



Appendix E: Fire Training and Emergency Evacuations

Version: 7
Revision date: 11/01/2023

Due for review: 12/01/2025

1. Introduction

- 1.1 As far as is reasonably practicable, all steps shall be taken by UCQ to prevent or minimise the probability of all causes of fire.
- 1.2 UCQ recognises the need to take precautions to maintain the safety of all employees, contractors and other visitors to its premises against the threat of fire or other emergencies.
- 1.3 Where applicable, UCQ has paid due regard to the Regulatory Reform (Fire Safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace.
- 1.4 UCQ acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate (i.e. inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly).
- 1.5 UCQ have trained Fire Wardens who will assist and navigate staff in the event of a fire. UCQ Fire Wardens have been training in the following areas:
 - Action on discovering a fire
 - Common causes of fire
 - Fire drills and evacuation
 - Fire safety legislation
 - Fire safety precautions
 - The chemistry of fire
 - The role of the Fire Marshal
 - Using fire extinguishers

Fire Marshals – Newcastle

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2. Raising the alarm

- 2.1 On discovering a fire, raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits).
- 2.2 Attempt to fight the fire with the appropriate equipment **if you are trained to do so** and only if your exit is clear.
- 2.3 Leave the building by the nearest exit.
- 2.4 Call the Fire and Rescue Service on 999 and state the address including postcode, the location of the fire within the building (floor/room number),
- 2.5 Report the location of the fire (floor/room number) to the Fire Marshal at your assembly point.
- 2.6 If the site requires evacuation for any other reason (e.g., bomb threat), the Health and Safety Strategic Lead/Officer will authorise the activation of the alarm via contact with building management.

3. Staff action on hearing the alarm

- 3.1 Leave the building immediately, and direct visitors and students via nearest available exit, follow instructions from the Fire Marshal.
- 3.2 Proceed to your assembly point, (do not stop to collect belongings).
- 3.3 Do not re-enter the building until informed by the UCQ fire marshal that it is safe to do so
- 3.4 Close all doors behind you and where practical and possible, do not run or shout - this can cause panic.
- 3.5 Tutors should take the class register to the assembly point, check students are accounted for and report the information to the Fire Marshal.
- 3.6 Fire Marshal will pick up the signing in book and take this to the fire assembly area, staff, visitors and contractors should be checked off.
- 3.7 Visitors and contractors should remain with their host during the evacuation; the Fire Marshal should be made aware that they are out of the building.
- 3.8 Fire Marshals will support staff, students and visitors who may have a Personal Emergency Evacuation Plan (PEEPS) in place.

4. Assembly points

- 4.1 Fire Marshals have responsibility for ensuring that all person's present evacuate safely to the final assembly point, and for reporting that areas are clear (or otherwise) to Health and Safety Strategic Lead/Officer.
- 4.2 Health and Safety Strategic Lead/Officer will make themselves known to and liaise with building management/Emergency services.
- 4.3 Information to be provided to the emergency services
 - Location of the fire / incident
 - Missing persons (If any)
 - Flammable material stores
 - Location of high risk areas
 - Any unusual activities such as building works or temporary structures
 - Hazardous work processes.
- 4.3 Follow the advice and direction of your UCQ Fire Marshals

5. Fire safety risk assessment

- 5.1 If a fire occurs in the workplace, there is a risk that people will be trapped by the fire or injured as they attempt to escape. The purpose of the risk assessment is to identify where fires may start in the workplace and anyone who may be put at risk from that fire
- 5.2 The UCQ Fire Marshals or designated person will periodically tour the building and complete the fire safety risk assessment. This checklist has been taken from the UK Home Office website.
- 5.3 In order to safeguard people in case of fire, UCQ's premises is equipped with appropriate fire detection systems, alarms, and non-automatic fire-fighting equipment.
- 5.4 Building Management are responsible for arranging fire safety system checks, keeping a register of these tests and reporting any defects to Health and Safety Officer who will arrange any necessary action.
- 5.5 As part of the arrangements for fire, a fire risk assessment will be undertaken by UCQ and any landlords.
- 5.6 UCQ will review fire risks and precautions regularly and in particular, if there are any significant changes to work processes, furniture, equipment, substances, building layout, or the number of staff members likely to be present.
- 5.7 If a fire or 'near miss' occurs, UCQ will re-assess our arrangements.

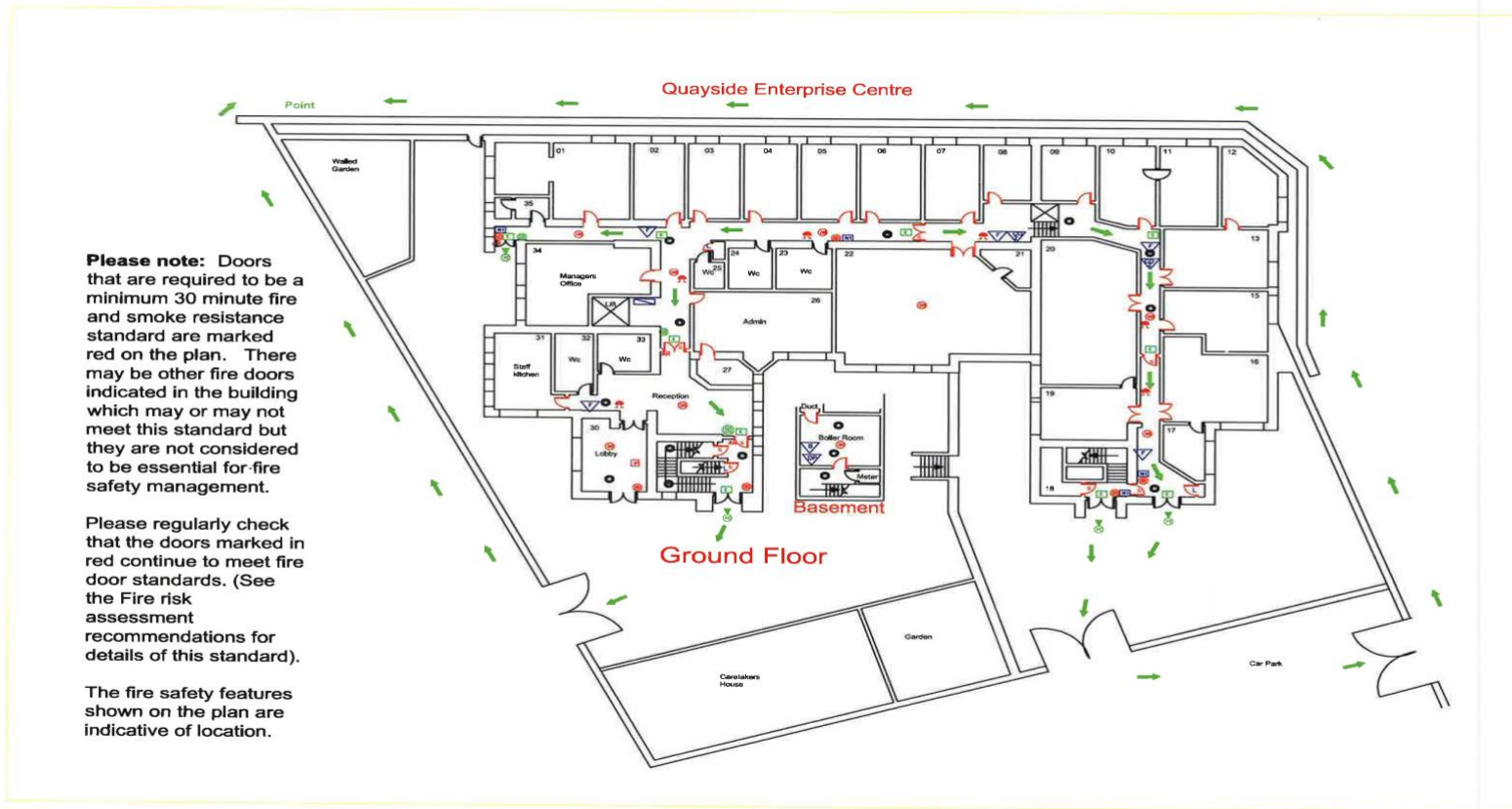
6. Additional Information

<https://www.hse.gov.uk/toolbox/fire.htm>

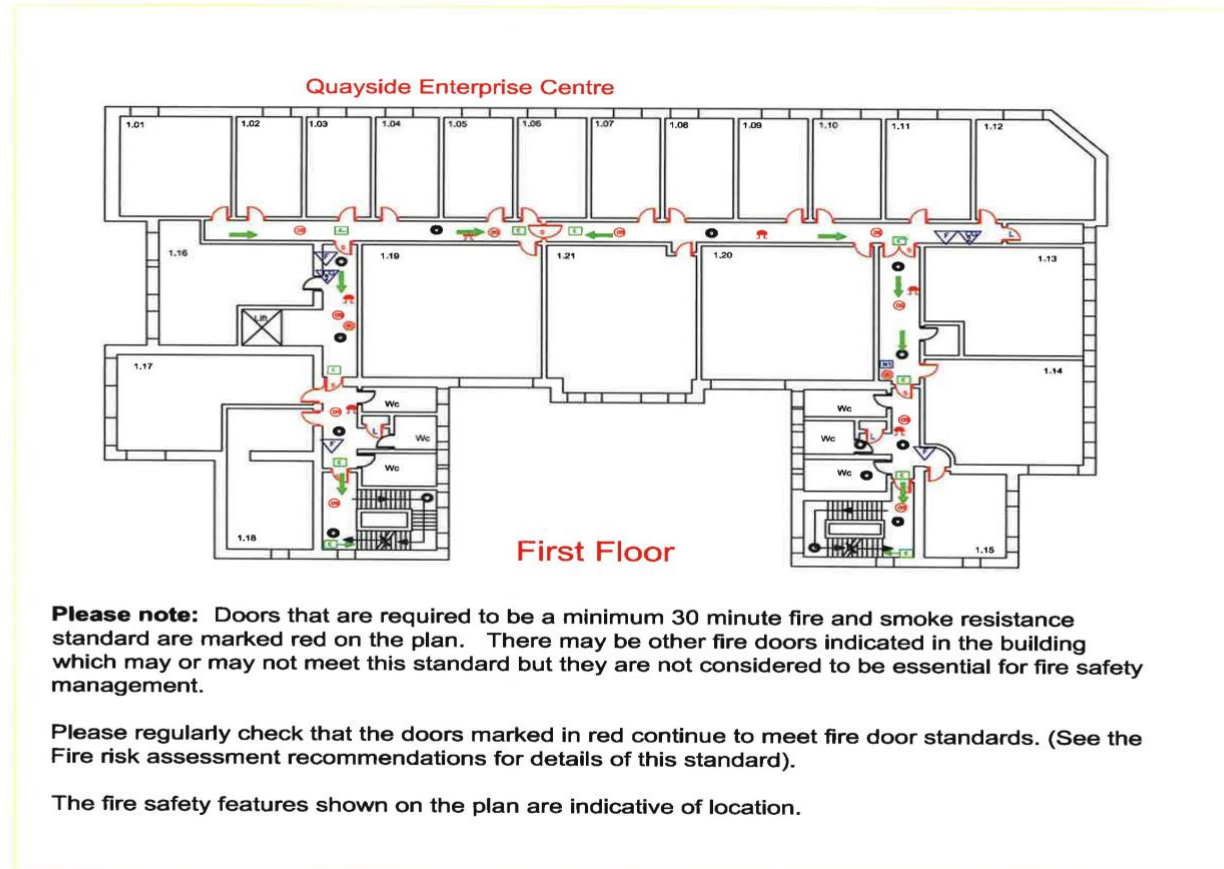
Operations forms

QD OPS 017 - Personal Emergency Evacuation Plan - V1

7. UCQ – Newcastle Quayside i-4 Ground Floor Plan



8. Newcastle Quayside i4 First Floor Plan

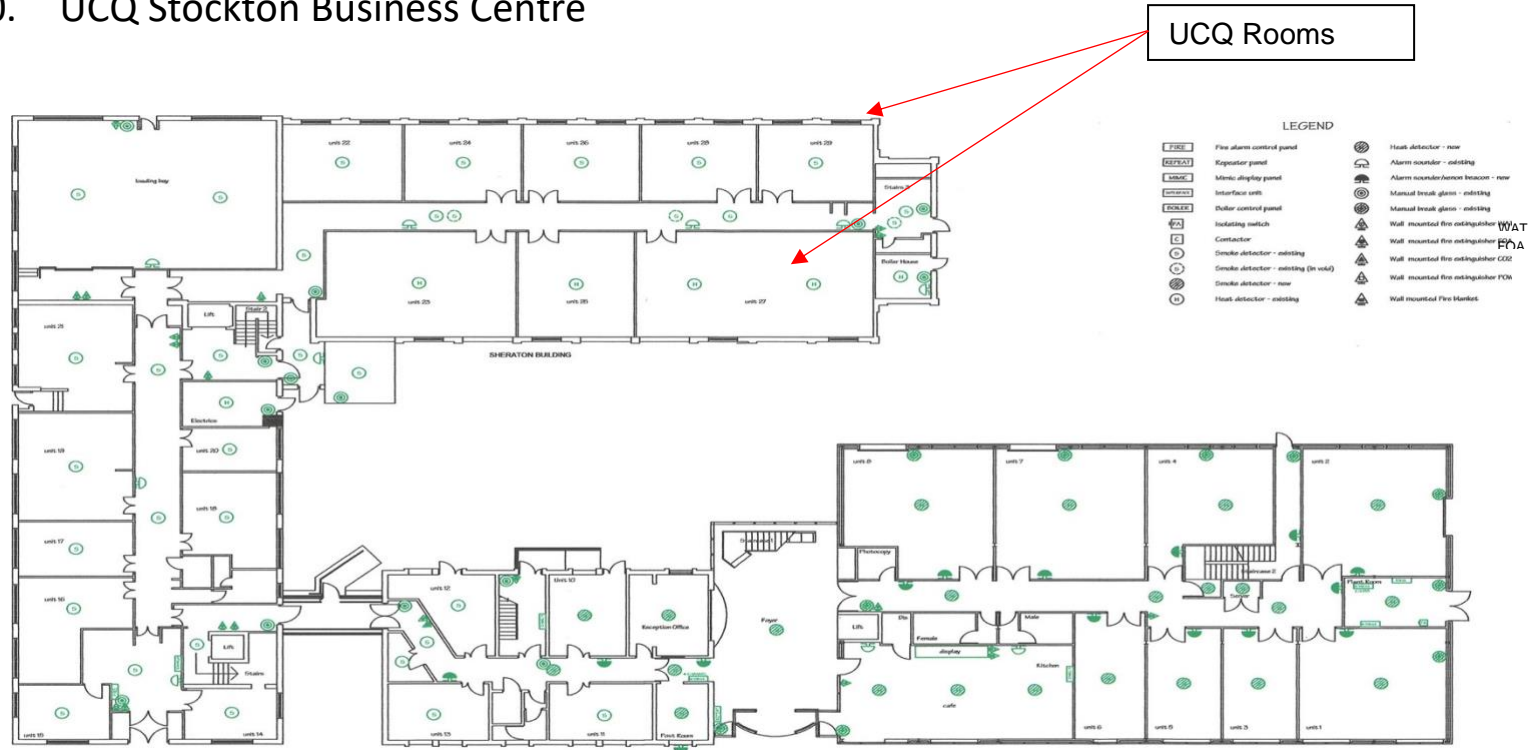


9. Newcastle Building i-2 & i-4 Key Fire & Evacuation Legend

LEGEND

	EMERGENCY LIGHTING POINT		WATER EXTINGUISHER
	AUDIBLE ALARM		CARBON DIOXIDE EXTINGUISHER
	AUDIBLE ALARM WITH VISUAL INDICATOR		FOAM EXTINGUISHER
	VISUAL ALARM		FIRE BLANKET
	FIRE ALARM PANEL		DRY POWDER EXTINGUISHER
	DETECTOR HEAT WITH SOUNDER		WET CHEMICAL EXTINGUISHER
	DETECTOR SMOKE WITH SOUNDER		SAND BUCKET
	DETECTOR SMOKE WITHIN CEILING VOID		HOSE REEL
	DETECTOR HEAT WITH SOUNDER & VISUAL WARNING		FIRE RESISTING DOOR
	DETECTOR SMOKE WITH SOUNDER & VISUAL WARNING		FIRE RESISTING DOOR WITH INTUMESCENT & SMOKE SEALS
	MANUAL CALL POINT		FIRE RESISTING DOOR, INTUMESCENT TREATED
	DETECTOR HEAT		SIGN 'GENERAL INSTRUCTIONS IN CASE OF FIRE'
	DETECTOR SMOKE		SIGN 'STAFF INSTRUCTIONS IN CASE OF FIRE'
	AUTOMATIC RELEASE		SIGN 'FIRE EXIT KEEP CLEAR'
	SECURITY DEVICE		FIRE DOOR KEEP LOCKED SHUT
	ILLUMINATED 'FIRE EXIT' SIGN		ROLLER SHUTTER
	'FIRE EXIT' SIGN		PUSH PAD
	ELECTRONIC DOOR RELEASE		PANIC FASTENING
	NOT REQUIRED AS EXIT DOOR		VISION PANEL
	FINAL EXIT		FIRE RESISTANT GLAZING
	DISABLED REFUGE WITH COMMUNICATIONS		MAINS ELECTRIC INTAKE
	TELEPHONE		MAINS GAS INTAKE
			SMOKE EXTRACTION POINT
			SPACE/ROOM SPECIFIC DETECTOR ACTIVATION INDICATOR

10. UCQ Stockton Business Centre





11. Initial Equalities Impact Assessment

Department: All	Completed by: Tara Henderson, Head of Policy & Governance	Date of initial assessment: 07/01/2021
Area to be assessed:	HS-001 Appendix E Fire Training and Emergency Evacuations	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements:		
<ul style="list-style-type: none"> ➤ Health and Safety Executive guidance ➤ Regulatory Reform (Fire Safety) Order 2005 		
Internal guidance and requirements:		
<ul style="list-style-type: none"> ➤ Consultation with Health and Safety Officer and Health and Safety Strategic Lead 		

1. Describe the aims, objectives or purpose of the policy/procedure	Guidance to maintain the safety of all employees, contractors and other visitors to UCQ premises against the threat of fire or other emergencies.			
2. Which stakeholders/groups are intended to benefit from this policy/procedure?	All stakeholders			
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups	3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:- High Medium Low No effect	4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).	5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.	
Protected characteristics	Age	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?	Not applicable as no PC impact identified
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7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature: 	Approved by: Michelle Elliott 	Date approved: 07/01/2021

