the risk of a fire occurring & the measures taken to mitigate the risk to life, property & the environment in the event of a fire taking place.                                                                                                                                                                       |
| <b>Hm Gov (DCLG) Guidance</b>                                                             | Department for communities & local government fire risk assessment guidance documents.                                                                                                                                                                                                                                                         |
| <b>HTM Firecodes</b>                                                                      | Health Technical Memorandums for fire safety in health care premises                                                                                                                                                                                                                                                                           |
| <b>Local Fire Enforcing Authority</b>                                                     | West, North & South Yorkshire and Humberside fire & rescue services                                                                                                                                                                                                                                                                            |
| <b>Protection measures</b>                                                                | Measures taken to protect people from the effects of fire. Fire protection measures are either Passive or Active.<br>Passive – Structural; Compartmentation, Protected stairs, Fire doors, Fire stopping etc.<br>Active – Fire detection & alarms, Suppression systems, Smoke control systems etc                                              |
| <b>Responsible Person</b>                                                                 | Defined within Article 3 of the FSO the Responsible Person in respect of a workplace is <b><i>the employer.</i></b>                                                                                                                                                                                                                            |
| <b>Relevant Person</b>                                                                    | Defined within Article 2; Interpretation of the FSO a 'Relevant Person' is anyone who may be lawfully on the premises & any person who is in the immediate vicinity of the premises who is at risk from a fire on the premises.<br>Note: There are exceptions such as firefighting personnel carrying out their duties in the event of a fire. |
| <b>Simultaneous Evacuation</b>                                                            | A full evacuation of the premises on hearing the alarm.                                                                                                                                                                                                                                                                                        |
| <b>The Order</b>                                                                          | Regulatory Reform (Fire Safety) Order 2005                                                                                                                                                                                                                                                                                                     |
| <b>Trust</b>                                                                              | The Yorkshire Ambulance Service NHS Trust                                                                                                                                                                                                                                                                                                      |
| <b>YAS</b>                                                                                | Yorkshire Ambulance Service                                                                                                                                                                                                                                                                                                                    |

## Appendix B - Roles & Responsibilities – Under the Fire Safety Order

*The Fire Safety Order places a duty on the Yorkshire Ambulance Service NHS Trust to **ensure that any duties imposed by Articles 8 to 22 & by any regulations made under Article 24 are complied with.** YAS has clearly defined roles & responsibilities to ensure that compliance with these duties are met.*

The fire safety arrangements described throughout section 3.4 will typically also relate to measures required by means of other articles of the Fire Safety Order, such as **Article 18 – Safety assistance** which requires the appointment of competent persons to assist in the planning, organisation & monitoring with the purpose of providing management control of the fire safety arrangements.

The Fire Safety Order also requires the provision of sufficient numbers of trained competent persons under **Article 15 – Procedures for serious & imminent danger to enable the emergency plan to take effect.**

### **The Trust**

*As the ‘**Responsible Person**’ under Article 3(a) of the Fire Safety Order the Trust recognises its duties imposed upon it through the detail contained within this Fire Safety Policy.*

In assisting the Trust for the implementation of the policy and therefore complying with its obligations for fire safety under the Order are several ‘Competent Persons’.

### **Chief Executive Officer**

*Has both legal responsibility and accountability placed upon them for compliance with the Fire Safety Order under Article 5(1).*

Accountability can’t be delegated to any other individual within or external to the Trust.

The Chief Executive Officer will be responsible for ensuring that the objectives of the Trust’s Fire Safety Policy are fully appreciated by all members of the Board of Directors including Non-Executive Directors.

The Chief Executive Officer commits to this Fire Safety Policy in their Statement of Intent & discharges its implementation through the Director of Fleet & Estates.

### **Director of Fleet & Estates**

*Has duties placed upon them for compliance with the Fire Safety Order under Article 5(3).*

The Director of Fleet & Estates has these duties imposed upon them due to their extent & control over the premises & the fire safety measures in place by having:

- Delegated responsibility for property & facilities management of the Trust estate.
- Projects which construct, modernise or material change premises which may impact its design to Approved Document B; Fire Safety or BS 9999 Code of Practice for fire safety in the design, manufacture and use of buildings.
- Management of the purveyance, installation, inspection, testing & maintenance of the fire protection measures implemented throughout the estate in accordance with this Fire Safety Policy.
- Purveyance, installation, inspection, testing & preventative maintenance of ancillary systems which may present fire risks that are invested throughout the estate in accordance with this Fire Safety Policy.
- Management of the strategic fire safety priorities within the estates team.

- Management of the continued services of a Fire Safety Manager as 'Competent Person' & subject matter expert of Fire Safety within the Trust.
- Management of the services of a consultant Fire Engineer as required with the service needs.
- Management of the fire risk assessment compliance program.
- Management of & ensuring that the actions raised from the fire risk assessments have adequate priority & resource to enable completion in a timely manner.
- Management of the Fire Safety Arrangements implemented throughout the service.
- Preparation & presentation of a report at the Strategic Health and Safety Committee in relation to any fire safety matters.

### **Estates & Facilities Management Team**

*Have duties placed upon them for compliance with the Fire Safety Order under Article 5(3).*

Estates & Facilities Management Team have these duties imposed upon them through their role in discharging the day-to-day management functions of the fire safety duties listed for the Director of Fleet & Estates.

### **Fire Safety and Compliance Manager**

*Has duties placed upon them for compliance with the Fire Safety Order under Article 5(3).*

The Fire Safety Manager has these duties imposed upon them through their role by having a day-to-day management function in relation to the strategic implementation of the fire safety arrangements that are required to ensure the safety of relevant persons from the risk of fire.

The Fire Safety Manager is deemed as a 'Competent person' in the field of fire safety through qualification, experience & knowledge in parallel with the National Fire Chiefs Council competency framework.

The Fire Safety Managers role is to provide technical expertise & guidance to YAS & in particular the wider Estates and Facilities team thereby enabling them to discharge their own fire safety duties effectively.

- Providing expert advice on the application and interpretation of fire safety legislation, British standards & technical guidance, including HTM Firecodes.
- Providing comment on YAS building plans in respect of compliance to Approved Document B of the Building Regulations 2010.
- Advising on the content & review of the organisation's Fire Safety Policy.
- Assisting with the development of the organisation's fire safety strategy.
- Management of the fire risk assessment program & direct liaison with the fire risk assessment consultants.
- Review of the fire risk assessments in accordance with the fire safety policy.
- Monitor fire risk assessment outcomes for reasonable & proportionate timescales for completion.
- Providing guidance with the development of suitable fire safety induction & refresher training.
- Providing guidance to Fire Marshal training & development.
- Assisting with YAS fire drills as part of a coordinated approach to managing the testing of the emergency evacuation procedures.
- Liaising with local fire enforcing authorities on any regulatory visits to YAS premises.
- Assisting in investigating any fire related incidents recorded on Datix & providing prompt debrief of outcomes & to implement any amendments required to the YAS fire safety arrangements.

## **Area Operations Managers & Heads of Departments**

*Have duties placed upon them for compliance with the Fire Safety Order under Article 5(3).*

Area Operations Managers & Heads of Departments have these duties imposed upon them through their role in discharging the day-to-day management responsibilities to the extent that they have control of those premises.

- Maintaining an up-to-date list of Fire Marshals within their area of responsibility and ensure that where staff leave or transfer from that area that additional staff are nominated and trained to undertake this role. This additional training should be organised through the YAS Leadership & OD team.
- Maintaining escape routes & exits in-line with 5.29 of this policy.
- Ensuring fire risk actions raised due to poor housekeeping can be promptly closed down on their sites through effective management of housekeeping issues.
- Ensuring that Fire Protection Measures are not intentionally interfered with or disabled without lawful authority or reasonable excuse in-line with 5.22 of this policy e.g., Wedging open fire doors etc, covering smoke detectors or disabling fire alarms etc.
- Ensuring that all fire incidents are communicated to the Facilities Manager and that the incident is reported on Datix.
- Ensuring that a written Fire Risk Assessment is available on the premises within their area of responsibility as required by the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that all staff are made aware of the Fire Risk Assessment and any significant findings.
- Ensuring that the YAS Fire Prevention SOP is adhered to.
- Ensuring staff, for which they are responsible, are aware of and adhere to this Policy and are updated in regard to any changes.
- Site managers have a responsibility to re-familiarise members of staff with the fire and evacuation procedures and policy for their relevant premises at a minimum annually and recorded through ESR.

## **Authorised Engineer (Fire) – External Consultant**

*Has duties placed upon them for compliance with the Fire Safety Order under Article 5(3).*

The consultant fire engineer will provide the Trust with independent advice and guidance on fire safety where requested, but more specifically where a fire engineered solution or specialist expertise may be required by the estates management team or by the YAS Fire Safety and Compliance Manager.

## **Approved Contractors (Fire Protection)**

*Have duties placed upon them for compliance with the Fire Safety Order under Article 5(4).*

Approved Contractors have these duties imposed upon them by virtue of their contract with YAS providing a service & an obligation to maintain or repair the passive or active fire protection measures on the premises.

These duties & obligations to inspect, test, maintain & repair any fire protection measure to the relevant British (BS) or European (BS EN) standard & industry guidance must be made clear through the Estates Management team when drafting contracts.

YAS Estates Management seeking to contract out aspects of their fire safety compliance will therefore need to take significant steps to:

- Assess the competence and capabilities of their contractors in respect of fire safety compliance.
- Clearly define the scope of the service expected with respect to fire safety.

- Provide the contractor with all relevant information to enable them to conduct their scope of works effectively.
- Monitor and review the work of the contractor against the relevant standards.

*YAS have a duty imposed open them through Article 20 of the Fire Safety Order to **Provide information to employers & the self-employed from outside undertakings.***

- Risks to them from fire – identified through the current fire risk assessment.
- Risks to them from fire – specifically any remaining risk after control measures have been implemented.
- Any preventative & protective measures taken by YAS to keep them safe from the risk of fire.
- Provided with sufficient information regarding the emergency evacuation procedures & the expected compliance with this procedure.

The relevant information will be provided to those appointed as contractors to YAS through:

- Contractual documentation which will include the preventative & protective measures taken by YAS.
- Fire safety signs & notices throughout YAS estates.
- Documentation which will be available within a **Fire Safety Premises folder** on each site containing –
- YAS Fire safety policy.
- Fire risk assessment – current version.
- Statement which will provide information of fire risks in compliance with Article 20.
- YAS Emergency plan.
- Emergency evacuation procedures for that premises.

### **Responsibilities – towards fire safety in general.**

#### **YAS**

*Have a duty imposed open them through Article 19 of the Fire Safety Order to **Provide information to employees***

- Risks to them from fire – specifically any remaining risk after control measures have been implemented.
- Risks to them from fire – As identified through the current fire risk assessment.
- Any preventative & protective measures taken by YAS to keep them safe from the risk of fire.
- Provided with sufficient information regarding the emergency evacuation procedures & the expected compliance with this procedure.

The relevant information will be provided to YAS employees through:

- Mandatory fire safety awareness training on Induction & annual refresher via ESR on-line learning portal.
- This Fire Safety Policy.
- The Fire Prevention SOP.
- Mandatory fire safety signs & notices throughout YAS estates.
- The **Fire Safety Premises folder**.

## Learning & Development Department

Responsible for ensuring adequate & relevant staff training on Fire Safety Awareness & the YAS Emergency Procedures through:

- **Mandatory** e-learning module on staff induction with YAS.
- **Mandatory** e-learning module annual refresher training.
- Enhanced level of Fire Marshall training upon initial appointment to the role & at a minimum 3-Yearly intervals in-line for refresher training in line with guidance.
- Collaboration with the Fire Safety and Compliance Manager to ensure that the training provided is bespoke & relevant to YAS, it's fire safety arrangements & emergency procedures.

## YAS Employees

*Have a General duties imposed upon them through Article 23 of the Fire Safety Order to **fully comply with:***

- All YAS personnel must co-operate to ensure the workplace is safe from fire and its effects and must do nothing that will place themselves or others at risk.
- All YAS personnel have an individual responsibility to help **prevent** the outbreak of fire & to help maintain the integrity of fire **protection measures**.
- All YAS personnel must follow the established emergency procedures for the management of an actual or suspected fire incident.

It is essential that every member of staff:

- Familiarise and comply with the YAS Fire safety policy & procedures.
- Is aware of any fire hazards within their workplace through the relevant fire risk assessment.
- **Report any deficiencies or non-compliance issues relating to fire safety through to their line manager or directly via the Facilities management helpdesk.**
- Annually completes their fire safety awareness on-line training module.
- Actively participate in any fire evacuation drills for their premises.
- Appreciates & understands the emergency procedures for the premises they are working in & knows where to find that information if needed. i.e., Fire Action Notices & premises Fire Safety manual.

## Fire Marshals

Fire Marshals are responsible for ensuring:

- Escape routes and fire exits are always kept clear of obstructions.
- That fire extinguishers are always in the correct places & accessible.
- Report to the relevant facilities manager where issues of poor housekeeping or storage are impinging onto escape routes or to the accessibility of fire extinguishers.
- Ensure visitors to their site have signed in the visitor book by random audit & questioning.

Should the fire alarm activate either automatically or be manually operated by a member of staff, Fire Marshalls (if present on site at the time) are also responsible for:

- Ensuring the Fire Marshall tabard is worn to clearly identify to visitors & contractors on site.
- Evacuation of the premises and calling the fire brigade.
- Providing head counts of evacuees and checking against register.

- Reporting findings together with any other relevant details to the officer in charge of the fire service attendance.

### **Contractors (General)**

Private contractors working within the Trust's sites must be afforded the same protection from the hazards of fire as any other visitor or member of staff. Contractors similarly have the same duty of care as the Trust's staff not to create or increase any risks from fire or impede or impair any fire protection arrangements and facilities.

All appointed contractors working on the Trust's premises must adhere to the Trust's fire safety policy and procedures.

The manager and department responsible for arranging any contract work must ensure that the contractor is advised of our policy and procedures and the requirement to comply with them. As detailed in section 3.2.7 all contractors must be given the information stated within that paragraph through the contractual documentation or communicated through other sources.

There must also be adequate supervision of that contract work to ensure compliance as far as it is practical. Since comprehensive supervision is not always possible, all staff are required to be vigilant of contractor activity when this takes place in their working area and report any potential issues or incidents to the supervisor of the contract, their line manager or directly through Datix.

Certain contracting work may potentially interfere with existing fire protection measures. In these circumstances the officers arranging the work must seek advice from the Fire Safety Manager so that appropriate alternative arrangements can be made to ensure the safety of all relevant persons.



# EMERGENCY EVACUATION PROCEDURE

## ANY PERSON DISCOVERING A FIRE

- Immediately sound the alarm - By activating the nearest call point. (Red box break glass).
- Call the fire service by dialling **999**.
- Only tackle the fire with an extinguisher if you are trained & competent to do so without putting yourself or others at risk.
- Leave the building by the nearest emergency exit – Green running man signs.
- Do not stop to collect personal belongings.
- Close all doors behind you.
- Go directly to the assembly point as directed by the Fire Action Notices & Fire Marshals.
- Report to the assembly point coordinator.
- Do not return into the building until authorisation is given by the Incident Controller.

## ON HEARING THE FIRE ALARM

- Leave the building by the nearest emergency exit – Green running man signs.
- Do not stop to collect personal belongings.
- Close all doors behind you.
- Go directly to the assembly point as directed by the Fire Action Notices & Fire Marshals.
- Report to the assembly point coordinator.
- Do not return into the building until authorisation is given by the Incident Controller.

## Appendix D – Pre-planning for Incidents Involving Fire

### When the worst case happens

In the event of fire, Life safety of building occupants is paramount and will ultimately rely on the General Fire Precautions taken, the Fire Safety Arrangements born thereof & through the use of Passive & Active Fire Protection Measures installed to assist people in the earliest possible warning & the quickest & safest exit from the building.

Pre-planning & preparation for an incident involving fire are central to the success of safeguarding the occupants coupled with ensuring the fire protection measures operate correctly when most needed.

It is imperative that all staff promptly respond to the fire evacuation alarm so that the *maximum available safe egress time* is generated. Through following the emergency procedures, a successful outcome of facilitating occupants to reach a place of safety unharmed will hopefully be achieved. In pre-planning & generating the Emergency Evacuation Procedures & EOC Procedures the following points must be given consideration:

- Actions to be taken on discovering a fire.
- Individual actions on receipt of the fire warning.
- Who takes overall control of the incident & what are the expectations of that role.
- How is that person identifiable to colleagues.
- How that person is identified to the Incident Commander from the fire & rescue service.
- Who calls for the fire and rescue service – Do not worry about repeat calls, just call 999
- Arranging and coordinating evacuation through site Fire Marshals.
- Fire-fighting expectations prior to the arrival of the fire and rescue service.
- Internal systems & isolations – Is gas shut off automatically or is some responsible to do so.
- What information will be required for the fire and rescue service.
- Where to find that information – Premises information box or grab bag etc.
- Assembly point coordination.
- Roll call procedures to ensure all occupants of the building are accounted for.
- Contingency planning through EPRR & Business Continuity documentation.
- Evacuation of people with disabilities.
- Evacuation of contractors & visitors.
- Information, instruction and training.
- Effective debriefing after the incident.
- Returning the building to normal service.

Information about the premises should be readily available for the attending fire and rescue service Incident Commander who will be identifiable by a Silver Tabard.

The information should be located at a pre-agreed location (usually a main entrance area).  
Information required:

- Plans of the premises.
- Location of the alarm panel.
- Location of isolation shut off points for main services such as Electric, Gas & Water.
- Roll call tally - Is everybody accounted for.
- Major hazards to firefighters within the building.
- Fire protection measures installed - fire suppression systems, sprinkler systems, watermist systems etc.

## **Appendix E – The Evacuation of Disabled People**

### **Planning an Evacuation Procedure**

The following issues need to be considered when planning an evacuation procedure for a disabled person:

- Identify the number of disabled staff and visitors and where they will be in the premises.
- Implement Personal Emergency Evacuation Plans (PEEPs).
- Consider the characteristics of the building.
- Assess the evacuation equipment disabled people will need.
- Train staff to deal with emergency evacuations & the equipment required.
- Determine what needs to happen when the alarm goes off.

### **Personal Emergency Evacuation Plan**

- The purpose of a PEEP is to ensure the safe evacuation of that individual in the event of an emergency evacuation of the premises.
- The PEEP will also record the plan e.g. routes, corridors, stairs or refuges etc., identify those persons who will assist and any training or practice requirements.
- The PEEP is a person-centred assessment of the individual's needs and so must be drawn up with the active involvement of the person concerned.
- All staff who are to be or could be expected to aid the evacuation of a disabled person should receive a copy of the relevant PEEP & a copy kept in the premises Fire Safety Manual or Grab bag.
- A fire drill should be carried out at least once a year to monitor the effectiveness of any active PEEPs.
- A PEEP should be activated immediately when the alarm is raised.
- The PEEP should address work out of normal hours or areas where close supervision is not available. A person with a mobility impairment working unaccompanied may mean that they cannot evacuate (e.g. on any floor other than the ground floor. In these circumstances the individuals line manager should insist they work on the ground floor.

### **Implementation of personal emergency evacuation plans (staff and visitors)**

In conjunction with the disabled person the Local Risk Officer and their Head of Department are to meet and agree the PEEP. Following the assessment certain evacuation equipment specific to the individual's needs may need to be provided. Any areas above or below the ground floor that are identified & are regularly visited by persons (including visitors) who are wheelchair users or otherwise disabled, the Local Risk Officer should take appropriate action to ensure these persons can be evacuated in a fire or other emergency. The use of generic evacuation equipment may be considered in these instances.

***The PEEP forms can be found on Pulse> Library>Policy, Procedures and Strategy Documents Library.***

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STATUTORY INSTRUMENTS

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**2005 No. 1541**

**REGULATORY REFORM,  
ENGLAND AND WALES**

The Regulatory Reform (Fire Safety) Order 2005

*The Fire Safety Order places a duty on the Yorkshire Ambulance Service NHS Trust to -  
**ensure that any duties imposed by Articles 8 to 22 & by any regulations made under  
Article 24 are complied with.***

**Article 8 – Duty to take general fire precautions**

*Requires the responsible person to take such general fire precautions as will ensure, so far as is reasonably practicable the safety of relevant persons from the risk of fire.*

**Article 9 – Risk assessment**

*Requires the responsible person **to make a suitable & sufficient assessment of the risks** to which relevant persons are exposed for the purpose of identifying the **General Fire Precautions** needed to take in pursuance of compliance with the Order.*

**Article 10 – Principles of prevention to be applied**

*Requires the responsible person to implement any **preventative & protective measures** required by the findings of the fire risk assessments to keep relevant persons safe from the effects of fire.*

**Article 11 – Fire safety arrangements**

*Requires the responsible person to make and give effect to such arrangements as appropriate for the **effective planning, organisation, control, monitoring, & review of the preventative & protective measures** employed to ensure the safety of relevant persons from the risk of fire.*

**Article 12 – Elimination or reduction of risks from dangerous substances**

*Requires that where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.*

**Article 13 – Firefighting and fire detection**

*Requires where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that:*

- *the premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and*
- *any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs.*

#### **Article 14 – Emergency routes & exits**

*Requires where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.*

#### **Article 15 – Procedures for serious and imminent danger and for danger areas**

*Requires that the responsible person establishes procedures through an **Emergency Plan** to be followed in the event of serious & imminent danger to relevant persons.*

*This plan to be take effect through the nomination of sufficient numbers of trained competent persons to implement these procedures & to ensure that **fire evacuation drills take place**.*

#### **Article 16 – Additional emergency measures in respect of dangerous substance**

#### **Article 17 – Maintenance**

*Requires that the responsible person where necessary in order to safeguard the safety of relevant persons, must ensure that the premises and any facilities, equipment and devices provided as **fire protection measures are subject to a suitable system of maintenance & are routinely inspected** to ensure they are kept in an efficient working order & in a state of good repair.*

#### **Article 18 – Safety assistance**

*Requires the appointment of **competent persons to assist in the planning, organisation & monitoring** with the purpose of **providing management control of the fire safety arrangements**.*

#### **Article 19 – Provision of information to employees**

*Requires that the responsible person provides information on -*

- Risks to them from fire as identified through the current fire risk assessment & significantly any remaining risk after control measures have been implemented.*
- Any preventative & protective measures taken by YAS to keep them safe from the risk of fire.*

#### **Article 20 – Provision of information to employers and the self-employed from outside undertakings**

*As in Article 19 with the addition of ensuring sufficient information is provided regarding the emergency evacuation procedures & the expected compliance with this procedure.*

#### **Article 21 – Training**

*Requires that the responsible person ensures that their employees are provided with adequate fire safety training— (a) at the time when they are first employed and be repeated periodically. (b) on their being exposed to new or increased risks.*

*The training must include **suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises**.*

**Article 22 – Co-operation and co-ordination**

*Where two or more responsible persons share or have duties in respect of premises each such person must co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order through sharing of information such as risk assessments & fire safety arrangements etc.*

**Article 24 – Power to make regulations about fire precautions**

*The Secretary of State may by regulations make provision as to the precautions which are to be taken or observed in relation to the risk to relevant persons as regards premises in relation to which this Order applies.*

## Appendix G – Fire authority scoring matrix & outcome compliance levels

### Cumulative Risk Scoring Matrix

The cumulative risk score for all applicable articles is used to give the inspector a recommended enforcement action

| Scoring Matrix                                                                           |             |                                                                                                                                                  |
|------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance Level                                                                         | Total Score | Recommended Enforcement Action                                                                                                                   |
| 1                                                                                        | 0-25        | *Broadley Compliant – Business protection advise – Fire Safety Matters (improvements sentence)                                                   |
| 2                                                                                        | 26-35       | Fire Safety Matters (improvements sentence) – Inform & educate                                                                                   |
| 3                                                                                        | 36-45       | Fire Safety Matters (People at risk sentence)                                                                                                    |
| 4                                                                                        | 46-55       | Enforcement Notice                                                                                                                               |
| 5                                                                                        | 56+         | ** Enforcement Notice 'Fast Track' and normally short timescale                                                                                  |
| *Note: There is no requirement to apply the EMM principles for Compliance Levels 1 and 2 |             | ** Note: Time scale to be set by individual and consider prosecution. Also see guidance below regarding responsible person and strategic factors |

Table 4 – 2009 Audit Process (scoring matrix) to indicate compliance level

| Weighting/Score awarded to Articles |                                                    |                                   |                                               |                                 |                                  |                                 |
|-------------------------------------|----------------------------------------------------|-----------------------------------|-----------------------------------------------|---------------------------------|----------------------------------|---------------------------------|
| Safety Critical Articles Risk       |                                                    |                                   |                                               |                                 |                                  |                                 |
| Article Number                      | Description                                        | Group A<br>Sleeping<br>Unfamiliar | Group B<br>Sleeping<br>Familiar +<br>Licensed | Group C<br>Public<br>Unfamiliar | Group D<br>Workplace<br>Familiar | Level of<br>Deficiency/<br>Risk |
| 8                                   | General Fire Precautions                           | 13                                | 13                                            | 8                               | 5                                | Major                           |
|                                     |                                                    | 7                                 | 7                                             | 4                               | 3                                | Minor                           |
| 9                                   | Risk Assessment                                    | 10                                | 10                                            | 10                              | 10                               | Major                           |
|                                     |                                                    | 5                                 | 5                                             | 5                               | 5                                | Minor                           |
| 10                                  | Principles of Prevention                           | 5                                 | 5                                             | 5                               | 5                                | Major                           |
|                                     |                                                    | 3                                 | 3                                             | 3                               | 3                                | Minor                           |
| 11                                  | Fire Safety Arrangements                           | 5                                 | 3                                             | 2                               | 2                                | Major                           |
|                                     |                                                    | 3                                 | 2                                             | 1                               | 1                                | Minor                           |
| 12                                  | Dangerous Substances                               | 5                                 | 5                                             | 5                               | 5                                | Major                           |
|                                     |                                                    | 3                                 | 3                                             | 3                               | 3                                | Minor                           |
| 13                                  | Fire Warnings/Alarm                                | 26                                | 13                                            | 13                              | 13                               | Major                           |
|                                     |                                                    | 10                                | 5                                             | 5                               | 5                                | Minor                           |
| 14                                  | Emergency Routes and Exits                         | 26                                | 26                                            | 20                              | 13                               | Major                           |
|                                     |                                                    | 10                                | 10                                            | 8                               | 5                                | Minor                           |
| 15                                  | Procedures for Imminent Danger                     | 5                                 | 3                                             | 2                               | 2                                |                                 |
| 17                                  | Maintenance                                        | 15                                | 15                                            | 10                              | 8                                | Major                           |
|                                     |                                                    | 8                                 | 8                                             | 5                               | 4                                | Minor                           |
| 21                                  | Training                                           | 6                                 | 4                                             | 2                               | 2                                | Major                           |
|                                     |                                                    | 3                                 | 2                                             | 1                               | 1                                | Minor                           |
| 38                                  | Maintenance of firefighters measures (risers etc.) | 3                                 | 3                                             | 3                               | 3                                |                                 |
| Other Articles/Risk                 |                                                    |                                   |                                               |                                 |                                  |                                 |
| Article Number                      | Description                                        | Sleeping<br>Unfamiliar            | Sleeping<br>Familiar +<br>Licensed            | Public<br>Unfamiliar            | Workplace<br>Familiar            |                                 |
| 13                                  | Firefighting equipment                             | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 16                                  | Additional measures – dangerous substances         | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 18                                  | Safety assistance                                  | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 19                                  | Information to employees                           | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 20                                  | Information to employees from outside undertakings | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 22                                  | Co-operation and co-ordination                     | 2                                 | 2                                             | 2                               | 2                                |                                 |
| 23                                  | Employees duties                                   | 1                                 | 1                                             | 1                               | 1                                |                                 |
| 37                                  | FF switches for luminous tubes                     | 1                                 | 1                                             | 1                               | 1                                |                                 |
|                                     | <b>Maximum Score</b>                               | 128                               | 109                                           | 89                              | 77                               |                                 |

## Appendix H – British & European Standards

For undated references, the latest edition of the referenced document applies.

BS 476 (all parts), *Fire tests on building materials and structures*  
BS 799-5, *Oil burning equipment – Part 5: Carbon steel oil storage tanks – Specification*  
BS 1635, *Recommendations for graphic symbols and abbreviations for fire protection drawings*  
BS 3251, *Specification for indicator plates for fire hydrants and emergency water supplies*  
BS 4533 (all parts), *Luminaires*  
BS 4790, *Method for determination of the effects of a small source of ignition on textile floor coverings (hot metal nut method)*  
BS 5234 (both parts), *Partitions (including matching linings)*  
BS 5266-1, *Emergency lighting – Part 1: Code of practice for the emergency lighting of premises*  
BS 5306-0, *Fire protection installations and equipment on premises – Part 0: Guide for selection of installed systems and other fire equipment*  
BS 5306-1, *Code of practice for fire extinguishing installations and equipment on premises – Part 1: Hose reels and foam inlets*  
BS 5306-2, *Fire extinguishing installations and equipment on premises – Part 2: Specification for sprinkler systems 2)*  
BS 5306-3, *Fire extinguishing installations and equipment on premises – Part 3: Commissioning and maintenance of portable fire extinguishers – Code of practice*  
BS 5306-4, *Fire extinguishing installations and equipment on premises – Part 4: Specification for carbon dioxide systems*  
BS 5306-8, *Fire extinguishing installations and equipment on premises – Part 8: Selection and positioning of portable fire extinguishers – Code of practice*  
BS 5395-1, *Stairs – Part 1: Code of practice for the design of stairs with straight flights and winders*  
BS 5395-2, *Stairs, ladders and walkways – Part 2: Code of practice for the design of helical and spiral stairs*  
BS 5410-1, *Code of practice for oil firing – Part 1: Installations up to 45 kW output capacity for space heating and hot water supply purposes*  
BS 5410-2, *Code of practice for oil firing – Part 2: Installations over 45 kW output capacity for space heating, hot water and steam supply services*  
BS 5499-4, *Safety signs – Part 4: Code of practice for escape route signing*  
BS 5651, *Cleansing and wetting procedures for use in the assessment of the effect of cleansing and wetting on the flammability of textile fabrics and fabric assemblies*  
BS 5655-6, *Lifts and service lifts – Part 6: Code of practice for the selection, installation and location of new lifts*  
BS 5656-1, *Safety rules for the construction and installation of escalators and moving walks – Part 1: Examination and test of new escalators before putting into service – Specification for means of determining compliance with BS EN 115-1:2008+A1:2010*  
BS 5656-2, *Escalator and moving walks – Safety rules for the construction and installation of escalators and moving walks – Part 2: Code of practice for the selection, installation and location of new escalators and moving walks*  
BS 5656-3, *Safety rules for the construction and installation of escalators and moving walks – Part 3: Examination and test of new moving walks before putting into service – Specification for means of determining compliance with BS EN 115-1:2008+A1:2010*  
BS 5839-1:2013, *Fire detection and fire alarm systems for buildings – Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises*  
BS 5839-8:2013, *Fire detection and fire alarm systems for buildings – Part 8: Code of practice for the design, installation, commissioning and maintenance of voice alarm systems*

BS 5839-9:2011, *Fire detection and fire alarm systems for buildings – Part 9: Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems*

BS 5852:2006, *Methods of test for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources*

BS 5867-2:2008, *Fabrics for curtains, drapes and window blinds – Part 2: Flammability requirements – Specification*

BS 5906, *Waste management in buildings – Code of practice*

BS 6180, *Barriers in and about buildings – Code of practice*

BS 6262-4, *Glazing for buildings – Part 4: Code of practice for safety related to human impact*

BS 6263-2, *Care and maintenance of floor surfaces – Part 2: Code of practice for resilient sheet and tile flooring*

BS 6266, *Fire protection for electronic equipment installations – Code of practice*

BS 6644, *Specification for the installation and maintenance of gas-fired hot water boilers of rated inputs between 70 kW (net) and 1.8 MW (net) (2nd and 3rd family gases)*

BS 6798, *Specification for selection, installation, inspection, commissioning, servicing and maintenance of gas-fired boilers of rated input not exceeding 70 kW net*

BS 7036-0, *Power operated pedestrian doorsets – Safety in use – Part 0: Code of practice for risk assessment and risk reduction*

BS 7157:1989, *Method of test for ignitability of fabrics used in the construction of large tented structures*

BS 7176, *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites*

BS 7273-4:2015, *Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors*

BS 7346-4, *Components for smoke and heat control systems – Part 4: Functional recommendations and calculation methods for smoke and heat exhaust ventilation systems, employing steady-state design fires – Code of practice*

BS 7346-7, *Components for smoke and heat control systems – Part 7: Code of practice on functional recommendations and calculation methods for smoke and heat control systems for covered car parks 3)*

BS 7346-8, *Components for smoke control systems – Part 8: Code of practice for planning, design, installation, commissioning and maintenance*

BS 7671, *Requirements for electrical installations – IET Wiring Regulations*

BS 8214, *Code of practice for fire door assemblies*

BS 8300, *Design of buildings and their approaches to meet the needs of disabled people – Code of practice*

BS 8313, *Code of practice for accommodation of building services in ducts*

BS 8414-1, *Fire performance of external cladding systems – Part 1: Test method for non-loadbearing external cladding systems applied to the masonry face of a building*

BS 8414-2, *Fire performance of external cladding systems – Part 2: Test method for non-loadbearing external cladding systems fixed to and supported by a structural steel frame*

BS 8486-1, *Examination and test of new lifts before putting into service – Specification for means of determining compliance with BS EN 81 – Part 1: Electric lifts*

BS 8486-2, *Examination and test of new lifts before putting into service – Specification for means of determining compliance with BS EN 81 – Part 2: Hydraulic lifts*

BS 8489-1, *Fixed fire protection systems – Industrial and commercial watermist systems – Part 1: Code of practice for design and installation 4)*

BS 8519, *Selection and installation of fire-resistant power and control cable systems for life safety and fire-fighting applications – Code of practice*

BS 8524 (both parts), *Active fire curtain barrier assemblies*

BS 9251, *Fire sprinkler systems for domestic and residential occupancies – Code of practice*

BS 9990, *Non-automatic fire-fighting systems in buildings – Code of practice*  
 BS 9991, *Fire safety in the design, management and use of residential buildings – Code of practice*  
 BS EN 54-11:2001+A1:2006, *Fire detection and fire alarm systems – Part 11: Manual call points*  
 BS EN 54-23, *Fire detection and fire alarm systems – Part 23: Fire alarm devices – Visual alarm devices*  
 BS EN 81-20, *Safety rules for the construction and installation of lifts – Lifts for the transport of persons and goods – Part 20: Passenger and goods passenger lifts*  
 BS EN 81-58, *Safety rules for the construction and installation of lifts – Examination and tests – Part 58: Landing doors fire resistance test*  
 BS EN 81-70, *Safety rules for the construction and installation of lifts – Particular applications for passenger and goods passenger lifts – Part 70: Accessibility to lifts for persons including persons with disability*  
 BS EN 81-71, *Safety rules for the construction and installation of lifts – Particular applications to passenger lifts and goods passenger lifts – Part 71: Vandal resistant lifts*  
 BS EN 81-72, *Safety rules for the construction and installation of lifts – Particular applications for passenger and goods passenger lifts – Part 72: Firefighters lifts*  
 BS EN 81-73:2016, *Safety rules for the construction and installation of lifts – Particular applications for passenger and goods passenger lifts – Part 73: Behaviour of lifts in the event of fire*  
 BS EN 115-1, *Safety of escalators and moving walks – Part 1: Construction and installation*  
 BS EN 378 (all parts), *Refrigerating systems and heat pumps – Safety and environmental requirements*  
 BS EN 671 (all parts), *Fixed fire fighting systems – Hose systems*  
 BS EN 1125, *Building hardware – Panic exit devices operated by a horizontal bar, for use on escape routes – Requirements and test methods*  
 BS EN 1154, *Building hardware – Controlled door closing devices – Requirements and test methods*  
 BS EN 1363 (all parts), *Fire resistance tests*  
 BS EN 1364 (all parts), *Fire resistance tests for non-loadbearing elements*  
 BS EN 1365 (all parts), *Fire resistance tests for loadbearing elements*  
 BS EN 1366 (all parts), *Fire resistance tests for service installations*  
 BS EN 1634 (all parts), *Fire resistance and smoke control tests for door and shutter assemblies, openable windows and elements of building hardware*  
 BS EN 1838, *Lighting applications – Emergency lighting*  
 BS EN 12101 (all parts), *Smoke and heat control systems*  
 BS EN 12416-2, *Fixed firefighting systems – Powder systems – Part 2: Design, construction and maintenance*  
 BS EN 12845, *Fixed firefighting systems – Automatic sprinkler systems – Design, installation and maintenance 5)*  
 BS EN 13501 (all parts), *Fire classification of construction products and building elements*  
 BS EN 13565-2, *Fixed firefighting systems – Foam systems – Part 2: Design, construction and maintenance*  
 BS EN 13823, *Reaction to fire tests for building products – Building products excluding floorings exposed to the thermal attack by a single burning item*  
 BS EN 15650:2010, *Ventilation for buildings – Fire dampers*  
 BS EN 16005, *Power operated pedestrian doorsets – Safety in use – Requirements and test methods*  
 BS EN ISO 1182, *Reaction to fire tests for products – Non-combustibility test*  
 BS EN ISO 1716, *Reaction to fire tests for products – Determination of the gross heat of combustion (calorific value)*  
 BS EN ISO 12543-2, *Glass in building – Laminated glass and laminated safety glass – Part 2: Laminated safety glass*

*BS EN ISO 14122-4, Safety of machinery – Permanent means of access to machinery – Part 4: Fixed ladders*  
*BS ISO 3864-1, Graphical symbols – Safety colours and safety signs – Part 1: Design principles for safety signs and safety markings*  
*BS ISO 14520 (all parts), Gaseous fire-extinguishing systems – Physical properties and system design*