


Hertfordshire and West Essex Integrated Care Board

Fire Safety Policy v2.0

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Document Owner:	Michael Watson – Chief of Staff
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1.0 Introduction

1.0.1 The Regulatory Reform (Fire Safety) Order 2005 together with the Management of Health and Safety at Work Regulations 1999, and other associated fire safety legislation, impose duties on all employers in respect of fire safety at work. These duties extend to the Herts and West Essex (HWE) Integrated Care Board (ICB), its staff and visitors. As the employer, the HWE ICB has formulated a Fire Safety Policy to include these duties.

1.1 Purpose

1.1.1 The purpose of this policy is to:

- a) ensure that all reasonable precautions are taken to prevent or minimise the risk of fire at all HWE ICB occupied premises; Ensuring appropriate emergency procedures are implemented to preserve life and minimise the impact on delivery of service, the environment, and premises, should a fire occur. This Policy describes the objectives and responsibilities for fire safety within the HWE ICB.
- b) document the management of fire safety. Post-incident response and evaluation are essential for an effective fire prevention. Effective incident investigation and review of risk assessments will help prevent further incidents.

1.1.2 It is vital to the effectiveness of the policy (this document) that this and any subsequent revisions are available to all staff; they understand its contents and are aware of their role in ensuring a fire safe environment.

1.1.3 In pursuance of this aim, all HWE ICB occupied premises require.

- a) An appointed person.
- b) A Fire Risk Assessment to identify possible dangers and risks.
- c) Consideration to those who may be especially at risk.
- d) Appropriate fire safety measures in place and maintained.
- e) A plan to be in place should an emergency occur (Local Evacuation Plan).
- f) Information, suitable instruction, and training is given to staff.
- g) Records are kept and regular reviews are carried out.

1.2 Scope

1.2.1 This policy applies to all ICB staff members, including the Board and Practice Representatives, involved in the ICB's policy-making processes, whether permanent, temporary or contracted-in (either as an individual or through a third-party supplier).

1.2.2 This policy does not apply to HWE ICB staff when they are working in premises that are managed by other organisations. In these circumstances, staff are to comply with the fire safety policy of the managing organisation. Staff are responsible for familiarising themselves with local arrangements.



HWE ICB staff that work from home should refer to the Home Working Risk Assessment and Agile Working Policy.

1.3 Definitions

1.3.1 The following definitions apply in the context of this policy:

Term	Definition
<i>The Health and Safety at Work Act 1974 (HASAWA)</i>	The HASAWA is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which employers have towards staff and members of the public and staff have to themselves and to each other.
<i>Regulatory Reform (Fire Safety) Order 2005 (RRO)</i>	The RRO has replaced most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
<i>Responsible Person</i>	<p>Under the RRO, the Responsible Person must comply with Articles 8 to 22 and 38 of the Fire Safety Order and any regulations made under article 24 as relevant, which set out how you ensure fire safety throughout the premises.</p> <p>Any party who has to any extent control over a part or whole of a premises will be the Responsible Person for those premises or relevant part. In shared premises it is likely there will be more than one Responsible Person and fire safety plans will need to be coordinated to ensure people on or around the premises are safe. For common or shared areas, the Responsible Person is the landlord, freeholder or managing agent.</p> <p>The Responsible Person within the HWE ICB is the Chief Executive, with responsibility for fire safety delegated to the Chief of staff.</p>
<i>Competent Persons</i>	<p>The RRO Part 2 Article 18 defines a Competent Person as an individual who has sufficient training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventative and protective measures and provide safety assistance.</p> <p>The role of Competent Person/s within the HWE ICB will be taken on by Head of corporate support.</p>



<i>Appointed Person</i>	The person appointed to take responsibility for the fire safety in a specific HWE ICB premises or relevant area.
<i>HWE ICB Premises</i>	The building/s (or part of a building/s) which are occupied or managed by the Herts and West Essex Integrated Care Board.
<i>Fire Risk Assessment (FRA)</i>	A review of fire safety within the premises that aims to provide information on the current risks to fire safety, so that they can be reviewed and improved to control the risk.
<i>Local Evacuation Procedure (LEP)</i>	A set of practices <u>specific</u> to a HWE ICB premises/area, including action to be taken by local staff in the event of an evacuation.
<i>The Audit Committee</i>	The Audit Committee is responsible for reviewing the effectiveness of the HWE ICBs risk management systems, including health and safety.
<i>Staff Partnership Forum</i>	This forum, with management, staff-side and trade union representatives will consider and consult on matters pertaining to the health and safety of staff within HWE ICB.
<i>Staff</i>	Staff that are directly employed by the HWE ICB and others authorised to undertake work on behalf of the HWE ICB, including independent contractors.
<i>Manager</i>	The person that staff directly report to.
<i>Personal Emergency Evacuation Plan (PEEP)</i>	A document created for individuals who require assistance or special arrangements to safely evacuate a building in an emergency. See appendix 1 for template.
<i>Safety Assistance</i>	Staff trained to assist with the protective and preventative measures, such as Fire Wardens or Evacuation Chair Operators as an example
<i>Arson</i>	The criminal act of deliberately setting fire to property.



2.0 Roles and Responsibilities

2.1 The following definitions apply in the context of this policy:

Role	Responsibilities
<i>HWE ICB</i>	As the employer, the HWE ICB is ultimately responsible in law for the fire safety of the organisation's staff whilst at work and the conduct of the organisation's undertakings, to ensure the fire safety of visitors, and other persons not in their employment.
<i>Responsible Person</i>	<p>The Chief Executive has delegated the responsibility for fire safety to the Chief of staff. As the Responsible Person for fire safety within the HWE ICB, as defined in the RRO, this person is responsible for:</p> <ul style="list-style-type: none"> • Taking board level responsibility for the HWE ICB's compliance. • Ensuring there is an effective overall policy (this document) for the fire safety of staff and other persons who may be affected by the HWE ICB's undertaking. • Ensuring organisational compliance with the RRO in relation to premises under their control. • Ensuring a Fire Safety Management structure exists within the organisation. • Ensuring audit arrangements exist to oversee fire safety compliance. • Ensuring the provision of appropriate resources to support fire safety management arrangements.
<i>Competent Person</i>	<p>As the Competent Person, leadership will be provided by the Head of corporate support, focusing on real fire related issues, and ensuring the organisation manages its risks by:</p> <ul style="list-style-type: none"> • Ensuring that this policy is regularly monitored, formally reviewed and any amendments are communicated to the Appointed Person/s for further cascade and implementation. • Ensuring appropriate information and updates are communicated to the Staff Partnership Forum. • Providing strategic direction and oversight of corporate strategies and policies relating to fire precautions. • Ensuring that robust fire safety management systems and arrangements exist in all HWE ICB occupied premises by ensuring the responsibilities of the



	<p>Appointed Person/s are carried out, providing support when necessary.</p> <ul style="list-style-type: none"> • Commissioning the services of a qualified person to advise on fire safety if required. • Carrying out annual health and safety audits; ensuring findings are reported to the Responsible Person and audit committee to provide assurance. • Ensuring that non-compliance in relation to FRA and any fire related incidents are reported to the Responsible Person. • Ensuring fire safety is included in the organisation's annual health and safety objectives; objectives should be clearly defined, measurable, agreed, and met.
<i>Appointed Person(s)</i>	<p>As the person appointed to take responsibility for the fire safety within HWE ICB premises, they will support the Competent Person by:</p> <ul style="list-style-type: none"> • Implementing the fire safety policy (this document) within their delegated premises/areas, ensuring any subsequent revisions are communicated to all staff. • Commissioning or undertaking an FRA, ensuring relevant precautions and/or corrective actions are identified and communicated to all staff; corrective actions that have been identified must be actioned and updated. • Preparing, documenting, and maintaining the LEP; ensuring the document is communicated to staff occupying their premises/area. • Ensuring premises have enough trained safety assistance staff, to support in undertaking the preventative and protective measures to meet its responsibility for fire safety; ensuring accurate records are kept. • Monitoring and following-up all fire-related incidents; reporting to the Competent Person. • Immediately reviewing the effectiveness of procedures after any evacuation and appropriate changes are made where required, informing all staff and ensuring their understanding. • Ensuring fire safety equipment (detection and fighting) is in place and associated maintenance and testing responsibilities are undertaken in line with statutory requirements.
<i>Managers</i>	<p>Are responsible for:</p> <ul style="list-style-type: none"> • Ensuring completion of all relevant fire safety training within their teams when they are first employed, a fire safety induction to the building is given and annual refreshers thereafter. • Ensuring staff training records are kept up to date.



	<ul style="list-style-type: none"> • Ensuring PEEPs are provided for staff where assisted evacuation is required and regular reviews are carried out. See appendix 1 for template. • Ensuring those assigned responsibilities within a PEEP are aware and have received appropriate training for any equipment required; training status for evacuation apparatus should be checked with the Appointed Person. • Action any reports of issues in fire safety provision arrangements or procedures from their direct report and escalate to the appointed person where required.
<p><i>Staff</i></p>	<p>Are responsible for:</p> <ul style="list-style-type: none"> • Ensuring co-operation with managers on matters of fire safety compliance. • Ensuring they do not misuse or interfere with any equipment they have not been trained to use. • Reporting any issues in fire safety provision arrangements or procedures to their manager. • Ensuring completion of mandatory training in relation to fire safety, local induction training or safety assistance roles. • Identifying themselves to their manager if they have a condition, disability, sensory or mobility issue (whether permanent or temporary) that might make them more vulnerable in the event of a fire. • Ensuring the safety of any visitors that they might have and making them aware of the required actions in the event of emergency. This responsibility also extends to evacuating them from site in the event of an emergency; it is particularly important to be aware of the local procedures in relation to visitors to may need additional assistance due to mobility or sensory impairment. • Ensuring appropriate response and conduct when required to evacuate HWE ICB premises under fire drill or fire incident conditions.

2.2 Implementation

2.2.1 This policy will be made available via the HWE ICB internet and intranet.

2.2.2 The HWE ICB will ensure that all staff are provided with adequate fire safety training. Training will include suitable instruction on the precautions and actions to be taken to safeguard themselves and others. The training will be provided in a manner appropriate to the risks identified by the FRA.



- 2.2.3 Managers will ensure training specific to the HWE ICB premises is provided to local staff when they are first employed; training records will be kept and updated when refresher training is provided annually.
- 2.2.4 Staff will complete the online NHS Fire Safety Training program every 2 years.
- 2.2.5 The Appointed Person will ensure the most up to date version of the LEP is available to all staff.
- 2.2.6 Appropriate training will be arranged by the Appointed Person for staff taking on safety assistance roles; training records will be kept and updated when refresher training has been provided annually.

2.3 Monitoring

- 2.3.1 This policy will be reviewed annually by the Competent Person, or sooner in the event of legislative change, or any amendments identified.

The following occurrences will also be used to monitor compliance:

- a) Carrying out reviews after fire drills/fire incidents.
- b) Health and Safety Audits.
- c) Fire inspections.

3.0 Policy for HWE ICB Fire Safety

- 3.0.1 HWE ICB recognises its obligations under the Regulatory Reform (Fire Safety) Order 2005 and implements the following practical arrangements to meet these obligations.

3.0.2 *Fire Risk Assessment (FRA)*

Under RRO the Responsible Person must make sure a suitable and sufficient assessment of the risks is carried out on all HWE ICB occupied premises.

- The Appointed Person will ensure an FRA is undertaken for their designated premises/area; Clearly identifying who is to action any required tasks and communicated to those responsible with specified timescales.
- The Appointed Person will ensure actions allocated within the FRA are undertaken or mitigated in an appropriate manner and that the FRA is updated accordingly.
- The Appointed Person will review the FRA annually, or sooner if there are any legislative changes, significant changes to the premises or any other change that may be identified.
- Consideration must be given to people who work or may visit the premises, who have some form of impairment which could affect their swift and safe evacuation.
- The Appointed Person will ensure the FRA and any subsequent revisions are communicated to staff.



3.0.3 *Staff with sensory impairment or reduced mobility*

- FRAs must include clear instructions for staff and visitors that require special arrangements to facilitate their safe evacuation.
- Members of staff who have a condition, disability, or mobility issue (whether permanent or temporary) that might make them more vulnerable in the event of a fire should identify themselves to their manager.
- Managers must ensure a PEEP is in place for staff that require assistance. See appendix 1 for template.
- Staff assigned responsibilities within a PEEP must be provided with the appropriate training.
- The PEEP should be reviewed after an evacuation, annually or if physical circumstances change.
- If a staff member is put at great risk by taking part in fire drills, it may be necessary to include a method of reducing or removing the need to escape for a false alarm within the PEEP.

3.0.4 *Local Evacuation Procedure (LEP)*

- A document specific to each HWE ICB premises, including action to be taken by staff in the event of an evacuation.
- The Appointed Person will ensure an LEP is undertaken for their designated premises/area.
- The Appointed Person will review the LEP annually, or sooner if there are any significant changes to the premises or any other change that may be identified.
- The Competent Person will approve the document after each revision.
- The Appointed Person will ensure the approved LEP, and any subsequent revisions are communicated to staff.

3.0.5 *Fire Drills*

The effectiveness of the LEP and the level of staff awareness will be tested by carrying out fire drills.

- Fire drills will be carried out twice a year in all HWE ICB premises.
- Results will be recorded and analysed by the Appointed Person; any lessons learnt should be identified and any adjustments to procedures should be made as necessary. These should then be communicated to the Competent Person and staff.
- All staff and visitors will be expected to take part unless a PEEP is in place that recommends exclusion for health reasons. Those members of staff will be notified that a fire drill is taking place prior to the alarm sounding.

3.0.6 *Fire detection and Fire Fighting*

Where appropriate, HWE ICB premises will be equipped with a suitable and sufficient fire detection and warning system, emergency lighting and firefighting equipment.

- This will be arranged either directly by the Appointed Person or through liaison with the landlord.
- The Appointed Person will ensure, either directly, or through liaison with the landlord, that all equipment and systems are tested and maintained in accordance with the relevant legislation and standards.



- All fire incidents and false alarms will be reported to the Competent Person.
- Equipment should only be used by those trained to do so.

3.0.7 *Emergency Routes and Exits*

All exits from premises will be kept clear at all times. If they are not this should be reported immediately to the Appointed Person.

3.0.8 *Safety Assistance*

The Appointed Person will assign capable persons to assist in undertaking the preventative and protective measures in HWE ICB premises. The organisation will ensure that the persons appointed have adequate time available and the means at their disposal to carry out training and fulfil their functions.

3.0.9 *Fire Prevention*

The HWE ICB places great emphasis on fire prevention to minimise the risk of a fire occurring. To achieve this all staff and visitors must ensure that.

- All waste material is kept in suitable containers before it is removed from the premises.
- Combustible material is not to be stored near or adjacent to electrical equipment or heaters.
- Electric plug sockets are not overloaded.
- Extension leads are not plugged into one another (daisy chained).
- Cables are not trapped.
- Only approved electrical items are used in accordance with the Electrical Risk Assessment.

The Appointed Person will ensure directly or by liaising with the landlord that all mechanical and electrical equipment within the HWE ICB's premises/area is maintained, serviced, and tested in accordance with the Electrical Risk Assessment.

3.0.10 *Smoking*

Smoking and the use of e-cigarettes by staff and visitors is prohibited at all HWE ICB Premises.

3.0.11 *Arson*

Staff should be made aware of any known arson attempts in the local area, increasing vigilance as such an incident could indicate an increased risk to HWE ICB premises. Any concerns or suspicions must be immediately reported to their manager or the Appointed Person.

3.1 **Consultation and communication with stakeholders**

The following stakeholders have been consulted in relation to this policy.

- ICB Chief of staff
- ICB Executive team
- Qualified Health and Safety advisor.
- HWE ICB Trade Union representative.
- HWE ICB Equality and Diversity Lead.



3.2 References

- The Health and Safety at Work Act etc. 1974
- Regulatory Reform (Fire Safety Order) 2005
- [Fire safety in the workplace: Who's responsible - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Fire safety risk assessment: means of escape for disabled people \(accessible version\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3.3 Associated documentation

- HWE ICB Health and Safety Policy
- Electrical Risk Assessment
- Home Working Risk Assessment
- [Charter House local evacuation plan \(LEP\)](#)
- [The Forum local evacuation plan \(LEP\)](#)
- [Kao Park local evacuation plan \(LEP\)](#)



Appendix 1 – PEEP Template



Personal Emergency Evacuation Plan (PEEP) Form



This plan is intended to be completed by the Manager in conjunction with the individual to agree what action will be taken in the event of an emergency. The information within this PEEP will be used to plan the safe evacuation of the named individual.

The information will also be used for monitoring purposes to ensure that HWE ICB has adequate emergency plans in place.



Name of the individual this PEEP relates to		Job title /Department	
Email		Phone Number	
Name of Manager completing this form		Job title /Department	
Email		Phone Number	
HWE ICB Premises this PEEP relates to		Date PEEP carried out	
1.	What disability or condition does the individual have that might make them more vulnerable in the event of a fire? Are there any other difficulties that should be considered?	Please detail here. Consider temporary, or permanent disabilities/conditions that affect mobility, hearing and vision.	
2.	Is the individual this PEEP relates to aware of the fire emergency procedures for the premises? Are they confident they know the primary and alternative routes at the premises?	If no, please ensure you identify the procedure to them, and that they are comfortable with it. Look at whether an alternative format such as braille or large print would assist an individual who is sight impaired.	
3.	Are the red manual call points in the building easily accessible to the individual in the premises? Would they be able to raise the alarm using these?	If no, are there alternative ways to raise the alarm? Please outline and special arrangements here. If you are unsure, please speak to the appointed person at the premises.	
4.	Is the individual able to hear the emergency alarm clearly at the premises?	If no, please outline special arrangements here, consider asking team members to assist and look at whether the building has deaf alerting system or similar? If you are unsure, please speak to the appointed person at the premises.	
5.	Is the individual able to distinguish signs and emergency information clearly within the premises?	If no, please outline special arrangements here. Consider whether an alternative format such as braille or large print would assist an individual who is sight impaired or ask team members to assist. If you are unsure, please speak to the appointed person at the premises.	



6.	<p>Can the person exit the building <u>unaided</u> in a timely manner? Speak to the appointed person at your premises about evacuation times specific to the building.</p> <p>Once out of the building, can the individual make it to the assembly point <u>unaided</u> and safely?</p>	<p>If no, please use section 7 to detail how the individual would safely evacuate the building in an emergency and get to the assembly point.</p>
7.	<p>Please complete this section if NO was the answer to question 6. Please discuss and detail how the individual will safely exit the building and get to the assembly point in the event of an evacuation.</p> <p>Please discuss and detail plans for taking part in fire drills here also. If the individual is put at great risk by taking part in a planned fire drill, it may be necessary to include a method of reducing or removing the need to escape for a false alarm in this section.</p>	<p>Please outline special arrangements here. Consider who and how staff will assist and whether specialist equipment will be required (please list in section 9 also). Think about how many staff you want to enlist to ensure cover during periods of absence. Also think about whether another part of the building might be safer for the individual to work from. If you are unsure, please discuss with the appointed person for the premises or contact the Occupational Health Team.</p>
8.	<p>Are there refuge areas in your building? If so, does the individual know where they are located and what happens if someone is unable to get to them safely to assist?</p>	<p>If the building does not have refuge areas, mark as NA. If it does, please ensure the individual is aware of the location/s and understand what happens if someone cannot get to them safely to assist. If you are unsure, please speak to the appointed person for the premises.</p>
9.	<p>Should any staff require assistance during an evacuation, the extent of such assistance and the methods to be used must be identified in the table below. Colleagues required to assist in the evacuation must be nominated by the individual (after a discussion with them) and manager completing this form. Please note evacuation apparatus should only be operated by a trained member of staff and training status can be confirmed with the appointed person.</p>	



Staff requiring assistance should wait until the stairway is clear to avoid congestion. When clear, commence the evacuation.				
Name	Contact Number	Assistance required	Have you confirmed the named person is happy to assist and has provided consent to document their contact details here?	If applicable, have they been trained on the evacuation apparatus? Please provide the training date.
10.	Are there any issues to be resolved?	Please list here, and update and date once actions have been completed.		
<p>Managers sign off: (Please read and sign)</p> <ul style="list-style-type: none"> • Review and authorise the plan with the individual for whom the plan is required. • If the staff member doesn't need assistance, retain the form to provide confirmation that you've assessed their needs. • If the individual leaves their department for another or their manager changes within the HWE ICB, it is the manager's responsibility to pass this PEEP to the new manager for revision. • The PEEP must be reviewed after an evacuation, annually, if circumstances change. This must be updated on page 4 this document. 				



Signature of the manager completing the PEEP	Signature of the individual the PEEP relates
Date:	Date:

Review of PEEP	
Date	Review / comments

DATA PROTECTION NOTICE

Personal information collected for the PEEP process will be used to fulfil HWE ICB's obligations under Health and Safety policy and legislation. It will be retained in a secure location by the manager after completion until you leave the CCG. It may be shared where appropriate with those whom may be required to assist in the event of an evacuation. The document will also be shared with your new manager if a change takes place.



Equality Analysis

<p>Title of policy, service, proposal etc being assessed:</p> <p>Herts and West Essex Integrated Care Board (HWE ICB) Fire safety policy and associated Local Evacuation Procedures (LEP) for each site.</p>
<p>What are the intended outcomes of this work? The purpose of this policy is to ensure that all reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the risk of fire in all HWE ICB premises.</p> <p>How will these outcomes be achieved? In pursuance of this aim, all HWE ICB occupied premises require.</p> <ul style="list-style-type: none"> • An <i>Appointed Person</i>. • The undertaking of a Fire Risk Assessment to identify possible dangers and risks. • Consideration to those who may be especially at risk. • Appropriate fire safety measures are in place and maintained. • A plan to be in place should an emergency occur (Fire Safety Procedure). • Information, suitable instruction, and training is given to staff. • Records are kept and regular reviews are carried out.
<p>Who will be affected by this work? All staff and visitors to HWE ICB premises.</p>
<p>Evidence</p> <p>Impact Assessment Not Required NA</p>
<p>Impact Assessment Required</p> <p>What evidence have you considered? The Health and Safety at Work Act etc. 1974 Regulatory Reform (Fire Safety Order) 2005</p>
<p>Age</p> <p>Older people may be adversely affected due to possible mobility issues or sight and/or hearing impairments.</p>



<p>Disability Disabled people with mobility issues or sight and/or hearing impairments may be adversely affected or those with learning disabilities that find it hard to understand the policy.</p>
<p>Gender reassignment (including transgender) There is no evidence to suggest any adverse effect.</p>
<p>Marriage and civil partnership There is no evidence to suggest any adverse effect.</p>
<p>Pregnancy and maternity There is no evidence to suggest adverse effects unless there are specific mobility issues.</p>
<p>Race There is no evidence to suggest any adverse effect.</p>
<p>Religion or belief There is no evidence to suggest any adverse effect.</p>
<p>Sex There is no evidence to suggest any adverse effect.</p>
<p>Sexual orientation There is no evidence to suggest any adverse effect.</p>
<p>Carers There is no evidence to suggest any adverse effects. All able bodied should evacuate immediately and the trained safety assistance staff will manage any evacuation issues.</p>
<p>Other identified groups There is no evidence to suggest any adverse effect.</p>
<p>Engagement and involvement</p> <p>How have you engaged stakeholders with an interest in protected characteristics in gathering evidence or testing the evidence available? Yes</p> <p>How have you engaged stakeholders in testing the policy or programme proposals? All staff, including those from the above affected groups, have the opportunity to provide feedback following regular evacuation exercises or at training sessions. Each member of staff from the affected group is required to complete a specific personal emergency evacuation plan (PEEP).</p> <p>For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs: As above. Any key outputs will be outlined in personal evacuation plans.</p>
<p>Summary of Analysis Considering the evidence and engagement activity you listed above, please summarise the impact of your work.</p>



<p>Now consider and detail below how the proposals could support the elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups. This is the part of the Public Sector Equality Duty (see page 2).</p>
<p>Eliminate discrimination, harassment and victimisation Fire policy and LEP in place which must be followed.</p>
<p>Advance equality of opportunity Alternative procedures are in place for those members of staff who have a condition, disability, or mobility issue (whether permanent or temporary) that might make them more vulnerable in the event of a fire. Training sessions are carried out and where there is any lack of understanding it can be dealt with directly.</p>
<p>Promote good relations between groups Regular exercise / practice so people are aware of their responsibilities and know how to execute them.</p>
<p>Next Steps</p>
<p>Continue with staff training, refreshers, and evacuation and/or shelter exercises, maintain sufficient staff trained to use the evacuation apparatus.</p>
<p>How will you share the findings of the Equality analysis? Via the intranet, staff briefings, newsletters and departmental meetings.</p>

Health Inequalities Analysis

<p>Evidence 1. What evidence have you considered to determine what health inequalities exist in relation to your work? Details of current work force and known regular visitors in affected groups. Individual PEEPS.</p>
<p>Impact 2. What is the potential impact of your work on health inequalities? To ensure that all staff have the same opportunity to be evacuated from the building within a reasonable time period, or 'shelter' should an evacuation not be suitable due to the type of danger.</p>
<p>3. How can you make sure that your work has the best chance of reducing health inequalities? By following the policy and procedures set out.</p>
<p>Monitor and Evaluation 4. How will you monitor and evaluate the effect of your work on health inequalities? An evaluation is completed after every fire evacuation or exercise</p>
<p>For your records Name of person(s) who carried out these analyses: Kelly Taylor</p>



Date analyses were completed: 09.08.2023

Equality and Diversity Lead Sign off

EC

Emily Carter – Associate Director OD, Leadership, Education and Culture

10.08.2023

