

# Health and Safety Council

## Sub-Committee

<b>Title</b>	<b>Agenda</b>														
<b>Date</b>	<b>Monday 12 October 2020</b>														
<b>Time</b>	<b>4.00 pm</b>														
<b>Venue</b>	<b>Facilitated by Microsoft Teams virtual meetings platform only Members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b>														
<b>Full Members</b>	<p style="text-align: center;"><b>Chair</b> Councillor Ian Houlder <b>Vice Chair</b> Paul Goodspeed</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;"><b>West Suffolk Council (6)</b> (Employer's side)</td> <td style="width: 35%; text-align: center;"><b>Staff Representatives (6)</b> (Employees' side)</td> </tr> <tr> <td style="vertical-align: top;"><b>Conservative Group (3)</b></td> <td style="vertical-align: top;">Ian Houlder Robert Nobbs Karen Richardson</td> <td style="vertical-align: top;">Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter</td> </tr> <tr> <td style="vertical-align: top;"><b>The Independent Group (2)</b></td> <td style="vertical-align: top;">John Smith Vacancy</td> <td></td> </tr> <tr> <td style="vertical-align: top;"><b>Labour Group (1)</b></td> <td style="vertical-align: top;">Cliff Waterman</td> <td></td> </tr> </table>				<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)	<b>Conservative Group (3)</b>	Ian Houlder Robert Nobbs Karen Richardson	Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter	<b>The Independent Group (2)</b>	John Smith Vacancy		<b>Labour Group (1)</b>	Cliff Waterman	
	<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)													
<b>Conservative Group (3)</b>	Ian Houlder Robert Nobbs Karen Richardson	Lance Alexander Nigel Dulieu Stephanie Grayling David Green Paul Goodspeed Gary Quilter													
<b>The Independent Group (2)</b>	John Smith Vacancy														
<b>Labour Group (1)</b>	Cliff Waterman														
<b>Substitutes</b>	<b>Conservative Group (1)</b>	John Augustine	Natasha Holdgate												
	<b>The Independent Group (1)</b>	Richard Alecock													
<b>Note: This sub-committee is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore, these meetings are not open to attendance by the public.</b>															
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.														
<b>Quorum</b>	Four members, comprising at least two employee representatives and two members of the council.														
<b>Committee administrator</b>	<b>Christine Brain</b> Democratic Services Officer <b>Telephone</b> 01638 719729 <b>Email</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>														

## Agenda

**Note: Whilst these agenda papers are not covered by the normal Access to Information Rules (see agenda front), where items are listed as containing exempt/confidential information, members of the Sub-Committee are requested to treat them as such.**

1. **Substitutes**  
Any member (which includes councillors and staff representatives) who is substituting for another member should so indicate, together with the name of the relevant absent member.
2. **Apologies for absence**
3. **Minutes** **1 - 6**  
To confirm the minutes of the meeting held on 10 February 2020 (copy attached.)
4. **Declarations of interest**  
Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.
5. **Minutes of the meeting of the West Suffolk Health and Safety Group: 2 September 2020** **7 - 12**  
Paper number: **HSS/WS/20/003**
6. **Employee and Members of the Public Incidents Statistics (1 April 2020 to 31 July 2020)** **13 - 18**  
Report number: **HSS/WS/20/004**
7. **Legislation Updates (Verbal Report)**
8. **Amendments to the Health and Safety Policy** **19 - 62**  
Report number: **HSS/WS/20/005**
9. **Health and Safety Corporate Update (Verbal Report)**
10. **Health and Safety Lessons Learnt (Local Authority Specific) (Verbal Report)**

## **11. Dates of future meetings**

The following dates for future meetings of the Sub-Committee are listed below. All dates are Mondays starting at 4pm as indicated:

- 8 February 2021

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# Health and Safety Sub-Committee



**Minutes** of a meeting of the **Health and Safety Sub-Committee** held on **Monday 10 February 2020** at **4.00 pm** in the **Training Room College Heath Road, Mildenhall, Suffolk, IP28 7EY**

Present: **Councillors**

**Chair** Ian Houlder (Employer's side)

**Members (Employer's side)**

Trevor Beckwith  
Karen Richardson

John Smith

**Staff Representatives (Employees' side)**

Nigel Dulieu  
Natasha Holdgate

Stephanie Grayling

**In attendance:**

Carol Bull, Cabinet Member for Governance

21. **Substitutes**

The following substitution was declared:

Natasha Holdgate substituting for Lance Alexander.

22. **Apologies for Absence**

Apologies for absence were received from Councillor Cliff Waterman and from Lance Alexander, Paul Goodspeed and Gary Quilter.

23. **Minutes**

The minutes of the meeting held on 21 October 2019 were confirmed as a correct record and signed by the Chair.

24. **Minutes of the Meeting of West Suffolk Health and Safety Group held on 8 January 2020**

The Sub-Committee received and **noted** Paper No: HSS/WS/20/001, which were the notes of the West Suffolk Health and Safety Group meeting held on 8 January 2020.

25. **Employee and Members of the Public Incidents**

The Sub-Committee received and Paper No: HSS/WS/20/002, which provided statistics relating to accidents/incidents involving West Suffolk Council

employees and members of the public for the period from 1 August 2019 to 30 November 2019.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Sub-Committee, including providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period. He then reported the amount of days lost due to workplace accidents/incidents covering the same period.

In response to a question raised regarding whether staff were provided with support following violence at work incidents, the Sub-Committee was informed that training and counselling was provided for reception workers and all front-line staff.

Following on from discussions which took place on mental health, Councillor Karen Richardson suggested the Council should consider running a mental health training session for councillors to enable them to be able to react and identify the signs.

The Service Manager (Health and Safety) informed the Sub-Committee that the Council had 16 members of staff who were mental health first aiders.

There being no decision required, the Sub-Committee **noted** the contents of the report.

## 26. **Christmas Fayre 2019 Debrief (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on the 2019 Christmas Fayre. He stated that he had not yet had a debrief with the Police, this was due to take place in the last week of February 2020.

It was estimated that over 130,000 people had attended the Christmas Fayre over the three days.

The Council was currently looking for a new location for the operations room and stewards' room from 2020 onwards, as the Cathedral Library would no longer be available for use.

He then provided a summary which covered the following areas:

Hostile mitigation; traffic management; Cambridge marquees, the fairground; fireworks display; Buttermarket traders; thefts; timings; parking and ride; PAT testing; car parks; excursion coaches; Abbey Gardens; CCTV; crowd control; Class site; Greene King car park; waste; radios; security and stewards.

St Johns Ambulance dealt with 51 incidents over the Christmas fayre period. However, only two of those were fayre related. St Johns Ambulance also deployed mobile units on pushbikes, which work extremely well around the town.

A total of eight children were reported over the event, all were all reunited with the parents or guardians within a few minutes.

The Sub-Committee considered the verbal report and suggested there needed to be more publicity around where the toilets were located during the event.

The Sub-Committee also raised concerns about members of the public taking their dogs to the event and asked if officers could look into how this could be discouraged. In response the Service Manager (Health and Safety) explained that it was a public area but suggested any publicity could say "think about not bringing your pet".

There being no decision required, the Sub-Committee **noted** the contents of the verbal report.

## 27. **Health and Wellbeing (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on health and wellbeing events held during the period September – December 2019 as follows:

**September** - Know your numbers with Cholesterol checks on the 9 September and Mini Health Checks on the 10 September, and full health checks on 26 September 2019.

**October** - Mental Health Day 10 October in which we had Realise futures in doing stress testing relaxation (hand massage) also giving out flu vouchers for those who had requested them.

**November** - Men's Health was the focus with events at WSH and West Suffolk Operational Hub and Haverhill Depot which covered diabetes, smoking, Metal Health, AF testing with people coming from Workfit, Bury Physio and Realise futures. The last of this year's NHS Health Checks.

**December**- No events due to Christmas. However, to support the Police Don't drink campaign we undertook random drug and alcohol tests across the authority.

During 2020, the following events were scheduled:

- January: Healthy eating
- February: Love your heart
- March: Making good use of your free time
- April: Movement
- May: Mental health awareness week
- June: Sun awareness
- July: Sugar / cholesterol checks
- August: Menopause
- September: Cancer awareness
- October: Stop-tober and flu vouchers
- November: Men's health
- December: Managing your money.

Councillor Karen Richardson was pleased to see the council held wellbeing sessions on the menopause. She then suggested the Council might wish to contact Tania Watson at MenoHealth who held MenoClasses in Haverhill (contact details: [tania.watson@menohealth.co.uk](mailto:tania.watson@menohealth.co.uk)). MenoClass was the first of its kind in the UK to offer support, education and exercise to help you to take control of menopause. The Service Manager (Health and Safety) agreed to look into this further.

There being no decision required, the Sub-Committee **noted** the verbal report.

#### 28. **Health and Safety Training (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on an internal course being held by the Council on 16-18 March 2020 for line managers or supervisors on IOSH Managing Safely (Institute of Occupational Health and Safety).

There being no decision required, the Sub-Committee **noted** the verbal report.

#### 29. **Health and Safety Knowledge Events (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on two organisations the council belonged to which members and officers might find of interest:

Suffolk and North Essex Occupational Safety Group (SNEOSG)  
<https://www.sneosg.org.uk>

Mid Anglia Environment Safety and Health Group (MESH)  
<https://www.meshgroup.org.uk/index.php>

If anyone wished to attend any of the meetings, then please contact a member of the Health and Safety team who would be able to arrange this.

There being no decision required, the Sub-Committee **noted** the verbal report.

#### 30. **Health and Safety Updates (Verbal Report)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on the following health and safety updates:

- 1) Key statistics from the Health and Safety Executive: The provisional annual data for work related fatal injuries revealed that 147 workers were fatally injured between April 2018 and March 2019. New figures showed how fatal injuries were spread across the different industrial sectors:
  - Agriculture, forestry and fishing and construction sectors continued to account for the largest share of fatal injuries to works (32 and 30 deaths respectively in 2018-2019).

- The new figures continued to highlight the risk to older works. 25% of fatal injuries in 2018-2019 were to workers aged 60 or over, even though such workers made up only 10% of the workforce.
- 2) St John Ambulance: A free first aid app for mobile phones had been developed by the St John Ambulance. All that was required was to sign up to the site to get access to the free e-learning on various first aid topics.
- 3) Waste Industry Safety and Health Forum: A draft set of copyright free questions had been developed to help assess an employee's engagement with their company on health and safety issues.
- 4) Drones: The worlds first ISO approved drone safety standards had been announced for commercial use. The new standards include protocols on quality, safety, security and overall "etiquette" for the operation of commercial air drones, which would help shape future regulation and legislation.
- 5) Glasgow City Council: The Council had failed in its bid to reclaim the £1m in damages it was forced to pay to the families of those who lost their lives in a bin lorry crash in 2014. Six people were killed and 15 injured when the refuse driver lost consciousness behind the wheel of his bin lorry and crashed into shoppers in the city centre.
- 6) Hand-arm vibration syndrome (HAVS): Dacorum Borough Council reported seven cases of hand, arm, vibration syndrome (HAVS) between May 2015 and June 2016. All the effected employees were part of the council's grounds maintenance and street care team looking after the public spaces in Hertfordshire. The Health and Safety Executive found the council had not adequately planned its working methods or trained/informed employees on the risks to their health. Furthermore, the council did not limit the duration or magnitude of exposure to vibration and failed to put in place suitable health surveillance to identify problems at an early stage.

The Sub-Committee considered the verbal report and did not raise any issues.

The meeting concluded at 5.37 pm

**Signed by:**

**Chair**

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# Minutes of the Meeting of West Suffolk Health and Safety Group held on 2 September 2020

<b>Report number:</b>	<b>HSS/WS/20/003</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	12 October 2020
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** Not applicable.

**Wards impacted:** All

**Recommendation:** It is recommended that the Health and Safety Sub-Committee:

- 1. Notes the minutes of the West Suffolk Health and Safety Group meeting held on 2 September 2020.**

## **1. Context to this report**

1.1 Legislation requires Employers to consult with their employees, or their representatives, on health and safety matters. There are two regulations that require employers to consult with their workforce and they are:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Health and Safety (Consultation with Employees) Regulations 1996.

## **2. Proposals within this report**

2.1 To note the minutes of the Health and Safety Group meeting.

## **3. Alternative options that have been considered**

3.1 None

## **4. Consultation and engagement undertaken**

4.1 Health and Safety representatives from the health and Safety Group, work with employers on health and safety by representing their colleagues' in health and safety interests.

## **5. Risks associated with the proposals**

5.1 Legal non-compliance.

## **6. Implications arising from the proposals**

6.1 Financial – None

6.2 Legal Compliance - Statutory duties under Health and Safety legislation.

6.3 Personal Data Processing - Personal data maintained in line with GDPR.

6.4 Equalities – Not applicable.

6.5 Crime and Disorder – Not applicable.

6.6 Environment or Sustainability – Not applicable.

6.7 HR or Staffing – Not applicable

6.8 Changes to existing policies – Not applicable.

- 6.9 External organisations (such as businesses, community groups) – Not applicable.

## **7. Appendices referenced in this report**

- 7.1 Appendix A – West Suffolk Health and Safety Group Minutes 2 September 2020.

## **8. Background documents associated with this report**

- 8.1 None

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## West Suffolk Health and Safety Group

**DATE:** 2 September 2020 MS Teams

**PRESENT:** Martin Hosker, Andrew Catchpole, David Green, Stephanie Grayling, Paul Goodspeed, David Green, Nigel Dulieu, Charlotte Fuller, Anne Cusack.

**APOLOGIES:** Lance Alexander, Gary Quilter, Oliver Ingwall-King, Natasha Holdgate, Julie Dean (ARP)

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies	1.1 Apologies as above.	All
2.	Minutes of Last Meeting	2.1 MH Went through the minutes of last meeting, no issues were raised.	All
3.	Health and Safety Statistics	3.1 MH Presented the accident statistics for employees and members of the public April-July 2020. 2 incidents of fallen trees one in Mustow St/Abbey Gardens and one in East Town Park where highlighted with photos.  3.2 The Health and Safety Team will continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future.	MH
4.	Covid-19 Health and Safety update	4.1 MH explained the Pulse Survey which is about to be launched it covers a number of key issues including stress and wellbeing. He asked members to highlight the survey within teams and encourage staff to complete.  4.2 Current stock of Personal Protractive Equipment (PPE) good no issues in procuring products at the moment.  4.3 Test and trace people in our area advised to only go if they have the symptoms as tests are limited.  4.4 Redeployment of staff internal to the organisation now reducing.  4.5 Working from home will be the new norm, ICT have been tasked to look at a booking system for desks within offices.  4.6 Bailey and French Workshops, working groups have volunteers to attend various discussions on, re-designing the office, exploring the future workforce,	MH

		health and wellbeing, Digital and public access.	
<b>5.</b>	Policy	<p>5.1 MH tabled the following amendments to the Apex Fire Safety Management and Fire emergency Plan).</p> <ul style="list-style-type: none"> <li>• Amendment 40 – Annex C – Duty Manager checklist</li> <li>• Amendment 41 - Annex D - Part 1 Fire Evacuation Procedure</li> <li>• Amendment 42 – Apex Fire Safety and Emergency Plan</li> </ul>	MH
<b>6.</b>	Health and Safety Issues – around the table	<p>6.1 DG Asbestos removed 21/27 Hollands Road completed – Contractor notified HSE.</p> <p>6.2 SG Pointed out that risk assessment reads to wash hands before putting face mask on should say or use hand sanitiser.</p> <p>6.3 PG raised concerns about the number of claims regarding falling trees, MH added that one of the recommendations from the investigation was to employ an external contractor to help with inspections and this has been done.</p>	MH
<b>7.</b>	Health and Safety updates	8.1 AC went through went through HSE annual stats, Company and other Council prosecutions outlining potential lessons to be learnt.	MH
<b>8.</b>	Any other Business	There being no further business the meeting closed at 11.00am	All

Next meeting  
WSHSSC – 12 October TBC

JHSG – 6 January 2021 MS Teams

# Employee and Members of the Public Incident Statistics (1 April 2020 to 31 July 2020)

<b>Report number:</b>	<b>HSS/WS/20/004</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	12 October 2020
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** **Not applicable.**

**Wards impacted:** **All**

**Recommendation:** **It is recommended that the Health and Safety Sub-Committee:**

- 1. Notes the summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2020 31 July 2020.**

## **1. Context to this report**

- 1.1 It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities this includes the monitoring and investigating incidents so as to reduce the risk of re-occurrence.
- 1.2 Reporting of injuries under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

## **2. Proposals within this report**

- 2.1 The Health and Safety Team continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future.

## **3. Alternative options that have been considered**

- 3.1 None

## **4. Consultation and engagement undertaken**

- 4.1 The incident statistics were discussed in detail at the Health & Safety Group meeting held on the 02 September 2020.

## **5. Risks associated with the proposals**

- 5.1 Legal non-compliance, but this is considered to be low due the fact that we monitor, investigate incidents and review procedures where necessary to reduce the likelihood of future incidents.

## **6. Implications arising from the proposals**

- 6.1 Financial – Fines and legal costs
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable.
- 6.5 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.

- 6.6 Environment or Sustainability – Not applicable.
- 6.7 HR or Staffing – Not applicable.
- 6.8 Changes to existing policies – Not applicable.
- 6.9 External organisations (such as businesses, community groups) – Not applicable.

## **7. Appendices referenced in this report**

- 7.1 Appendix A - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2020 to 31 July 2020.

## **8. Background documents associated with this report**

- 8.1 None



## Summary of Employee Incidents 01 April 2020 – 31 March 2021

Incident	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Grand Total
<b>Near Miss/ Non-Reportable</b>	<b>1</b>		<b>2</b>										<b>3</b>
Other	1		2										3
<b>Non-Reportable Injury</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>									<b>8</b>
Cuts or Abrasions	1		1										2
Manual Handling	1			1									2
Other			1	1									2
Road traffic accident	1												1
Slips/Trips		1											1
<b>Non-Injury Incident</b>	<b>1</b>	<b>1</b>											<b>2</b>
Drunk/Intoxicated		1											1
Road traffic accident	1												1
<b>Reportable Injury</b>		<b>1</b>											<b>1</b>
Slips/Trips		1											1
<b>Violence at Work</b>		<b>1</b>	<b>4</b>	<b>2</b>									<b>7</b>
Aggression			2	1									3
Threatening Behaviour			2	1									3
Verbal Abuse		1											1
<b>Grand Total</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>4</b>									<b>21</b>

## Summary of Public incidents 01 April 2020 – 31 March 2021

Site	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Grand Total
Abbey Gardens	1	1	2										4
East Town Park				2									2
Haverhill House	1												1
West Suffolk House				3									3
Bury Skate Park				1									1
<b>Grand Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>									<b>11</b>

Incident	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Grand Total
<b>Near Miss/ Non-Reportable</b>	<b>1</b>	<b>1</b>	<b>1</b>										<b>3</b>
Accidental damage to building			1										1
Drunk/Intoxicated		1											1
Other	1												1
<b>Non-Reportable Injury</b>			<b>1</b>	<b>4</b>									<b>5</b>
Fall from a height			1										1
Other				2									2
Slips/Trips				2									2
<b>Non-Injury Incident</b>				<b>2</b>									<b>2</b>
Drunk/Intoxicated				2									2
<b>Violence at Work</b>	<b>1</b>												<b>1</b>
Aggression	1												1
<b>Grand Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>									<b>11</b>

# Amendments to the Health and Safety Policy

<b>Report number:</b>	<b>HSS/WS/20/005</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub-Committee</b>	12 October 2020
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** **Not applicable.**

**Wards impacted:** **All**

**Recommendation:** **It is recommended that the Health and Safety Sub-Committee:**

- 1. Approves the amendments set out in 1-6 of the Health and Safety Policy, attached as Appendices A, B and C to Report number: HSS/WS/20/005.**

## **1. Context to this report**

- 1.1 Current legislation requires the organisation to have a health and safety policy, this includes fire safety management and fire emergency plan, which is periodically reviewed for suitability. There is also a legal requirement for employees to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the legislation, this includes the compliance of the policies.
- 1.2 This is also further extended to volunteers, contractors and visitors.

## **2. Proposals within this report**

- 2.1 None.

## **3. Alternative options that have been considered**

- 3.1 Not applicable.

## **4. Consultation and engagement undertaken**

- 4.1 The amendments have been made with the involvement and agreement of the Apex staff.
- 4.2 The amendments have been discussed in detail and agreed at the Health and Safety Group meeting held on the 2 September 2020.

## **5. Risks associated with the proposals**

- 5.1 Legal non-compliance, but this is considered low due the fact that we review the Health and Safety policies, fire safety management and fire emergency plans periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.

## **6. Implications arising from the proposals**

- 6.1 Financial - None
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable.
- 6.5 Crime and Disorder – Not applicable.

- 6.6 Environment or Sustainability – Not applicable.
- 6.7 HR or Staffing – Not applicable.
- 6.8 Changes to existing policies - As per Appendixes A to C
- 6.9 External organisations (such as businesses, community groups) – Not applicable.

## **7. Appendices referenced in this report**

- 7.1 Appendix A – Duty Manager Check sheet  
Appendix B – Fire Evacuation Procedure  
Appendix C – Apex Fire Safety Management and Fire Emergency Plan

## **8. Background documents associated with this report**

- 8.1 None.

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## Duty Manager Fire check sheet

It is the responsibility of the Duty Manager to ensure that on a daily basis checks are carried out in the public and common areas. The Duty Manager will carry out the following checks immediately prior to opening of the building and prior to the performances. Duty Manager will sign and date that all of the checks have been satisfactorily completed.

	YES	NO	N/A	COMMENTS
<b>Daily and pre-event Checks</b>				
<b>Escape Routes (to include corridors within the residential areas)</b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No doors wedged or propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Is the main indicator panel showing "Normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are all escape routes and exit signs adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Auditorium – No Event</b>				
Are all doors locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all lights off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Auditorium – Opening for an event</b>				
Are all doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all emergency lights on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape routes throughout the building</b>				
Are emergency exit signs illuminated and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pre Event Checks</b>				
Fire doors clear of obstructions (internal doors unlocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BMS temperature checked and correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monday of each week</b>				
<b>Check first aid equipment and restock</b>				
Box Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loading bay next to lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lift alarms and link to call centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Name..... Signature..... Date..... Time.....

In the event of a fire the Duty Manager will carry out the procedure for evacuation as outlined in the Fire Safety Management Plan.

**On activation of the Apex fire detection and alarm system:**

The Duty Manager will initiate investigation.

The designated Emergency Evacuation Warden(s) will investigate the location and using the 2-way radio and if confirmation of a fire exists the fire alarm and announcement would be broadcast by the Apex fire detection and alarm system.

The Duty Manager will call the Fire Brigade and then the ARC management suite to confirm there is a fire, in the event of a false alarm the Duty Manager will contact ARC management suite to confirm false alarm (during operational hours).

The Duty Manager now the Emergency controller will coordinate the evacuation procedure; liaising with Front of House Stewards, bar and café staff, the technical and backstage team and the Emergency Evacuation Warden(s) to ensure the safe evacuation of the public and staff to Assembly Point A Charter Square, or if necessary, Assembly Point B, Hanchet Square.

All stewards with allocated area to clear will report to the Emergency Controller to confirm their areas are clear.

The Emergency Controller will relay this information to the Assistant emergency controller (technical manager) 2 way radio what areas have been confirmed as being clear.

Emergency evacuation training for Duty Managers will be carried out quarterly.

Any new staff appointed within the Apex will be trained by the Duty Manager on their first day of appointment. Refresher training will be given by the Duty Manager to existing staff on duty to maintain up to date skills on a quarterly basis.

Written instructions will be provided to stewards and bar staff will be displayed in specific areas i.e. bar area, cloakroom, box office, and foyer area, auditorium, back of house, dressing rooms, and administration offices to assist the evacuation process.

Written instructions will be provided to customers' who hire the conference rooms, dance studio or other areas of the building, of the onus of responsibility and evacuation procedure.

## APEX - Procedure in the Event of Fire

### **ON DISCOVERING A FIRE**

1. Sound the alarm using the nearest break-glass point.
2. Dial 9-999 and give the operator the following information:-  

**FIRE AT THE APEX, 1 CHARTER SQUARE, BURY ST. EDMUNDS, SUFFOLK, IP33 3FD**  
(Telephone No. 01284 – 758100 if required)
3. Tackle the fire with the appropriate extinguisher - **PROVIDED IT IS SAFE TO DO SO.**
4. Report to the emergency controller at the front of the Apex.

### **ON HEARING THE ALARM – GENERAL EVACUATION PROCEDURE**

1. Switch off any machinery and leave the building by the nearest safe exit, closing doors and windows behind you, where possible.
2. Do not stop to collect personal belongings.
3. Escort visitors or members of the public out of the building.
4. **Do not use the lift.**
5. Proceed to the designated assembly point located in Charter Square (alternative point Car Park).  
**Remain** at the assembly point until authorised to return to the building.

### **ON HEARING THE PRE-ALARM – DETAILED PROCEDURE**

The Duty Manager will:

- Go to the fire panel to identify where the alarm has been activated, then physically check this area to confirm there is a fire.
- If there is a fire, activate a second alarm which will initiate a complete evacuation of the building.
- Dial 9 - 999 to confirm that there is a fire.
- In the event of a false alarm contact the ARC CCTV room (01284 718647) and re-set the system.

### **ON HEARING THE EVACUATION MESSAGE – DETAILED EVACUATION PROCEDURE**

1. The Duty Manager will:
  - Assume the role of Emergency Controller.
  - Go to the fire panel to identify where the alarm has been activated, then physically check this area to confirm there is a fire.
  - If there is a fire Dial 9 - 999 to confirm this with the fire service and then notify the ARC CCTV.
  - Go to the main assembly point in Charter Square wearing their fluorescent jacket and stand by the revolving door and note the zones cleared by the stewards.
  - Relay this information to the assistant emergency control at the stage door area via radio/mobile (if on site). If there is no assistant emergency controller, nominate a Council or Sodexo member of staff to take up this role, they are go to their designated area via the outside of the building.
  - In the event of a false alarm contact the ARC CCTV room (01284 718647) and re-set the system and inform the emergency controller.
2. The Assistant Emergency Controller will:
  - Position themselves at the stage door and be the point of contact for the Senior Fire Officer of the Fire Brigade on their arrival.
  - Await further instructions from the Emergency Controller.
3. The Stewards will:
  - Check the Area/s allocated to them before leaving the building. They must then report to the Emergency Controller at the revolving door to confirm that their area/s have been evacuated.

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## THE APEX - STAFF RESPONSIBLE FOR EVACUATION ZONES

(for more information see Annex F of the Fire Safety Management and Fire Emergency Plan)

Area	STAFF RESPONSIBLE
A - Basement Cloak Room/Toilets (When there is public access)	1. Cloak room attendants / stewards 2. Sodexo staff (Mon – Sat between 0900hrs - 1000hrs & 1700hrs – 1730hrs, Sun between 1030 – 1600hrs) 3. Box office staff (Mon –Sat between 1000hrs – 1700hrs)
B – Back stage basement (staff access)	1. Back stage person (if on site)
C - Back of House and stage (if in use)	1. Back stage person (if on site) 2. Sodexo staff (if occupied)
D - Ground floor Auditorium	1. Stewards/Sodexo staff
E - Foyer	1. Sodexo staff (Mon – Sat between 0900hrs - 1000hrs & 1700hrs – 1730hrs, Sun between 1030 – 1600hrs) 2. Box office staff (Mon – Sat between 1000hrs – 1700hrs) 3. Stewards (lower balcony final sweep)
F - Left hand lower balcony	1. Steward lower balcony (Technical person if in area)
G - Right hand lower balcony	1. Steward lower balcony (Technical person if in area)
H - First Floor back of house	1. Admin staff or steward 2. Sodexo staff (if occupied)
I - Bar area	1. Sodexo staff (Mon – Sat between 0900hrs & 1700hrs – 1730hrs if bar area is open, Sun between 1030 – 1600hrs) 2. Sodexo staff (if bars are open) 3. Stewards (upper balcony final sweep)
J - Left hand upper balcony	1. Steward upper balcony
K - Right hand upper balcony	1. Steward upper balcony
L - Internal roof space	1. As noted on permit to work
M - External roof space	1. As noted on permit to work
Emergency Controller Charter Square	1. Duty Manager
Assistant Emergency Controller	1. Back stage person (if on site) or nominated person

### **AFTER CLEARING DESIGNATED AREAS, ALL STEWARDS MUST REPORT TO EMERGENCY CONTROLLER AT THE REVOLVING DOORS AT THE FRONT OF THE APEX**

Please notify the Duty Manager if you are unable to carry out these duties.

**Note:** Sodexo must ensure there is a minimum of 2 members of staff on duty at the following times:  
Mon – Sat between 0900hrs – 1000hrs & 1700hrs – 1730hrs if bar area is occupied and Sun between 1030 – 1600hrs.

Amdt 041 – August 2020

**FIRE SAFETY MANAGEMENT  
AND  
FIRE EMERGENCY PLAN**

**FOR**

**The Apex  
1 Charter Square  
Bury St Edmunds  
IP33 3FD**

THE  APEX

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Annex L – Diagram of allowed fire loading within Foyer

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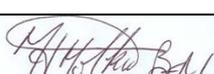
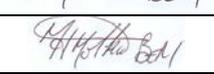
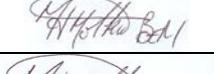
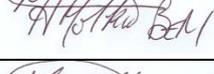
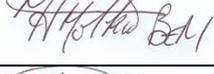
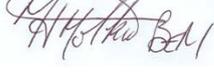
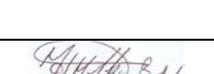
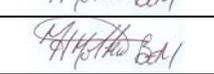
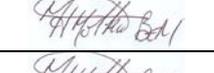
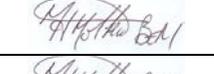
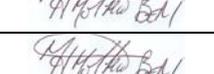
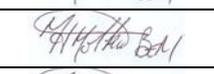
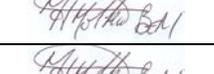
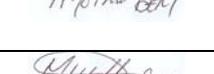
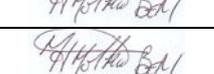
Annex O – ARC Evacuation Plan

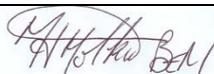
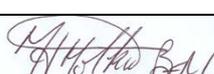
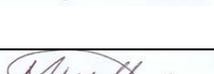
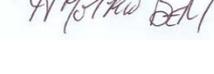
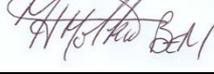
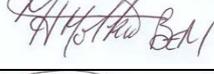
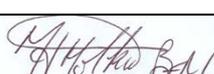
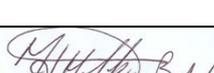
Annex P – Foyer Restriction Chart

O&M manuals contain:

- Fire alarm manual (inspection, maintenance and repair)
- Smoke ventilation system manual (inspection, maintenance and repair)
- Security
- Emergency lighting details
- Additional site plans
- PA manual
- CCTV manual
- Building Management System Manual

# Fire Safety Management and Emergency Plan Amendment Sheet

Amendment:			Amended by:		
No	Date	Topic	Name (print)	Signature	Date
001	17/12/10	Fire R/A	M Hosker		17/12/10
002	07/01/11	Occupancy rates	M Hosker		07/01/11
003	26/01/11	Fire R/A	M Hosker		26/01/11
004	16/07/11	Fire R/A	M Hosker		16/07/11
005	26/07/11	Fire R/A	M Hosker		26/07/11
006	20/10/12	M&FEP (dated Oct 12)	M Hosker		20/10/12
007	20/10/12	Annex F (occupancy rates)	M Hosker		20/10/12
008	20/10/12	Annex P (new fire loads within Foyer)	M Hosker		20/10/12
009	20/11/12	Annex H (detailed Fire Strategy dated Nov 2012)	M Hosker		20/11/12
010	05/01/13	Fire R/A	M Hosker		05/01/13
011	26/03/13	Fire R/A	M Hosker		26/03/13
012	12/07/13	Fire R/A	M Hosker		12/07/13
013	17/07/13	M&FEP (dated Jul 13)	M Hosker		17/07/13
014	18/07/13	Fire R/A	M Hosker		18/07/13
015	18/07/13	Annex Q	M Hosker		18/07/13
016	18/07/13	Annex H	M Hosker		18/07/13
017	24/07/13	Fire R/A	M Hosker		24/07/13
018	26/08/14	Fire R/A	M Hosker		26/08/14
019	26/08/14	M&FEP (dated Aug 14)	M Hosker		26/08/14
020	10/10/15	Fire R/A	M Hosker		20/10/15
021	10/10/15	Annex D (Part 1)	M Hosker		20/10/15

Amendment:			Amended by:		
No	Date	Topic	Name (print)	Signature	Date
022	10/10/15	M&FEP (dated Sep 15)	M Hosker		20/10/15
023	11/11/15	Annex D	M Hosker		11/11/15
024	15/02/17	Annex D	M Hosker		11/11/17
025	01/08/18	Annex C Duty Manager check sheet	M Hosker		01/08/18
026	01/08/18	Annex D Part 1 Fire Evacuation Procedure	M Hosker		01/08/18
027	01/08/18	Annex D Part 2 Fire Areas	M Hosker		01/08/18
028	01/08/18	Annex D Part 3 Assembly points	M Hosker		01/08/18
029	01/08/18	Annex E Escape routes	M Hosker		01/08/18
030	01/08/18	Annex G Steward Locations	M Hosker		01/08/18
031	01/08/18	Annex I Roof Work Permit	M Hosker		01/08/18
032	01/08/18	Annex N Steward evacuation cards	M Hosker		01/08/18
033	01/08/18	Annex A Fire RA	M Hosker		01/08/18
034	01/08/18	FSM & FEP Fire Safety Management and Fire Emergency Plan	M Hosker		01/08/18
035	06/08/19	Annex D Part 1 Fire Evacuation Procedure	M Hosker		06/08/19
036	06/08/19	Annex C Duty Manager check sheet	M Hosker		06/08/19
037	06/08/19	FSM & FEP Fire Safety Management and Fire Emergency Plan	M Hosker		06/08/19
038	01/09/19	Annex C Duty Manager check sheet	M Hosker		01/09/19

Amendment:			Amended by:		
No	Date	Topic	Name (print)	Signature	Date
039	01/09/19	FSM & FEP Fire Safety Management and Fire Emergency Plan	M Hosker		01/09/19
040	13/08/20	Annex C Duty Manager check sheet	M Hosker		13/08/20
041	13/08/20	Annex D Part 1 Fire Evacuation Procedure	M Hosker		13/08/20
042	13/08/20	FSM & FEP Fire Safety Management and Fire Emergency Plan	M Hosker		13/08/20

# **FIRE SAFETY MANAGEMENT**

## **STATEMENT OF INTENT**

**West Suffolk Council** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management Plan will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Original signed

Ian Gallin  
Chief Executive  
West Suffolk Council

August 2020

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## FOREWORD

This version of the Fire Safety Management Plan is produced by West Suffolk Council. It takes into account the agreed fire strategy document Detailed Fire Strategy Issue 8, UKSFL002 dated July 2010 produced by WSP Fire Engineering.

This plan provides for Fire Safety Management procedures to be used in the building. It is anticipated that this document will be developed and extended by the Events & Programming Manager (Operations), during its subsequent operation.

The purpose of this document is to explain the interaction of the equipment/fire safety features and the personnel who operate the building to help ensure that high standards of safety are achieved during the life of the building by minimising both the number of fire incidents and their consequences.

## DEFINITIONS

Parties referred to within this document:

**Responsible Person** – West Suffolk Council's Chief Executive is the Responsible person as defined under the Regulatory Reform (Fire Safety) Order.

**Events & Programming Manager (Operations)** – Is the individual appointed by the Responsible Person to manage fire safety procedures within the Apex.

**Duty Manager(s)** – The person appointed responsible for public safety during occupation of the building.

**Emergency Evacuation Warden(s)/Stewards** – Individual(s) appointed to aid evacuation of the building in the event of an emergency event.

**Service Manager (Health & Safety)** – individual appointed to provide advice and to audit health and safety procedures on behalf of West Suffolk Council.

**Maintenance Contractor** – A Contractor appointed by West Suffolk Council, Property Services Section to repair service or maintain the premises and systems.

**Occupant** – A person in the building.

**Property Services** – The Property Services Section of West Suffolk Council

**Staff** – An Employee of West Suffolk Council or Sodexo

Premises definitions:

**Apex** – The premises incorporated into “Block B” of the Arc Development (formerly known as the Public Building) including auditorium space, restaurant, bars, foyer, conference rooms, catering and other ancillary areas but excluding residential premises and retail spaces.

**Arc Centre management suite** – Offices and security suite occupied by the Arc Management team.

**Arc Development** – The collection of buildings and external works which combined form the mixed-use development.

**Remote Monitoring Centre** – 24-hour monitoring station for the fire detection system, currently located in the Arc Centre Management Suite

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# 1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on West Suffolk Council as the employer and occupier of the Apex.
- 1.3 This fire safety management and fire emergency plan applies to the Apex which is under the control of West Suffolk Council as the employer, owner and principal occupier. Its requirements extend to all persons including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 If the Apex is later jointly occupied then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In the Apex the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.6 West Suffolk Council will, so far as is reasonably practicable, and in accordance with legal obligations and standards will:
  - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
  - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
  - provide a programme of fire safety training;
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing fire safety specifications;
  - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

- Resources and authority are given to the Events & Programming Manager (Operations) to ensure that the legislative requirements are met i.e. initiate testing, initiate maintenance or repair, this will be supported with sufficient and appropriate resources, including funding.
- Planning for changes in the risk profile will not take place without the necessary agencies being consulted, either on a permanent or temporary basis. Proposed changes to occupancy or abnormal occupancy will be identified by the Events & Programming Manager (Operations) in consultation of other agencies (namely Property Services, Health and Safety, Fire & Rescue Service, WSP and if required planning control).

## 2 PRACTICAL FIRE SAFETY ARRANGEMENTS

### KEY DEVIATIONS AND IMPLICATIONS

2.1 The primary deviation in the design of this scheme is that means of escape from the upper levels of the auditorium is only possible via the 'canyon' spaces either side of the theatre box and then down through the foyer. As a result of this it is necessary to:

- Control the use of the auditorium.
- Control the use of the foyer space.
- Incorporate life safety systems.

### CONTROL OF THE USE OF THE AUDITORIUM SPACE

2.2 The auditorium is designed to be a flexible space which can be used in many different modes for a wide variety of activities. The space can operate with either the seats and stage in place, or removed (to a storage space beneath the auditorium) so to leave a flat floor format.

To ensure that occupants on the upper levels are not prevented from escaping by unacceptably large occupancy levels in the foyer, the use of the upper levels for the theatre should not be used for public access when the auditorium is used in other formats. i.e. standing, or mixed occupancy events such as Dinner/Dances.

Risk assessments for Mixed Occupancy Events will be undertaken based upon equipment and furnishings required, and numbers (occupancy) will be reduced based upon this assessment

### CONTROL OF THE USE OF THE FOYER SPACE

2.3 Control of the use of the foyer space is critical for life safety reasons to allow escape from the upper levels of the auditorium. An uncontrolled fire in the foyer or obstructed exits could prevent persons from the upper balconies of the auditorium making their escape from the building.

The fire engineered solution has determined that it is acceptable to have a limited amount of combustibles such as display items in the foyer that are under the strict control of the Front of House Manager and are strictly limited in their size and location. The fire engineered solution has determined that fire loads (called 'fire islands' in the WSP Detailed Fire Strategy Document as amended) of no more than 2MW heat output and 5m<sup>2</sup> in area can be located in designated areas of the foyer. This restriction also applies to the reception desk/bar (full details can be found at Appendix F in the WSP Detailed Fire Strategy dated July 2010 at Annex H).

Fire Island size and location must be restricted to limit smoke production, limit radiated heat, and prevent fire spread from one island to another and to keep escape routes and doors unobstructed. This allows the smoke ventilation system to remove smoke produced by a fire thereby maintaining tenable conditions in the escape routes long enough for escape to be made.

It will allow escaping persons to pass a burning fire island without being adversely affected by radiated heat.

Therefore it is critical, for life safety reasons, that the location and size of fire islands (including the reception desk/bar) is strictly controlled. They must be restricted to a maximum area of 5m<sup>2</sup> with a fire size of no more than 2MW. All fire islands (see annex K) must have a notional boundary of at least 3m and they must only be located within the designated areas of the foyer indicated in the WSP Detailed Fire Strategy Document. They must not obstruct the escape routes and they must be located where radiated heat from a fire allows people to pass to reach an exit (see annex L).

The responsibility for ensuring that this is adhered to will fall to the Duty Manager.

These instructions will also be entered into all terms and conditions relating to hirers, external promotions taking place at the Apex.

When the balconies are not in use the Apex Management will request proof of fire resistance to be provided for structures that external hirers/promoters wish to site in the foyer area. These structures will then be labelled to indicate that they comply with house policy.

#### **SUMMARY OF Paragraph 2.3 and 2.4**

##### **When the foyer has a locally managed fire load (see Annex P):**

- Balconies in the auditorium cannot be used
- The auditorium capacity is 540 persons max
- 1<sup>st</sup> floor bar/restaurant capacity is limited to 420 max

##### **When the foyer has a fire load imposed (see Annex P):**

- Balconies in the auditorium can be used
- The auditorium capacity is 800 persons max
- 1<sup>st</sup> floor bar/restaurant capacity is limited to 420 max

**Note:** It should be noted that whilst a relaxation of the fire load restrictions for the foyer is considered credible, some restriction on the nature and magnitude of combustible/flammable materials should still be applied in line with good fire safety practice. Further capacity guidance is shown at Annex F of this document.

#### **CONTROL OF CELLAR STORAGE AREA**

2.4 Only seat carriages and associated stair furniture are to be stored directly under the Auditorium floor.

#### **ISOLATION OF FLOOR MOTORS**

2.5 When the Auditorium is open to the public the isolation switch controlling the floor motors is to be locked off in the off position.

#### **FIRE STOPS**

2.6 Fire stops have been provided for all apertures that provide service access to the auditorium. These fire stops must be clearly labelled and used at all times, including when the service apertures are in use.

#### **LIFE SAFETY SYSTEMS**

2.7 As well as more typical systems such as fire alarms and emergency lighting, the scheme incorporates smoke control provisions which are necessary for life safety. These are:

- Smoke ventilation over the foyer space.
- Smoke ventilation to the canyon spaces.
- Smoke curtains along the frontages of the North and South Bars on the 1<sup>st</sup> floor level.

- Entrance doors to the foyer.

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The smoke vents in the foyer (total 8) and canyons (total 7 in each canyon) all operate simultaneously and automatically on detection of smoke or, when full alarm mode is activated within the building. The vents proposed are currently in excess of the minimum required to achieve adequate smoke venting, therefore 5 vents in each canyon and 4 vents in the foyer will be a more than adequate level of cover should the systems be taken off line.

However, care should be taken during any maintenance periods to ensure that at least 20 sq.m (4) of vent is maintained in the foyer and 11 sq.m (5) of vent over each canyon. Specific care should also be taken when any common system elements such as fire alarms are being maintained and all such maintenance must take place when the Public Building is unoccupied.

The smoke curtains on the 1<sup>st</sup> floor level are intended to keep smoke from a fire in one of these units from spilling directly into the canyon and must be maintained and installed to ensure life safety in the building. These will also operate simultaneously and automatically on detection of smoke or, when full alarm mode is activated within the Apex.

The Entrance Doors in the foyer will open automatically when full alarm mode is activated. The doors will also incorporate a 'fail safe open' provision in the event of power loss.

Main Fire Panel checks will be undertaken by the Duty Manager each morning and form part of the Apex Opening Procedures. Any faults found will be investigated and reported to the Maintenance Contractor.

2.8 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation, they are:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of, staff, people with disabilities, contractors, the public, etc;
- appropriate safe and secure location of building services e.g. gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.9 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- A annual premises fire safety inspection will be carried.

## **FIRE SAFETY SYSTEMS**

- 2.10 The fire safety systems in the building have been designed to operate in an automatic mode. However, it is recognised that in most situations it should be more efficient to control the evacuation manually by making live messages using the public address system from the Apex.

### **Fire Engineering Services**

- 2.11 Full operational and maintenance specification and manuals, together with “as installed” drawings will be kept in the Apex in Paper and in an electronic format. Master copies will be retained in a secure location off site held by Property Services.

The following is an overview of the life support systems that are available in the Apex:

### **Fire Detection and Alarm Installation**

- A fire detection and alarm system has been installed to cover the areas of the Apex occupied by the general public along with associated ancillary areas including the auditorium and plant rooms. The system comprises the main control panels in the Apex and automatic detectors with manual “break glass” are linked into the main fire alarm system.
- The main Fire Alarm Panel will be installed within the Administration office, with additional Repeat Fire Alarm Panels located at a prominent site in the ground floor entrance foyer, and in the Security Office at the exit to St Andrew Street (South).
- The system incorporates an addressable control panel and operating devices. A system of speakers capable of transmitting verbal messages to the common areas of the building and a clear warning signal in areas not normally occupied by the general public will be provided. The alarm system will comprise the following principal components:-
  - o Control panel and two repeater panels
  - o Battery charger and batteries
  - o Manual call points to serve all areas within the building
  - o Smoke and heat detectors
  - o Speakers which can also act as alarm sounders capable of being used to transmit verbal messages to the common areas
  - o Warning lights in the ‘noisy’ plant areas
  - o Remote alarm signal monitoring
- All activation devices are fully addressable and employ an analogue detection arrangement. This will enable the source of the actuation to be denoted within the control centres. It will therefore be possible to quickly direct personnel to the source of the incident. On activation of the Apex fire detection and alarm system:
  - o A pre-alarm will activate in the Apex
  - o Duty Manager will initiate investigation
  - o Duty manager will confirm fire scenario and undertake evacuation of the Apex or confirm false alarm/ fault and re-set the system.
  - o A signal will be sent to the Remote Monitoring Centre
  - o All air handling plant in effected zone will close down
  - o Automatic opening vents, smoke curtains, fire shutters and unlocking devices will activate in alarm mode.

- The Arc Centre Manager in the Arc Management Suite will undertake the evacuation of individual tenants and occupiers of the residential block should the need to evacuate arise.

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### **Alert Phase and Evacuation Message**

- On activation of any detection device within the building, the “alert phase” will be activated on the fire panels within the Apex. The “alert phase” will be recognised as an intermittent bleeping sound.
- Details of the location of the device activated will be highlighted within the Apex fire panels. At this point a designated Emergency Evacuation Warden will begin the investigation stage. He will be informed about the location where investigation is necessary via radio. If on investigation it confirms the existence of fire or a second detector is activated, i.e. another detector, or the manual call point is activated, then the evacuation announcement will be broadcast, and the entire venue evacuated.
- The evacuation message will be *“Attention please. Attention please. Fire has been reported in the building. Please leave the building immediately by the nearest exit. Please do not use the lifts.* Again, this will be preceded by an attention drawing signal lasting 4 to 10 seconds, followed by a brief silence lasting 1 to 2 seconds, followed by the evacuation message, and then a silence lasting 2 to 5 seconds. The sequence will then be repeated continuously.
- These evacuation messages will take precedence over all other messages using the public address system.
- Emergency Evacuation Wardens will have two-way radios and will be notified at “alert stage” and informed of fire status thereafter.

### **Zoning of the Fire Detection and Alarm System**

- A two-stage fire alarm evacuation procedure will be adopted.
- Stage 1 (the alert phase) of the evacuation would begin by the activation of any smoke detector or heat detector, and would result in a warning being provided to all fire alarm panels within the Apex and a signal transmitted to the remote Monitoring Centre.
- At this stage the designated Emergency Evacuation Warden(s) will investigate the location of the activation using the 2-way radio. If a designated Emergency Evacuation Warden confirms the existence of a fire or a second fire detector is activated, or a fire detection device is activated, then the evacuation (Stage 2) alarm and announcement would be broadcast
- Activation of any manual call point would also initiate the Stage 2 evacuation.
- Furthermore, if the designated Emergency Evacuation Warden does not respond within the defined period (3 minutes in the Auditorium and 4 minutes within other areas) then the evacuation message will be broadcast.

### **P.A. System**

- A Public Address (PA) system can provide music and speech quality sound to the common areas with a combination of recessed speakers within the ceiling tiles and loud speakers.
- The PA system is interfaced with the Fire Alarm System to enable the fire alarm voice evacuation message to be broadcast over the PA speakers to all units in a fully co-ordinated and synchronised manner. The system works on a prioritised basis as below:

Priority:

- Voice announcements
- Alarm tone generator
- Paging
- PABX interface
- Spot announcements
- Background music
- Test signal input.

Broadcast of a lower number, high priority signal shall mute a lower priority signal.

**Smoke Ventilation from Foyer and Basement Car Park**

- A natural ventilation system is installed in the foyer, and a mechanical system is installed in the basement car park areas.
- Replacement air for the foyer system is provided through opening doors in the external wall. Replacement air for the car park system is provided via the ramps.

2.12 The fire safety arrangements are based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy. The main strands of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

### 3 PLANNING

- 3.1 Fire risk assessments (see Health and Safety Policy annex K and L) are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessments (see annex A) have been incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be at least annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 – 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 – 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 – 8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9 – 12 – 16 = High Risk	<b>Improve Control Measures Immediately / Consider Stopping Work</b>

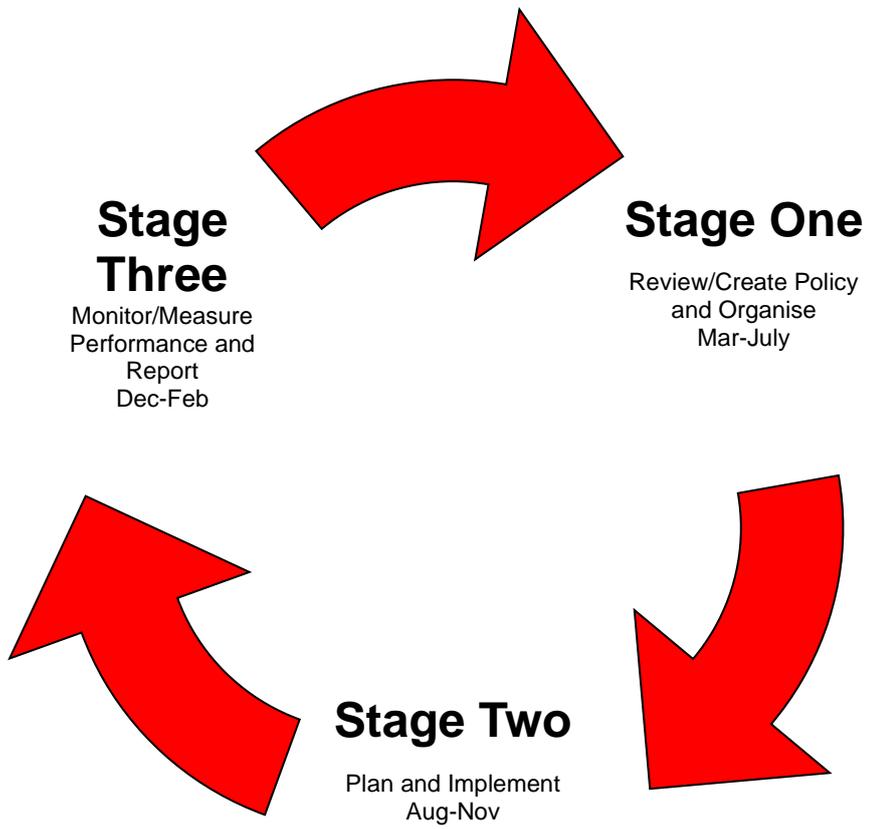
- 3.4 Risk assessments must take into account those who could be affected, i.e. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate for more information regarding fire risk assessment.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, or service users who have known disabilities that will impact on their ability to evacuate the building.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
  - Emergency lighting
  - Firefighting facilities including smoke curtains and smoke ventilation
  - Emergency routes and exits
  - Fire safety signs and notices
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow current guidance which is currently planned at twice a year.
- 3.8 Staff fire training is provided on line to all staff that has access to a computer, this training is undertaken at least annually. It will be the responsibility of the Events & Programming Manager (Operations) to ensure staff without access or temporary staff receives appropriate training. A sample fire safety training record can be found within the log book at annex B.
- 3.9 Fire evacuation exercises will be carried out at least once a year. The purpose of these exercises is to educate staff in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by

the Fire Wardens under the guidance of the Events & Programming Manager (Operations). Pre and post de-briefing sessions will accompany each evacuation drill.

- 3.10 Provisions have been made for the safe evacuation of disabled people (Section 7) but these must be managed by the duty managers.

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- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, the remote monitoring centre which is located within the Arc centre management suite will contact the fire service, duty key holder on behalf of the Council.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by Property Services and the Events & Programming Manager (Operations)
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by building Events & Programming Manager (Operations) at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to the duty manager or emergency controller who will forward the details to the Events & Programming Manager (Operations)/ Health and Safety Team.
- 3.15 A fire safety log book (see annex B) will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



## 4 ORGANIZATIONAL RESPONSIBILITIES

- 4.1 Specific named individual responsible for day to day for Fire Safety within the Apex is the Events & Programming Manager, Operations.
- 4.2 The Events & Programming Manager, Operations will:
- Ensure that this document and the fire safety policy as laid out in the West Suffolk Council's Health & Safety Policy properly implemented and reviewed.
  - Ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
  - Ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
  - Ensure that fire, security, and health and safety arrangements at each premises are complementary.
  - Ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out.
- 4.3 Duty Managers will:
- Ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
  - Ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
  - Ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
  - Ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
  - Ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
  - Arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
  - Ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
  - Ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
  - Ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
  - Ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
  - Ensure that effective arrangements are in place for contacting the emergency services;
  - Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises i.e. oxygen cylinders, storage of fuels and chemicals;

- Undertake the fire safety checks at annex C to ensure all fire safety arrangements are in place. This must be carried out prior to the building opening (daily) and prior to performances, the fire safety check sheet must include the name signature time and date of checks.
- Prepare and review the emergency plan issued to all staff;
- Ensure information on fire safety arrangements is available to service users and visitors;
- Ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- Specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a Personal Emergency Evacuation Plan (PEEP) must be developed;
- Ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- Monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- Keep the fire logbook or equivalent up to date;
- Ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- Ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- Ensure there are appropriately trained staff in the use of the evacuation chairs on duty and allocated to designated persons with disabilities.

#### 4.4 Employees must:

- Ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- Know, and co-operate with, the Duty Manager for their workplace;
- Report to their line manager or supervisor any concerns about fire safety;
- Be familiar with all escape routes;
- Not wedge fire doors open, nor block or obstruct them;
- Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained and it is safe to do so; and
- Comply with the No Smoking legislation.

## 5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- Number of fires recorded annually / number of fire related incidents
- Achieving set targets and time frames (evacuation drills and building audits)
- Measuring the number of Fire Service call outs against cause
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities
- Duty Manger checks / inspections and meetings to ensure actions and progress are made
- Annual audit of all fire systems by the Events & Programming Manager (Operations).

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## **6 REVIEW**

- 6.1 An annual audit of all fire systems by the H&S Team to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place prior to any major event.
- 6.3 Reactive reviews will take place following a fire safety incident occurring.
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

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## 7 FIRE EMERGENCY PLAN

All aspects of the plan will consider the potential uses of the Apex.

### 7.1 Training and Training Provision

All fulltime employees are required to undertake fire training at least annually. Those who have access to a computer do the online fire training; in addition, staff are trained in the use of a fire extinguisher at corporate induction.

Addition training is completed as follows:

- The Senior Front of House Manager trains the duty managers in the use of the fire control panel.
- All casual staff are trained by the Duty Manager on their emergency evacuation warden duties.
- At least 2 fire drills are to be undertaken a year.
- Visitors / contractors are briefed and given information on procedures in the event of an emergency evacuation.

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

#### Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Training records for online training are held on a central data base accessible to line managers, other local training must be recorded on the fire training sheet contained within the fire logbook (see annex B)

There are three types of Evacuation Chair located within the building they are:

- C-max stair climber located in the emergency refuge point near the cloak room
- S-Max stair climber located at the foot of the spiral stair case
- 2 Evac chairs located in the refuge on the stairs leading to Auction Street

All staff that are likely to use this equipment must be trained and found to be competent in the equipment's use. Regular continuation training must be undertaken to ensure continued competency, this training should also be recorded.

## **7.2 Information Distribution**

Below are the detailed methods of informing personnel (incl. visitors / contractors) of escape routes:

- Instruction prior to starting work (including permits to work) on closest emergency exit and at least on alternative
- Emergency exit / route signage
- Fire action notices located at fire call points
- The Emergency Plan (see annex D)

## **7.3 What People / Staff Should Do If They Discover a Fire (See Annex D)**

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- DO NOT USE THE LIFT
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Emergency Evacuation Plan (PEEP) respond as required following the actions as identified in the plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

#### **7.4 What People / Staff Should Do If They Hear the Fire Alarm (See Annex D)**

If you also have responsibilities for assisting persons with a PEEP respond as identified in the Plan. If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

#### **7.5 Contacting the Emergency Services (See Annex D)**

The duty manager will contact the fire service and then ARC management to confirm there is a fire, if it is a false alarm, they will call the ARC management to confirm false alarm.

#### **7.6 Processes, Machines or Power that must be shut down**

The following processes must be shut down prior to evacuation:

- Staff/contractors are responsible for ensuring any hot work equipment is turned off.
- Kitchen staff are responsible for ensuring cookers are turned off.

#### **7.7. Specific Arrangements for Any High-Risk Areas**

There are no high-risk areas identified at this time

#### **7.8 Emergency Services Liaison Procedures**

The Duty Manager acting as the emergency controller will be responsible for:

- Initial phone contact to confirm or there is a fire or a false alarm

The nominated person acting as the assistant emergency controller will:

- Position themselves at the stage door wearing an orange high visibility jacket.
- They will receive confirmation of the areas that have been clear from the emergency controller
- They will be the point of contact for the Senior Fire Officer of the Fire Brigade on their arrival and pass relevant information from the emergency controller to the senior fire officer i.e. areas cleared and areas **not** cleared (including area diagrams), location of fire and if there are any know potential hazards (Gas cylinders in the bar cellar).
- If, in the event that the Emergency Controller confirms a false alarm, await the complete evacuation before re – setting the fire alarm.

##### **7.8.1 Location of information**

The duty manager will hold a copy of the emergency evacuation procedure, an addition copy along with detailed area diagram will be held by the fire panel at the stage entrance to be used by the assistant emergency controller.

## **7.8.2 Accounting for staff and other occupants of the building.**

The building has been divided into 13 areas depending on the building use will depend on the areas needing to be checked (see annex G).

Areas that are deemed not required for checking must be locked off to the public and staff.

## **7.9 Escape Routes**

### **Public areas**

#### **Ground Floor Auditorium:**

- Exits through Foyer onto Charter Square
- Exits to side corridors onto Auction Street and Gosnold Street

#### **Stage:**

- Exits from stage into Auction Street and Gosnold Street.

#### **First Floor Balcony:**

- Exits into 'canyon' spaces either side of the theatre box and down through the Foyer onto Charter Square

#### **Second Floor Balcony:**

- Exits into 'canyon' spaces either side of the theatre box and down through the Foyer onto Charter Square

#### **First Floor Restaurant/Bar:**

- Exits onto balconies down stairways onto Charter Square

#### **First Floor Studios and Dressing rooms:**

- Along corridor and exit downstairs into Auction Street

#### **Basement toilets and cloakroom:**

- Exit up designated escape stairs to ground floor and exit into Gosnold Street

### **Escape routes from service areas ancillary to events within Venue.**

#### **Basement storage and plant:**

- Stairwell up to loading bay, and into corridor exiting into Auction Street.

#### **Ground Floor Kitchen:**

- Exit into corridor leading to exits into Auction Street.

#### **Auditorium Bar:**

- Exit into corridor leading to exits into Auction Street

**First Floor Kitchen:**

- Through exits onto Exit Stairs leading to Auction Street

**First Floor Office:**

- Through exits onto Exit Stairs leading to Auction Street

**First Floor Dressing Rooms (1 + 2):**

- Through exits onto Exit Stairs leading to Auction Street

**Service areas****Roof void:**

- Exit roof void staircases into 'canyon' spaces either side of the theatre box and down through the Foyer onto Charter Square.

**Roof top plant area:**

- Exit directly onto second floor residential walkways and to ground through residential stairwells.

At annex E is a diagram showing emergency evacuation routes.

**7.10 Assembly Points**

Two assembly points have been identified:

- Charter Square – which will be the first point of assembly where occupants will congregate.
- Car Park – this will be the secondary option should the first point of assembly cause a risk to occupants of the Apex; this is also the main assembly point if the whole of the ARC is evacuated.

**7.11 Evacuation Arrangements for Disabled People**

With respect to fire safety, it is considered preferable that occupants in wheelchairs occupy designated spaces within the Ground floor level of the auditorium. The spaces allocated at this level offer a level view of the stage and offer the best range of alternative escape routes on a level route.

For egress from the Restaurant/bar area at 1<sup>st</sup> floor level the Residential Corridor areas will be used as escape routes. The fire doors at the end of the corridor will be fitted with fall-open magnetic release ironmongery set to release upon activation of the fire alarm.

It will be the responsibility of the Emergency Evacuation Warden(s) to evacuate wheelchair users from the bar at first floor level. Means of evacuation will be along residential corridors into residential lifts leading to Auction Street and Gosnold Street, gathering at the appointed Assembly Point. The residential corridors are a safe refuge being a fire separated compartment and the Emergency Evacuation Wardens will guide and accompany all disabled persons through these corridors to the residential lifts and ensure safe egress from the building to the fire assembly points.'

Evacuation from Back of House first floor areas i.e. conference and green rooms will be via the fire exit leading to Auction Street. Two evacuation chairs will be located at the refuge point of the head of the staircase leading down to the street. It will be the responsibility of Emergency Evacuation Warden(s) to evacuate wheelchair users from this location.

Evacuation from the basement toilets will be via the escape staircase adjacent the male toilets. A powered evacuation chair will be located at the refuge point of the bottom of the staircase leading up to ground level. It will be the responsibility of a trained person(s) to evacuate wheelchair users from this location.

Evacuation from the orchestra pit will be via the spiral escape staircase. A powered evacuation chair will be located at the refuge point at the bottom of the spiral staircase leading up to ground level. It will be the responsibility of a designated trained person to evacuate wheelchair users from this location.

Should the primary escape route be unsafe to use in a fire situation, the nearest alternative means of escape shall be used.

All wheelchair users will receive verbal instructions on evacuation procedures and means of escape by the public building's management, in addition to being asked if users are able to walk unaided (exit the building by own means without the use of a wheelchair)

Each event will be risk assessed based upon number of wheelchair users occupying a particular lettable area i.e. occupancy rates (see annex F) will be reduced by a ratio of 4:1 for each wheelchair user in the lettable areas

Where built up staging is used within the auditorium, consideration will be made to ensuring that alternative means of escape is maintained for wheelchair users, should the primary means of escape from any area be unusable.

### **7.13 Visitors and / or Contractors**

All visitors and contractors must be logged in and out of premises via the sign in sheet in the cafe. The person hosting the visitor/contractor must ensure that they are made aware of fire evacuation procedures for the building.

In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the out of the building via the nearest emergency exit and then to the assembly point.

Visitors on site for evening classes, must be briefed on the emergency procedures where necessary class organisers will be responsible for ensuring delegates evacuate the building safely and report to the emergency controller at the assembly point to confirm this.

### **7.14 Overall Control**

The Duty Manager will be overall in control of any evacuation.

### **7.15 Emergency Evacuation Wardens/Ushers**

Emergency Evacuation Wardens/Stewards will be allocated designated areas to clear in the event of an emergency evacuation by the duty manager prior to an event.

Emergency Evacuation Wardens/Stewards will:

- Make themselves familiar with the building, its escape routes and evacuation areas.
- On hearing the alarm put on the emergency evacuation jacket.
- Sweep your area ensuring no one is left behind.
- Usher people to the assembly point.

- Report to the Emergency Controller who will be located in at the front of the building charter square next to the revolving doors, to confirm the area has been cleared.
- Remain available to Emergency Controller in case there are other tasks needing to be undertaken.

### **7.16 Fire Fighting**

Firefighting equipment are located next to each fire call point, staff are only to tackle the fire with the appropriate extinguisher – **Provided they are competent, and it is safe to do so,**

### **7.17 Contingency Plans**

As previous mentioned if Charter Square cannot be used as the assembly point the Hanchet Square will be used as an alternative.

If the building cannot be re-occupied, then this information must be relayed to the occupants that have evacuated the building at the earliest opportunity.

People with personal belongings (especially valuables) still in the building will need to log their contact details with the duty manager so they can be recovered and returned to the owner in the future.

### **7.20 Re-Entering the Building**

No one will re-enter the building until the Duty Manager has confirmed it is safe to do so,

Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building again this will via the Duty Manager.

### **7.21 First aid provision**

First aid equipment is located at designated points throughout the building:

- Main reception - First aid box (10 person)
- First aid room - First aid box (50 person)
- Security office - First aid box (10 person)
- Bar area - First aid box (10 person)

On a weekly basis all the first aid equipment must be checked by the duty manager and restocked where necessary, a record of this check is to be recorded on the duty managers check sheet.

First aid assistance will be provided by the duty manager who will be First Aid at Work trained.

### **7.22 ARC Emergency Evacuation Plan**

In the event of an emergency involving the ARC the whole of the complex will be evacuated therefore the secondary assembly point will be used.

The ARC Evacuation Plan is at annex O.

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