

Coronavirus (COVID-19)

Property Compliance Update

Fire Safety Briefing Note



Cyngor **Sir Gâr**
Carmarthenshire
County Council



Regulatory Reform (Fire Safety) Order 2005 Fire Safety Advice during COVID 19 Outbreak

During these unprecedented times we are aware that departments may have to make difficult decisions and change working practices and arrangements dramatically to ensure business continuity. If you are having to make any changes to your arrangements, we have implemented the following:

A Full list of all properties that have been deemed essential to remain open is required by Property Compliance section so we can continue to provide essential servicing and support. (TSMangement@carmarthenshire.gov.uk)

Any building that has been deemed essential to remain open must always have a Nominated Responsible Person in attendance, if this is not possible then Deputy Nominated Responsible Persons must be appointed, and names given on page of the Emergency Evacuation Plan.

Emergency Evacuation Plan

- An Emergency Evacuation Plan template must be completed, and these templates must be completed in full showing all responsible persons, considering any type of Rota system in place. A copy of the completed plan must be returned to TSMangement, clearly showing which property it relates too.
- The Emergency Evacuation Plan is to be printed out and given to all staff to read.
- The flow chart and PRP/Nominated persons section should also be printed and displayed in prominent locations.

Daily Fire Register

- All staff must sign in and out of the premises at one main entrance point.
- This Register is to be kept updated and must be easily accessible in the event of an evacuation.
- Occupancy levels must be recorded, and staff should not be working in isolated areas. Staff should try and occupy one part of a building where possible.

Evacuation

- If the Fire Alarm sounds all occupants must leave the building in a calm manner. Try and maintain a safe distance from each other whilst making your way out and to the muster point.
- The Final Escape doors must always be available for use and be within the approved travel distance, if some doors are locked then any changes to the normal escape routes including distances must be approved by Property Compliance Team (TSMangement@carmarthenshire.gov.uk)
- Lower staff numbers may result in changes to arrangements if the fire alarm actuates, if you no longer have enough staff to investigate a false alarm then immediate evacuation would be the most sensible practice.
- If an individual has been identified as needing a PEEP (Personal Emergency Evacuation Plan) a template has been provided with the Emergency Evacuation Plan template.

Weekly Fire Alarm testing

- The weekly testing of the fire alarm system must be maintained and recorded within the premises files.

All the above information must be passed on to the new acting Responsible person at every hand over. Should you require assistance with any Fire Safety issues please contact:

Mr. Andrew Russ

Property Condition Officer

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07919 592 676