



Merchant Taylors'

School

Health and Safety Codes of Practice

Safety Codes

**Health and Safety Code of Practice
Fire Precautions
SCP 09**

Document authors:	Director of Finance & Operations
Relevant to:	All staff, pupils, users of and visitors to the Merchant Taylors' Schools
Responsibility for development of this Code of Practice, which forms part of the Merchant Taylors' Schools Health and Safety Policy:	Executive
Responsibility for review of this Code of Practice:	Executive
Original effective date:	September 2019
Date(s) modified:	April 2021
Next review date:	April 2023* *This Code of Practice may be updated prior to this date in response to statutory or organisational requirements.
<p>Please note that the Health and Safety web pages' version of this Code of Practice is the only version that is maintained. Any printed copies should be viewed as "uncontrolled" and as such may not necessarily contain the latest updates and amendments.</p>	

**THIS CODE OF PRACTICE FORMS PART OF THE MERCHANT TAYLORS' SCHOOLS
HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES**

INDEX

1. Introduction

1.1 Legal considerations

2. Fire Risk Assessment

2.1 Fire safety audits undertaken by the Fire and Rescue Service

3. Structural Fire Protection

3.1 Fire doors

3.2 Fire stopping

4. Means of Escape

4.1 Protected staircases

4.2 Evacuation chairs

4.3 Evacuation lifts

4.4 Communication systems

4.5 Refuges

4.6 Ramps

4.7 Room occupancy

5. Fire Alarm Systems & Lighting

5.1 Maintenance testing

6. Fire Fighting Equipment

7. Fire Procedures and Drills

8. Fire Safety Log Book

9. Fire Safety Signs and Signals

9.1 Signage

9.2 Signals

10. Contractors and Hot Work

11. Housekeeping

Appendix 1 Guidance in regard to furniture and equipment on fire escape routes

Appendix 2 Directional escape signage for emergency lighting and signboards

Appendix 3 General fire safety information signs

Appendix 4 Extinguisher and other equipment information

1. INTRODUCTION

The objective of this Code of Practice is to ensure, so far as is reasonably practicable, that all buildings occupied or used by Merchant Taylors' Schools are provided with at least a minimum standard of protection from fire and have adequate alarm and firefighting systems to protect individuals in the case of an outbreak of fire. The requirements of current fire safety legislation must be met.

1.1 Legal considerations

The following legislation should be considered in relation to fire precautions:

- the Health and Safety at Work Act 1974;
- the Regulatory Reform (Fire Safety) Order 2005;
- the Management of Health and Safety at Work Regulations 1999;
- Health and Safety (Safety Signs and Signals) Regulations 1996 and the current Building Regulations and Approved Documents. The legislation places duties on the Merchant Taylors' Schools towards employees and those who may be affected by its activities. It is the responsibility of the Merchant Taylors' Schools to ensure that appropriate standards are met in relation to health and safety.

2. FIRE RISK ASSESSMENT

Under the Regulatory Reform (Fire Safety) Order 2005, Merchant Taylors' Schools must undertake a fire risk assessment of each building. The Estates and Facilities Department will undertake periodic risk assessments to ensure that arrangements for fire precautions are in accordance with current regulations.

The results of the risk assessment should inform the nature and level of the fire precautions to be provided. The results of the assessment will be provided to the Senior Management Team in order for them to address any actions. The Estates and Facilities Department will monitor progress of those actions.

2.1 Fire Safety audits undertaken by the Fire and Rescue Service

The Fire and Rescue Service undertake fire safety audits that include an inspection of both the building and the fire risk assessment, which need to be supplied when they attend for the audit.

3. STRUCTURAL FIRE PROTECTION

The Estates and Facilities Department will ensure that all buildings occupied by Merchant Taylors' Schools are provided with structural arrangements for fire control in accordance with Building Regulations and Approved Documents current at the time the building is constructed, acquired or substantially modified and will in all cases arrange for the making of the appropriate applications to the Enforcing Authorities prior to the occupancy of any building.

3.1 Fire doors

All fire doors, frames, seals and door furniture will be constructed and installed to British Standards. The Estates and Facilities Department will ensure these requirements are met.

3.2 Fire stopping

Where pipes, cables, ducting and structural features break through walls, floors and ceilings they must be fire stopped with the appropriate materials that meet current building regulations and standards. The Estate and Facilities Department will ensure these requirements are met and logged, as these items are included in the fire risk assessment.

4. MEANS OF ESCAPE

Notwithstanding any requirement of security, a statutory duty is placed upon Merchant Taylors' Schools to ensure that all means of escape in case of fire are available. While persons are in any building for the purposes of work, study, exhibitions, conferences or meals, all exits must be available without the use of keys or other devices. Under no circumstances may these basic criteria be disregarded.

4.1 Protected staircases

All protected staircase routes should lead to a place of safety and be as sterile as possible. There should be no notice boards, furniture or soft furnishings on such routes. Staircases should meet current building regulations and be accessible for the use by persons requiring assisted evacuation.

Considerations should include:

- the rise of the steps and the avoidance of open risers
- the number and profile of hand rails
- the dimensions of landings
- the unobstructed width of the staircase
- the provision of tactile and visual markings

4.3 Evacuation lifts

An evacuation/fire fighting lift, where available, should always be available for evacuation purposes. It therefore needs to be a lift used routinely as a passenger lift and not one used solely or occasionally as a lift for transporting goods. An evacuation lift should have suitable structural, electrical, fire protection and communication systems and be capable of being taken under control by an authorised person. It should, where possible, be associated with a refuge.

All evacuation lifts will be identified by appropriate signage and have instructions for use displayed in the lift. The responsibility for providing and maintaining evacuation lifts and appropriate signage and instructions for use rests with the Estate and Facilities Department. Training for operating the lift will be provided by the appropriate lift installer organised by the Estates and Facilities Department or their appointed agents.

4.4 Communication systems

Emergency intercom systems will be located in refuges and lifts and have instructions for use displayed by the intercom control. The responsibility of providing and maintaining communication systems and appropriate signage rests with the Estates and Facilities Department or their appointed agents.

4.5 Refuges

The limitation of distances of horizontal travel for means of escape purposes means that most mobility impaired people should be able, independently, to reach the safety of a protected escape route or final exit. However, some people, for example wheelchair users or those with mobility problems, will not be able to use stairs without assistance.

For this reason, it is necessary to provide refuges on all levels other than those in small buildings of limited height (where the distance of travel to a final exit is so limited that the provision of refuges is unnecessary), those providing level access directly to a final exit and those consisting exclusively of plant rooms.

It is not always possible to provide refuge areas in existing buildings, neither can existing buildings always be altered to provide refuge areas due to the age and design of the building when it was built.

All refuges should be located in a fire protected lobby or stairwell where possible and be appropriately marked and signed. The Estates and Facilities Department will assess the location and suitability. The responsibility for provision and signage of refuges rests with the Estates and Facilities Department or their appointed agents (see Appendix 3).

Whether or not an evacuation lift is provided, the following recommendations are applicable:

- a) A refuge should be provided for:
 - Each protected staircase affording egress from each level.
 - Each final exit leading onto a flight of stairs .
- b) Each refuge should provide an area accessible to a wheelchair in which a wheelchair user could await assistance.
- c) Where a refuge is in a protected staircase or protected lobby or protected corridor, the wheelchair space should not reduce the width of the escape route.
- d) Independent communications between the occupants and evacuation team should be provided.

The Estates and Facilities Department will assess the location and suitability.

4.6 Ramps

Some people, including those using wheelchairs, can find a steep slope difficult to negotiate. Where they are provided they should comply with current building regulations including construction, gradient and handrails.

There should be regular maintenance to ensure a sound surface. This includes cleaning to avoid a build up of moss that could create a slippery surface, and gritting during cold weather to thaw an icy surface.

4.7 Room occupancy

Rooms occupied by Merchant Taylors' Schools staff, students or visitors shall have sufficient exits available to evacuate all occupants in three minutes from the time of sounding an alarm.

All rooms defined as large rooms (60 persons or more) will have a maximum capacity indicated at the entrance. Under no circumstances may this be exceeded.

The Estates and Facilities Department will identify large rooms and occupancy figures as part of the fire risk assessment and the Estates and Facilities Department will be responsible for appropriate signage.

All rooms should be laid out in such a way that there is a passageway of at least 1.1m leading to the exits and that passageways and aisles shall not in any way be obstructed by chairs, bags or any other materials.

Where the room is provided with fixed seating, e.g. drama theatres, the number of seats provided shall not be exceeded by the number of occupants except in the case of provisions made for wheelchair users.

All staff are fully empowered and authorised to limit the number of persons who occupy rooms to the numbers outlined in this Code of Practice or in other guidance.

Note: Further advice may be sought from the Estates and Facilities Department.

5. FIRE ALARM SYSTEMS AND LIGHTING

Every building shall be provided with an electrically operated fire alarm system and emergency lighting appropriate for its size and use (see directional pictograms in Appendix 2). The responsibility of providing, maintaining and recording records relating to the fire alarm and lighting systems rests with the Estates and Facilities Department, or their appointed agents.

Where the fire alarm system is not operational, immediate steps must be taken to:

- Discontinue use of the building, or
- Make some temporary arrangements which will ensure the occupants are warned in the event of an outbreak of fire or need to be evacuated for any other reason

5.1 Maintenance testing

The Estates and Facilities Department, or their appointed agents, will undertake a weekly function check of fire alarm systems and record the results in the Fire Safety Log Book which is kept in each building in the fire safety log box. Building users will be informed of such tests by appropriate signage displayed in the building foyers by the Estates and Facilities Department, or their appointed agents. For continuity of testing the Estates and Facilities Department, or their appointed agents, should ensure there is a mechanism in place to replace staff who would normally undertake the testing but who may not be available.

Emergency lighting systems will be tested quarterly and the results recorded in the Lighting Maintenance Test Record. The responsibility for testing rests with the Estates and Facilities Department or their appointed agents.

A copy of the lighting maintenance test record and/or certificate for the fire alarm and emergency lighting will be kept for each building in an electronic format by the Estates and Facilities Department who will ensure it is available for inspection by the Fire and Rescue Service.

6. FIRE FIGHTING EQUIPMENT

Merchant Taylors' Schools will provide fire-fighting equipment, which is suitable and appropriately located for the risk within buildings (see Appendix 4). The responsibility for provision rests with the Estates and Facilities Department.

The Estates and Facilities Department, or their appointed agents, will be responsible for providing and regularly maintaining adequate fire fighting equipment and holding records relating to this. The Estates and Facilities Department may advise on the level and type of provision.

Provision will generally be foam and carbon dioxide extinguishers supported by fire blankets. In special cases, wet chemical or dry powder extinguishers will be provided based on the local fire risk assessment.

Fire extinguishers will normally be placed in corridors near to emergency manual call points where possible and must be accessible for inspection. In exceptional circumstances, where it is justified by the local fire risk assessment, fire-fighting equipment may be placed within rooms.

In all laboratories, workshops and kitchens, particularly where highly flammable substances are used, a fire blanket will be provided adjacent to the exit.

In the event of any fire fighting equipment being discharged, either accidentally or for emergency use the Estates and Facilities Department Helpdesk should be notified promptly. The Estates and Facilities Department will then arrange for a recharge or a replacement.

Note: A limited number of personnel within Merchant Taylors' Schools may receive specific training in the use of fire fighting equipment. All personnel are reminded that they have a priority duty for the safety of those people under their supervision and for themselves. Therefore, in the event of any outbreak of fire their initial responsibility will be to activate the fire alarm and evacuate the area and the building. Fire fighting equipment should be used to aid the means of escape if necessary, providing this does not pose additional risk to the individuals concerned.

7. FIRE PROCEDURES AND DRILLS

Every building will be provided with sufficient Fire Action Notices detailing procedures in the event of fire. Such notices will be placed at least at each alarm call point and inside each large room. The responsibility for this rests with the Estates and Facilities Department.

In the event of the fire alarm activating, the procedures that are posted on the Fire Action Notices must be followed without exception. Other than for pre-arranged

testing, failure to evacuate a building in the event of a fire alarm activating will result in disciplinary action by Merchant Taylors' Schools.

The Fire Evacuation Co-ordinator or nominated deputy, or in the absence of any nominated person, the most senior or suitably competent member of the Merchant Taylors' Schools staff present will take control of the evacuation and will liaise with the Estate and Facilities Department, or in the event of a reported fire, the Fire and Rescue Service Officer attending before authorising re-occupancy of the building.

The Head of Estates and Facilities Management will be responsible for developing local fire evacuation plans and will ensure fire drills are undertaken at least twice annually.

8. FIRE SAFETY LOG BOOK

All Merchant Taylors' Schools buildings will be provided with a Fire Safety Log Book. The Fire Evacuation Coordinators will be responsible for the management and upkeep of the log book. The log book shall be kept in a locked fire log box located by the fire panel. The Estate and Facilities Department will provide training, if required, for staff assigned the responsibility for maintaining the Fire Safety Log.

Owing to the regular updates to records for the fire alarm maintenance, fire fighting equipment maintenance and emergency lighting maintenance, test certificates will be held by the Estate and Facilities Department as an electronic log. Training records, Site Specific Risk Information Surveys, Fire Risk Assessments and Codes of Practice will be held by the Estate and Facilities Department as an electronic log. This documentation will be required for inspection by the Fire and Rescue Service during an audit. The Estate and Facilities Department will manage this process and arrange for such documentation to be available when required.

The following must be recorded on the relevant forms in the building log book:

- Weekly fire alarm tests
- Fire alarm activations (for any reason)
- Fire drill tests

The building log book will also contain:

- Building fire evacuation plan
- Building plans
- Personal emergency evacuation plans (PEEPS)
- List of emergency contact numbers
- Other additional information relevant to specific hazards in that building e.g. location of compressed gases, flammable substances, access codes.

9. FIRE SAFETY SIGNS AND SIGNALS

9.1 Signage

All fire safety signs must conform to current regulatory standards under the Health and Safety (Safety Signs and Signals) Regulations 1996. The Estates and Facilities department will advise on the type and specification of signs required (see Appendices 2 and 3).

The Estates and Facilities Department will be responsible for the supply or replacement and installation of such signs dependent on the refurbishment and capital project work, signs removed by building maintenance contractors, changes in legislation or the outcome of the fire risk assessment.

Refuges and evacuation lifts should be clearly identified by appropriate fire safety signs. Where a refuge is in a lobby or stairway, it is essential that the sign is accompanied by a blue mandatory sign worded "Refuge keep clear" and has information about the location such as floor, lift or stair number. It should also provide instructions for use of the intercom, where one is located.

9.2 Signals

Where evacuation from buildings is needed, the Health and Safety (Safety Signs and Signals) Regulations 1996 require the fire alarm signal to be consistent, unambiguous and continuous. Other signals that could create confusion must not conflict or overpower it.

10. CONTRACTORS AND HOT WORK

The Estates and Facilities Department, or their appointed agents, will be responsible for ensuring contractors receive induction for fire procedures. During maintenance and refurbishment, contractors may bring combustible materials and additional sources of ignition into the building. It is important that these activities are assessed to reduce the risk of fire.

The Estates and Facilities Department, will be responsible for ensuring that contractors, when necessary, isolate or make inoperable detectors by placing a plastic detector head cover over them if they are near the work area and that the cover is removed immediately after the work has finished.

Where hot work is initiated, the Estates and Facilities Department, or their appointed agents, will be responsible for managing any fire safety precautions ensuring suitable arrangements are in place and informing the building Fire Evacuation Coordinator. Where such work is undertaken hot work permits should be issued.

11. HOUSEKEEPING

The most effective means of reducing the risk of fire is by adopting safe systems of work and good housekeeping standards. Please note:

- Fire protected routes including corridors, lobbies, stairwells and exit doors must be kept free and unobstructed from the accumulation of permanent electrical equipment, furniture, waste materials, bins and unprotected notice boards (see Appendix 1).
- There shall be accumulation of rubbish, wastepaper or other materials that could catch fire in or adjacent to any building.
- Flammable liquids should be stored in appropriate containers in appropriate quantities.
- Portable appliance testing must be undertaken.
- Electrical equipment should be switched off when not in use.
- Means of escape must be kept clear at all times.
- Merchant Taylors' Schools No Smoking Policy must be observed.

APPENDIX 1

GUIDANCE IN REGARD TO FURNITURE AND EQUIPMENT ON FIRE ESCAPE ROUTES

This guidance note gives advice on how to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 with respect to fire escape routes. This legislation requires Merchant Taylors' Schools to ensure that corridors, lobbies and stairwells that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition threat should not normally be located on any corridor or stairwell that will be used as an escape route.

The main sources of ignition and fuel currently found on escape routes are photocopiers, vending machines, furniture, open notice boards, random leaflets, waste materials, student pigeonholes and lockers.

1. PROTECTED STAIRWELLS

A protected stairwell is a stairwell that is closed from the accommodation parts of the building on every floor. The purpose of this is to provide fire doors between the stairwell and the fire so that people in the stairwell evacuating the building are protected from the fire and smoke so that smoke is prevented from spreading through the building.

It is important that these areas are especially free of anything that can burn, as it is part of the function of a protected route to be as safe as possible in all fire cases. Therefore, no furniture or storage of materials should be in these areas.

2. CORRIDORS

Corridors need to be kept unobstructed at all times to avoid tripping and collision risks so as not to hinder passage in the event of an emergency evacuation. Corridors may not be regarded as an extension to the teaching space.

3. FURNITURE AND EQUIPMENT

There is a twofold problem with furniture and equipment in fire escape routes. Firstly, it may represent an obstruction to egress from the building in the event of a fire and secondly it may present a fire risk by either being the source of ignition or being the fuel thus sustaining a fire.

3.1 Equipment

For equipment that may cause a fire (i.e. electrical or uses flammable solvents etc.) this is generally prohibited from corridors, lobbies and stairwells. It may only be used in rooms separated from the corridor by a door or in areas that are specifically defined as "dual use". Examples of this type of equipment include:

- photocopiers, printers, computers, televisions, battery chargers, drinks and snack machines, freezers, refrigerators, etc

Examples of equipment that are not included in this list include:

- Telephones and battery (dry cell) powered devices

The designation of 'dual use' is made by the Estates and Facilities Department, in consultation with the Fire and Rescue Service. Schools and Departments may not decide that an area is to be 'dual use' without prior consultation and permission from the Estate and Facilities Department.

3.1.1 Dual use

The phrase "Dual Use" is meant to indicate both Fire Egress and Accommodation uses for the part of the building. Two examples are given below:

- A room that forms an alternative egress route from a corridor to the outside. In this case the virtual corridor through the room will need to be maintained as an unobstructed route in the same way as the corridor outside is kept clear of obstructions. However, this is still a room so the other restrictions do not apply.
- A corridor that is sufficiently wide to accommodate a limited number of chairs to use as a waiting area outside an office. Here the primary function is as a corridor but the dual use for accommodation is permitted, although the other restrictions of being a corridor will still apply.

3.2 Furniture

For equipment that does not pose a risk of starting fires, the following guidance for furniture may be used:

3.2.1 Obstructions

The problem with most furniture is that it is large and will obstruct routes of egress if it is not carefully located. No furniture may be placed in any corridor if it narrows the remaining width of the corridor to less than that of the widest egress doors. In addition to this, any furniture that is placed in corridors where it may be knocked over and cause a risk should be secured to the floor or wall such that it is not vulnerable to being knocked over. This also applies to "Dual Purpose" areas. Redundant furniture must not be stored in corridors whilst awaiting disposal by the Estates and Facilities Department; such furniture must be retained in offices until it can be disposed of in a safe manner.

3.2.2 Special fire risks

The only furniture permitted in corridors incorporating foam (e.g. padded seats) will have to bear the mark showing that it has passed the flame test. If it no longer bears the mark, it may not be placed into a corridor.

All furniture represents fuel for a fire and it is necessary to minimise the amount of fuel. This means that if chairs, tables etc. can be placed in corridors where there is a proven need for this facility, then the furniture selected should represent a low fire risk. In order to minimise the amount of fuel present the preferred furniture items should be made of metals, followed by solid woods, then laminated woods then finally plastics and chipboards. Plastics will burn vigorously once melted – natural woods burn more slowly and give off less harmful fumes.

In the case of lockers, bookcases and filing cabinets, cupboards, tables and shelves, consideration should be made when deciding what is to be kept in/on the furniture.

3.3 Specific items

3.3.1 Bookcases and filing cabinets

THESE MUST NOT BE LOCATED ON CORRIDORS, LOBBIES or STAIRWELLS.

3.3.2 Lockers

Schools and Departments wishing to place lockers in corridors will need to consult with the Estates and Facilities Department on this matter in advance. Ideally, lockers should have sloping tops fitted to prevent the use of the locker tops for additional storage, otherwise the locker tops should be kept clear. Lockers must be made of steel and have doors that lock or secure closed. Mesh cages and lockers with excessively large ventilation grilles will not be acceptable in corridors.

Lockers should be fastened together or secured to the wall to provide stability. Lockers must not be loose as they then have the potential to fall and block the corridor. The contents of lockers should be restricted; flammable substances are not permitted to be kept in lockers in corridors. In all cases, the locker doors should be kept locked/closed.

Permitted contents of lockers in corridors are as follows:

- Lab coats/outdoor protective clothing
- Personal effects of staff/pupils whilst they are in Merchant Taylors' Schools building
- Books and papers not permitted in laboratories

Prohibited contents of lockers in corridors are as follows:

- Flammable, highly flammable, or otherwise high risk liquids or gases
- Compressed gas cylinders
- Chemicals, samples, biological agents or other such materials

In all cases the location of lockers will be restricted to those corridors where there is automatic fire detection (at least two detector heads present) and where risk assessment indicates that it is otherwise reasonable. Lockers may not be located where they will narrow the escape routes to a width less than the width of the fire doors on that route.

3.3.3 Pigeon holes

These should not be in corridors in buildings, particularly the wire cage type. The preference is for steel pigeonholes over wooden ones. Any pigeon holes that are to remain in corridors must be in safe locations - i.e. in corridors with fire detection (preferably two or more detector heads present in that part of the corridor) and they must be managed to prevent the build-up of post, for example by removal of post for colleagues who are away from Merchant Taylors' Schools. The name and contact

details of the designated person responsible for the management must be displayed on the pigeonhole structure.

3.3.4 Display materials and decorations

Displays are often located in corridors and in entrance foyers, and generally comprise materials such as paper, cardboard and plastic, which provide a means for the rapid spread of fire. You should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly. To reduce the risk of fire spread, you should consider the following:

- Minimise the size and number of display areas to discrete, separated areas (e.g. along a corridor)
- The use of display cabinets and glazed notice boards
- Keep displays away from light fittings and heaters
- Keep displays away from ceiling voids which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity

4. NOTICE BOARDS

Wall mounted notice boards, display boards and bulletin boards are used throughout the Merchant Taylors' Schools as an essential and convenient way of communicating information to staff and pupils. However, open notice boards which have substantial amounts of paper attached are vulnerable to arson and a fire on a notice board can facilitate the rapid spread of flames and the production of a significant amount of smoke.

4.1 Types of notice boards

Notice boards are subject to BS476 Part 7 – surface spread of flame rating.

Class O Notice boards that comply with Class O requirements are glazed notice boards with an aluminium frame, fire resistant toughened glass doors and Class O core material with fire resisting covering and lockable. They can be used sparingly on corridors or open plan areas. Approval of installation must be through the Estates and Facilities Department.

Class 1 Notice boards are open type boards with fire resistant material covering. These are only suitable for offices and teaching rooms where there are no sources of ignition.

4.2 Notice board management

- a. The board must be suitably managed. The name and e-mail address of the person responsible for the board must be displayed on each board.
- b. Notices must be pinned down at all four corners and must not extend beyond the confines of the board.
- c. Notices of a more permanent nature should be laminated.
- d. Old material must be removed regularly.

- e. Notice boards in corridors must not be used for dispensing leaflets

4.3 Temporary signs or notices







Temporary signs and notices to aid new pupils to navigate, persons to get to events etc. can be placed on pillars and walls, providing this is done as sparingly as possible. Such notices must include the contact details of the person responsible for the notices and, on completion of the event, they must be removed as soon as possible. All other unauthorised notices and any notices without contact details will be removed immediately.






5. WASTE MATERIALS

Waste materials such as packaging, paper recycling bags and general waste bags must NOT be stored in corridors whilst awaiting collection.

APPENDIX 2









Directional Escape Signage for Emergency Lighting and Signboards compliant with ISO EN7010:2011 and ISO EN16069 Graphical Symbols – Safety Way Guidance Systems











General Information			
<p>The pictogram signs for both emergency light boxes and signboards show a green running man through a door with a directional arrow and no text. The position of all signboards should be 1.7m high on escape route walls or 2.2m high when suspended or fixed above a door.</p>			
Sign	Meaning as viewed looking towards the sign	Locations	Emergency Light or Signboard
	<p>Proceed forward indicating direction of travel</p> <p>Proceed Forward and through from here</p> <p>Proceed Up indicating a change of level</p>	<p>Positioned along an escape route leading to a door</p> <p>Position above a door on an escape route</p> <p>Positioned in open areas indicating a route to a door</p> <p>Positioned at the foot of the stairwell or ramp from in a basement Size 450mm x 150mm (for signboards)</p>	EL and S
	<p>Proceed Down indicating a change in level down</p>	<p>Position above door to stairwell or ramp or change of level</p>	EL and S
	<p>Proceed Left indicating direction of travel</p>	<p>On corridor walls</p> <p>Suspended at change of direction</p> <p>Suspended adjacent and right of exit</p>	EL and S
	<p>Proceed Right indicating direction of travel</p>	<p>On corridor walls</p> <p>Suspended at change of direction</p> <p>Suspended adjacent and left of exit</p>	EL and S
	<p>Proceed Down Left</p>	<p>Position on wall or suspend on staircase landing or ramp to indicate a change in level</p>	EL and S
	<p>Proceed Down Right</p>	<p>Position on wall or suspend on staircase landing or ramp to indicate a change in level</p>	EL and S






	<p>Proceed Up Right</p> <p>Proceed Forward and to the right</p>	<p>Position on wall or suspend at foot of staircase or ramp from a basement</p> <p>Position in an open space on wall or suspend to direct to proceed forward to the right</p>	<p>EL and S</p>
	<p>Proceed Up Left</p> <p>Proceed Forward and to the left</p>	<p>Position on wall or suspend at foot of a staircase or ramp from a basement</p> <p>Position in an open space on wall or suspend to direct to proceed forward to the left</p>	<p>EL and S</p>
	<p>Final Exit or</p> <p>The upward facing proceed forward arrow can be used for this</p>	<p>Position above the final escape exit door</p>	<p>EL and S</p>
	<p>Directional arrows to a refuge (directions as above).</p>	<p>Position suspended on the corridor by a corridor exit door leading to a refuge so that it can be seen from both sides, or on the wall above a door exiting towards a refuge.</p>	<p>EL and S</p>
	<p>The downward arrows can be used to indicate a change of level via a ramp</p>		

APPENDIX 3

General Fire Safety Information Signs





General Information Information signs for signboards compliant with ISO 7010:2011. Photoluminescent information signs should be placed in unfenestrated areas			
Sign	Sign Meaning as viewed looking towards the sign	Locations and sizes	Signboard on Wall, Door or Cupboard Door
	Fire Action Notice Photoluminescent	Position above or next to a Manual Alarm call point Size 150 x 210mm	W
	Final Exit for emergency use	Position on the final exit door internally Size 150x450mm	D
	Final Exit door keep free from obstructions	Position on the final exit door Size 150x450mm	D
	Final Exit Door	Position next to thumb turn lock on door either left or right Size will vary depending on location	D
	Final Exit Door	Position by push bar on Fire Exit door Size 50x250mm	D
	Final Exit Door	Position by push pad on Fire Exit door Size 50x250mm	D
	Refuge for assisted evacuation. Will have information bespoke to the building	Position in refuge located next to Evac+Chair Size 300x400mm	W
	Assembly point	Position externally either on a wall or a metal pole. Size will vary depending on location	W or Pole




	Manual Fire Alarm Call Point	Position at 2m-2.5m high above ground level. Above the Manual Alarm call point so it can be seen from a distance Size 100mmx100mm	W
	Fire Extinguishers	Position at 2m-2.5m high above ground level. Above the Extinguishers so it can be seen from a distance Size 100mmx100mm	W
	Wet Riser	Cupboard door to mains control valve in fire-fighting shaft. Internally and externally size 200x200mm	CD
	Dry Riser	Cupboard door to mains control valve in fire-fighting shaft. Internally and externally size 200x200mm	CD
	Emergency gas shut off valve	Fixed on room or cupboard door. The valve should also be clearly marked Size 150x200mm	D, CD, W
	Emergency water shut off valve	Fixed on room or cupboard door. The valve should also be clearly marked Size 150x200mm	D, CD, W
	Emergency electrical isolation switch	Fixed on room or cupboard door. The switch should also be clearly marked Size 150x200mm	D, CD, W
	Fire Hydrant	Internal fixed on room or cupboard door Externally on gate or wall. Size 150x200mm Fire Hydrants are usually outside in the service road. They should have the H symbol close by, size will vary.	D, CD, W, Gate or Grid
	Identifying switch that fire fighters use to isolate the lift	Fixed next to the switch by lift	W
	Emergency Phone	Positioned in main entrances Size 100x100mm	W

	<p>If there is a fire do not use the lift use the stairs</p>	<p>Position on wall next to lift Size 100x150mm</p>	<p>W</p>
	<p>Keep Fire Alarm control panel clear for access</p>	<p>Position on wall next to fire panel Size 250x300mm</p>	<p>FP</p>
	<p>Fire Door keep closed or shut</p>	<p>Position on fire doors above handle or push plate at 1.5m above the floor PVC or metal signs can be used Size 80x80mm</p>	<p>D</p>
	<p>Fire Doors with automatic door closers</p>	<p>Position on fire doors above handle or push plate at 1.5m above the floor Size 80x80mm</p>	<p>D</p>
	<p>Cupboard doors such as riser service cupboards</p>	<p>Position on cupboard doors close to handle or lock Size 80x80mm</p>	<p>D</p>

APPENDIX 4

Extinguisher and Other Equipment Type

Fire Extinguisher Type	Image	Type of use	Location	Fixing type and Height
<p>Water</p>		<p>Class A Organic materials Wood, paper, textiles</p>	<p>Near to or in a dry store room on the wall near to the manual alarm call point nearest to the exit door</p>	<p>Flat bracket Position bracket so extinguisher is 1 metre high to the top of the handle</p>
<p>AFF Foam</p>		<p>Class A Organic materials Wood, paper, textiles Class B Flammable liquids, paint, oils Class C Gases and liquefiable gases</p>	<p>Corridors and lobbies on the wall near to the manual alarm call point nearest to the exit door</p>	<p>Flat bracket Position bracket so extinguisher is 1 metre high to the top of the handle CO2</p>
<p>CO²</p>		<p>Class E Electrical</p>	<p>Corridors Lobbies IT suites and Workshops on the wall near to the manual alarm call point nearest to the exit door</p>	<p>Narrow pin bracket Position bracket so extinguisher is 1 metre high to the top of the handle</p>
<p>Powder</p>		<p>Class A Organic materials Wood, paper, textiles Class B Flammable liquids, paint, oils Class E Electrical</p>	<p>Plant and Switch Rooms on the wall near to the manual alarm call point nearest to the exit door</p>	<p>Flat bracket Position bracket so extinguisher is 1 metre high to the top of the handle</p>

<p>Wet Chemical</p>		<p>Class A Organic materials Wood, paper, textiles Class F Hot cooking oils and fats</p>	<p>Kitchens (where deep fat frying occurs) on the wall near to the manual alarm call point nearest to the exit door</p>	<p>Flat bracket Position bracket so extinguisher is 1 metre high to the top of the handle</p>
<p>Special Powder (Lithium, Sodium, Magnesium, Aluminium)</p>		<p>Class D Metal fires require a specialist formula. This must be risk assessed before selection.</p>	<p>Laboratory and workshops on wall near to the manual call point nearest to the exit door</p>	<p>Flat bracket Position bracket so extinguisher is 1 metre high to top of the handle</p>
<p>Fire Blanket (BSI kite marked)</p>		<p>Can be used on any small fire, person on fire, vehicle on fire</p>	<p>Vehicles, kitchens, laboratories, workshops on the wall adjacent to the nearest exit door</p>	<p>Screw fixing on wall or strong velcro Located near to the door at 1.5m high</p>