

Fire Prevention, Precautions and Emergency Evacuation Policy

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Fire Prevention, Precautions and Emergency Evacuation Policy

Contents

<i>Introduction</i>	3
<i>General Principles</i>	3
Fire Safety Precautions	3
Fire Action Procedure	4
At the Assembly Point	4
Finalising the incident	5
<i>Responsibilities</i>	5
Fire Marshals	6
All Staff	7
Fire Alarm Testing	7
Fire Evacuations	8
Fire Evacuation Plans	8
Training Instruction and Information	9
Fire Risk Assessments	9
<i>Monitoring and Reporting</i>	10
<i>Change Register</i>	10
<i>Appendix 1 – Broadmead Medical Centre</i>	11
<i>Appendix 2 – Charlotte Keel Medical Practice</i>	13
<i>Appendix 3 – The Homeless Health Service</i>	14
<i>Appendix 4 – Units 20/21 Osprey Court</i>	16
<i>Appendix 5 – Unit 4 Osprey Court</i>	18
<i>Appendix 6 – Unit 3 Osprey Court</i>	20
<i>Appendix 7 – 168 Medical Centre</i>	21
<i>Appendix 8 – Greenway Community Practice</i>	23
<i>Appendix 9 – Clevedon Hospital</i>	25
<i>Appendix 10 – Christchurch Family Practice</i>	26
<i>Appendix 11 – Marksbury Road Surgery</i>	28
<i>Appendix 12 – Fire Marshal Responsibilities – Shift Manager Osprey Court</i>	31
<i>Appendix 13 – Fire Marshal Responsibilities – Shift Manager at Marksbury Road</i>	33
<i>Appendix 14 – Fire Marshal Responsibilities – Hosts</i>	35

Fire Prevention, Precautions and Emergency Evacuation Policy

Introduction

This policy ensures that all co-owners, patients, contractors and visitors are protected from the risk of fire, in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974.

A suitable and sufficient fire risk assessment will be completed for each BrisDoc location by a competent person and reviewed regularly. Reviews will also take place following any significant change to the premises, layout, occupancy, work activities, or after any fire-related incident. All actions arising from assessments will be assigned to responsible persons with clear deadlines and monitored to completion.

Appropriate fire prevention and protection measures will be maintained, including fire detection and alarm systems, emergency lighting, accessible escape routes, firefighting equipment, and fire safety signage. Emergency procedures, including evacuation arrangements, will be communicated and tested through fire drills at least annually, with outcomes recorded and acted upon.

All co-owners will receive suitable fire safety training at induction and periodically thereafter. Additional training will be provided where roles or risks require it. Training records will be maintained.

Fire safety is a shared responsibility. All individuals must cooperate with established procedures, take reasonable care for their own safety and that of others, and report hazards promptly.

Arrangements will be in place to ensure the safe use, inspection and maintenance of electrical and gas equipment. All BrisDoc premises and shared spaces are strictly non-smoking.

BrisDoc will implement Personal Emergency Evacuation Plans (PEEPs) for co-owners and regular patients with known mobility or sensory impairments. General Emergency Evacuation Plans (GEEPs) will be used for visitors who may require assistance.

General Principles

Below are a set of general principles that should be applied by all co-owners to ensure the risk of fire and the risk from a fire is reduced as far as practicable.

Fire Safety Precautions

Fire prevention	• Keep ignition sources away from combustible materials • Use electrical and gas equipment safely and maintain it regularly • Do not overload electrical sockets • Store flammable or hazardous materials safely. Please refer to the Medicines Management Policy for more information on Oxygen storage.
Good housekeeping	• Keep escape routes, corridors, and exits are clear at all times • Dispose of waste regularly and safely
Fire detection and warning	• Ensure fire alarms and smoke detectors are installed and working – This will be the responsibility of the Facilities Manager or the Landlord of the property

Fire Prevention, Precautions and Emergency Evacuation Policy

	• Report any faults immediately to your line manager or a Fire Marshal.
Means of escape	• Know the location of fire exits and escape routes • Keep fire doors closed and never wedge them open
Firefighting equipment	• Ensure fire extinguishers are available and accessible • Use extinguishers only if trained and it is safe to do so
Training and awareness	• Be familiar with fire procedures and evacuation plans • Participate in fire drills when required
Emergency response	• Raise the alarm immediately if a fire is discovered • Evacuate promptly and go to the designated assembly point

Fire Action Procedure

Please refer to each site-specific evacuation plan, documented in the base set up document or on display next to the exits of the building. Also attached as appendices.

- **Raise the alarm immediately**
Activate the nearest fire alarm call point as soon as a fire or smoke is discovered.
- **Call the emergency services**
Dial 999 and give clear details of the location and nature of the fire.
- **Evacuate the area**
Leave the building promptly by the nearest safe escape route. Do not use lifts unless authorised.
- **Close doors behind you**
If safe to do so, close doors and windows to help contain the fire and smoke.
- **Do not re-enter the building**
Go to the designated assembly point and remain there until instructed otherwise.
- **Assist others if safe**
Help visitors or those who may need assistance, provided it does not put you at risk.
- **Only tackle a fire if trained**
Use fire-fighting equipment only if you are trained
- **Follow local fire procedures**
Comply with site-specific instructions.

At the Assembly Point

All co-owners will report their presence to their Team/Line Manager.

Team/Line Managers will check the completeness of their team and report their status to the Fire Marshal.

The Fire Marshal will inform the fire brigade that evacuation has taken place. Information on the location and status of any patients/persons still inside the building, for whatever reason, will be handed over.

The Fire Marshal should check with patients that their whole party is present and if not, who is missing. This information should be passed to the fire brigade.

Fire Prevention, Precautions and Emergency Evacuation Policy

The Fire Marshal will act in accordance with any business continuity plan for BrisDoc for their service with respect to endeavouring to secure the most practicable service continuity possible in the circumstances.

On no account should the Fire Marshal return to the building to search for patients or co-owners who are unaccounted for.

In IUC, if possible, the Fire Marshal should communicate with the Shift Manager or one of BrisDoc's other IUC Treatment Centres to inform them of the emergency. The other Treatment Centre will review the evacuated Treatment Centre's appointment schedule and inform the Fire Marshal of how many patients are recorded as being in the evacuated building. The Base Set-up document gives details of how to silence the alarm. It will be the Fire Marshals responsibility to silence the alarm.

At Osprey Court the Fire Marshal will be responsible for silencing the alarm at the fire panel if and when requested to do so by the fire brigade. Relevant information is displayed next to the fire alarm panel.

At BMC, HHS and CKMP, it is expected that the Landlord's Estates Response Team will manage their alarm panel.

Finalising the incident

When the emergency has finished and work resumed, at the nearest opportunity, the Fire Marshal must:

1. IUC - telephone the other treatment centre to inform that the emergency has finished.
2. Establish normal phone contact with patients by ensuring that any divert arrangements have been reversed.
3. Where it is BrisDoc's responsibility, reset the fire alarm panel.
4. Submit a learning event form stating any relevant information.
5. At the earliest opportunity, the responsible person for the service should undertake a risk assessment of the hazard.
6. A lesson learnt and de-briefing session will be carried out by the service lead, sharing any relevant information with co-owners. All learning and recommendations will be shared with the H&SSG.

Responsibilities

The section sets out the responsibilities of specific roles and how the legal obligations are fulfilled.

Competent Persons

A competent person is defined as someone with sufficient training, experience, knowledge and authority to carry out fire safety duties effectively. BrisDoc will ensure all responsible persons and Fire Marshals meet this requirement.

Fire Prevention, Precautions and Emergency Evacuation Policy

Fire Marshals

Fire Marshals have clearly defined responsibilities, which vary by location. They have full authority to initiate evacuations, direct co-owners, liaise with emergency services, and ensure safe evacuation.

(Existing location-specific responsibilities remain unchanged and are detailed in appendices.)

Integrated Urgent Care

Please see appendices 12, 13 & 14 for full responsibilities.

20/21 Osprey Court

During the hours of 9-5pm (excluding bank holidays) the Facilities Team will take the lead with any evacuation at unit 20/21 Osprey Court. The Facilities Team will check the ground floor of unit 20, including the toilets. They will collect the visitors log book and take it to the assembly point. The IAP Shift Manager will carry out a sweep of the upstairs (units 20/21). The IUC Shift Manager will carry out a sweep of the ground floor of unit 21, including the toilets. They will also take the fire folder which is located next to the fire alarm panel at the exit and hand it over to the Fire Marshal leading the evacuation – Facilities Team. All Fire Marshals are to report to the Fire Marshall leading the evacuation to confirm that their floor or zone has been evacuated.

Unit 4 Osprey Court

Designated co-owners on both floors have been appointed as a Fire Marshal. During an evacuation, a sweep of each floor is required; the visitors book and fire folders should be collected from the main entrance and should be taken to the fire assembly point where the Fire Marshal will check to ensure all co-owners have been evacuated. All Fire Marshals are to report to the Fire Marshall leading the evacuation to confirm that their floor or zone has been evacuated. The appointed person should be nominated to inform the Facilities Team. The Facilities Team will then assist.

Unit 3 Osprey Court

This unit does not have any designated Fire Marshals [RH2.1][GC2.2], as the building is not permanently staffed. All co-owner users of the building have completed their mandatory Fire Safety training, and evacuation plans are clearly displayed at each exit.

All co-owners who use this unit are based in Units 4 or 20/21 and are familiar with the designated assembly point. In the event of an evacuation, a full sweep of the building must be carried out. The fire folder and visitors' book should be collected and taken to the assembly point.

A nominated individual should be appointed to notify the Facilities Team, who will then provide further assistance as required.

Broadmead Medical Centre

Fire Marshalls operate dependant as to who is on duty at the time. A final sweep of all rooms on both floors is carried out to ensure everyone has left the building. A head count is carried out at the meeting point

- Initiate the evacuation and encourage all occupants to leave the building using the designated stairwell.

Fire Prevention, Precautions and Emergency Evacuation Policy

- Conduct a thorough sweep of all rooms on Levels 1 and 2 to ensure everyone has evacuated.
- Direct occupants to the designated fire assembly point.
- Once the building has been swept and all occupants have assembled, assist with conducting a headcount and report any missing persons.
- Maintain order at the assembly point and ensure everyone remains together until the all-clear is given or further instructions are provided.

Charlotte Keel Medical Centre

The following roles are responsible for carrying out a sweep of the areas below:

- Reception including toilets – Operations Manager and Reception Team Leaders
- First floor – Operations Manager
- Treatment Room – Lead Nurse / Nurse Team
- Corridor – 1-12 - Lead Nurse
- Corridor – 13-24 - Lead Nurse
- Corridor – 25-33 including 63 – Paramedic

Homeless Health Service

The Operations Manager and Receptionist / Administrator are responsible for carrying out a sweep of the area the Homeless Health Team work in.

All Staff

On hearing a continuously sounding alarm it is the responsibility of the staff on duty to inform and escort patients from the building to the designated assembly points.

Patients with disability/impairments

Clinical staff will assess the patient's ability to evacuate safely.

- If safe, escort the patient to the assembly point.
- If evacuation is not safe, the patient should be moved to a designated refuge area where available.
- If no certified refuge exists, the patient may remain in a consulting room with the door closed **only as a last resort**, and the Fire Marshal must be informed immediately.
- This information will be relayed to the fire brigade.

PEEPs and GEEPs will be used to plan and support safe evacuation.

Fire Alarm Testing

Routine fire alarm testing will be carried out at each site according to local schedules. All tests will be recorded, including date, time, responsible person, and any faults identified. Faults will be escalated promptly. All records will be sent to and stored by the facilities team.

Service	Alarm Test
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Fire Prevention, Precautions and Emergency Evacuation Policy

Marksbury Road Surgery	Tuesdays at 8am
Clevedon	Thursday morning
168 Medical	Wednesday between 12-1pm
Christchurch	Weekly, no specific day
Greenway	Wednesday
Osprey Court – Units 3, 4, 20 & 21	Friday morning
Broadmead Medical Centre	Tuesday morning
Homeless Health Service	Riverside is responsible the routine fire alarm testing which occurs weekly but not on a specific day or time.
Charlotte Keel Medical Practice	NHSPS is responsible for the routine fire alarm testing which occurs weekly but not on a specific day or time.

If the alarms continuously sound, co-owners MUST leave the building.

Fire Evacuations

In accordance with fire safety legislation, fire evacuation drills will be carried out at least annually at each location.

The drills will monitor the effectiveness of the evacuation process and where necessary identify changes that need to be made.

A report on the effectiveness of the drill will be produced, the Fire Marshal leading on the evacuation will produce a de-brief report and share it with the co-owners that have evacuated the building. These reports will be shared with the Facilities team for collation.

Fire Evacuation Plans

The management of fire and emergency evacuations will be undertaken in conjunction with subsequently enacted business continuity plans for each service.

All co-owners must ensure that they are familiar with alternative means of escape in case of fire, in the areas in which they are employed to work.

Co-owners should ensure that they know where the assembly points are, detailed on the fire evacuation plan.

Fire evacuation plans are displayed in the areas detailed below. Evacuation plans can be viewed in appendices 1-11.

Service	Location of Evacuation Plan
Marksbury Road Surgery	Behind reception
Clevedon	Behind reception
168 Medical	Behind reception

Fire Prevention, Precautions and Emergency Evacuation Policy

Christchurch	Behind reception
Greenway	Behind reception
Broadmead Medical Centre	On each corridor, at each exit and on the staff notice
Osprey Court – Unit 20 & 21	At the top of the stairwell and at each exit door.
Osprey Court – Unit 4	At the top of the stairwell and at each exit door.
Osprey Court – Unit 3	At the top of the stairwell and at each exit door
Homeless Health Service	Reception area, clinical notice board, on the door in the airlock, in the back yard, on the wall next to the clinical
Charlotte Keel Medical Practice	Bottom and top of stairs. Reception notices boards. Back stairs exit door. Treatment room. Sirona office.

Training Instruction and Information

All new co-owners will be given a fire overview as part of their induction procedure. This will include the details of where the fire evacuation procedures are displayed, identification of escape routes, location of extinguishers, fire alarm panels and where the assembly points are. They will also be made aware of any known hazards.

All co-owners will undertake mandatory fire safety training.

IUC – All Hosts and Shift Managers will complete Fire Marshal training and will take the lead with any fire evacuation.

Osprey (all units) & Practice Services – The Facilities Team and / or designated co-owners will be Fire Marshals, ensuring there is at least one Fire Marshal in the building at any one time.

Brisdoc will promote fire safety twice a year, with an emphasis on refresher training and fire awareness. Details will be communicated through the Newsletter and reinforced by information posters displayed throughout the building.

Fire Risk Assessments

In accordance with the Regulatory Reform (Fire Service) Order 2005, fire risk assessments will be carried out in each base by a BrisDoc competent person.

- IUC – Base Manager
- Osprey – Facilities Manager
- Practice Services – Operations Manager
- Landlord Fire Risk Assessments – The Facilities Manager will obtain a copy of the Fire Risk Assessment that has been carried out by the landlord of the property. These will be reviewed by the Facilities Manager; any relevant information will be shared and highlighted and shared at the Health and Safety Group. Where landlord Fire Risk Assessments are not available or the area that we operate from are not included, Brisdoc will instruct an external Fire Risk Assessor to undertake a risk assessment.

Risk assessments will be reviewed whenever any changes are made to structure, layout or usage of the building.

Fire Prevention, Precautions and Emergency Evacuation Policy

Fire risk assessments will be recorded on the risk assessment log and saved electronically on the share drive. The outcomes of and action plans arising from the risk assessments will be reported to the Health and Safety Group.

Monitoring and Reporting

The Facilities Manager will prepare a monthly report detailing compliance at each Brisdoc location, including the status of risk assessments, fire drills, and learning events. The report will be shared with the Health and Safety Group.

Change Register

Date	Version	Author	Change Details
02.04.2014		CL Nicholls	Formatting, updated roles and responsibilities, inclusion of related policies and procedures
February 2015		CL Nicholls	Update to include additional Fire Warden responsibilities and fire panel silencing arrangements.
16.09.2016		CL Nicholls	Update to include new values slide and H&S structure, alarm testing arrangements in NFP and HHS. General re-formatting.
21.11.2018		CL Nicholls	Update to include Fire Warden responsibilities and evacuation procedures (Osprey Court), new H&S structure.
August 2019	2.4	CL Nicholls	Remove reference to NFP and BMP, update in relation to new governance framework and services, include reference to location specific local procedures. Map to new policy template.
July 2022	2.5	Sabrina Flew	Update wording from incident to learning event. Removed Nicholson House from Fire Alarm Testing. Update wording from staff to co-owners.
September 2024	2.6	Gemma Cuff	Updated owner to Gemma Cuff. Updated days & times of fire alarm testing carried out. Changed Knowle to Marksbury Road Surgery. Review date changed. Core values updated. In IUC bases, the Shift Manager or Host is responsible for silencing the alarms. Removed Fire Coordinator. Removed related policies.
October 2024	2.7	Gemma Cuff	Added Unit 4 fire testing and evacuation details.
XXX	2.8	Gemma Cuff	Added Fire Marshal wording, fire evacuation plans for each location, Fire Marshal responsibilities and new location (Unit 3).

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 1 – Broadmead Medical Centre

IN CASE OF FIRE:

ACT – Don't Panic

Activate the fire alarm if not already activated.

Call 999 – State your location clearly. State within Boots for clarity.

Evacuate using the nearest safe exit

EVACUATION ROUTES

Ground Floor:

Use front and rear main exits.

Follow green illuminated exit signs.

First Floor:

Use main staircase or fire escape.

Follow green illuminated exit signs.

NEVER use lifts.

Do NOT re-enter the building until told it is safe.

ASSEMBLY POINT

 Location: Outside of Joh Wesley Chaple, opposite Boots main entrance in Broadmead.

Stand clear of the building.

Stay with your team or group.

Fire wardens will take a headcount.

FIRE WARDEN RESPONSIBILITIES

Check all rooms and toilets.

Close doors behind you.

Guide people to exits safely.

Report to Practice Manager or Boots responsible person, at assembly point.

If patient's staff are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

Fire Prevention, Precautions and Emergency Evacuation Policy

STAFF ROLES

Reception/Admin:

Bring patient list/appointment book from reception desk.

Help with any visitor headcount.

Clinical Staff:

Assist patients, especially those with mobility needs.

If patients are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

SPECIAL ASSISTANCE

Identify patients with disabilities or mobility issues.

Assign staff to assist them.

If patient's staff are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

TRAINING & DRILLS

Fire drills: Every 6 months

Fire alarm test: Weekly (managed by Boots)

Staff fire training: Annually

EMERGENCY CONTACTS

FIRE & RESCUE: 999

Practice Manager: Dixine Douis 07879 462536

REMEMBER:

 Save lives – not property

 Do not block exit routes

 Use extinguishers only if trained and safe to do so

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Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 2 – Charlotte Keel Medical Practice

What to do in the event of a fire:

The action employees should take if they discover a fire

- Raise the alarm (break glass in nearest call point)
- Only if confirmed fire :- Dial 999, asking for the Fire Brigade. Give as much information as possible
- Fire extinguishers are located in circulation areas and near fire exit doors
- Attack the fire if possible, with appliances available, without taking personal risks provided you know what to do and have had the correct training.

In event of fire alarm sounding :-

- On hearing the fire alarm, leave the building at the nearest exit
- Do not stop to pick up belongings
- Go to your designated assembly point – by the Community Notice Board on Seymour Road
- Wait at the assembly point for Fire Warden instruction
- If you are a Fire Warden you must let the fire office know your area is clear
- Do not re-enter the building, for any reason, until you are given the 'all clear' by Fire fighter in charge of incident
- Once you are given the 'all-clear' re-enter the building

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 3 – The Homeless Health Service

FIRE EVACUATION PLAN

The Homeless Health Service

IN CASE OF FIRE:

ACT – Don't Panic

Activate the fire alarm if not already activated.

Call 999 – State your location clearly. State within Boots for clarity.

Evacuate using the nearest safe exit

EVACUATION ROUTES

Use front and rear main exits.

Follow green illuminated exit signs.

 **Do NOT re-enter the building** until told it is safe.

ASSEMBLY POINT

 **Location:** Kings Square Park

Stand clear of the building.

Stay with your team or group.

Fire wardens will take a headcount.

FIRE WARDEN RESPONSIBILITIES

Check all rooms and toilets.

Close doors behind you.

Guide people to exits safely.

Report to Manager or responsible person, at assembly point.

If patient's staff are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

STAFF ROLES

Reception/Admin:

Help with any visitor headcount.

Support any patients to exit and gather at assembly point.

Clinical Staff:

Fire Prevention, Precautions and Emergency Evacuation Policy

Assist patients, especially those with mobility needs.

If patients are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

SPECIAL ASSISTANCE

Identify patients with disabilities or mobility issues.

Assign staff to assist them.

If patient's are unable to exit the building due to disability or other reason, ask to remain in consulting room with door closed. Inform the Fire officer of the location of the person as soon as possible.

TRAINING & DRILLS

Fire drills: **Every 6 months**

Fire alarm test: **Weekly (managed by Riverside)**

Staff fire training: **Annually**

EMERGENCY CONTACTS

FIRE & RESCUE: 999

Practice Manager: Dixine Douis 07879 462536

REMEMBER:

 **Save lives – not property**

 **Do not block exit routes**

 **Use extinguishers only if trained and safe to do so**

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 4 – Units 20/21 Osprey Court



FIRE EMERGENCY EVACUATION PROCEDURE

1. If you see or suspect the presence of a fire i.e smoke or the smell of burning, keep calm and raise the alarm immediately by operating the nearest fire alarm call point.
2. Call 999 and provide details of the building – post code BS14 0BB.

YOU ARE RESPONSIBLE, YOU DO NOT NEED TO OBTAIN PERMISSION FROM SOMEBODY SENIOR TO RAISE THE ALARM.

3. Safely exit the building at the closest and safest fire exit locations:
A: Main entrance / exit doors to the office
B: Entrance / exit doors at the bottom of the stairs
4. Where possible, close all windows and doors behind you as you exit the building.
5. Do not go back to collect personal belongings.
6. Assist individuals with disabilities or mobility issues. If people experience problems exiting the building via the stairs, they can take refuge at the top of each stairwell, ensuring this information is relayed to the Fire Marshal and the Fire Department. Windows open fully.
7. Assembly Point location:
Middle of the car park, to the left of Osprey unit 21. Please see fire assembly point plan.
8. When you get to the assembly point, await further instructions.

Fire Prevention, Precautions and Emergency Evacuation Policy

9. The Fire Marshal will take a roll call and liaise with the Fire Department when they arrive.
10. Do not re-enter the building until the Fire Department has confirmed it is safe to do so.

Unit 20 & 21. Version 1. Updated 26.11.2025

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 5 – Unit 4 Osprey Court



FIRE EMERGENCY EVACUATION PROCEDURE

7. If you see or suspect the presence of a fire i.e smoke or the smell of burning, keep calm and raise the alarm immediately by operating the nearest fire alarm call point.
8. Call 999 and provide details of the building – post code BS14 0BB.

YOU ARE RESPONSIBLE, YOU DO NOT NEED TO OBTAIN PERMISSION FROM SOMEBODY SENIOR TO RAISE THE ALARM.

9. Safely exit the building at the closest and safest fire exit locations:

A: Main entrance / exit doors to the office

B: Double doors in the break out area

10. Where possible, close all windows and doors behind you as you exit the building.
11. Do not go back to collect personal belongings.
12. Assist individuals with disabilities or mobility issues. If people experience problems exiting the building via the stairs, they can take refuge on the 1st floor, at the front of the building, ensuring this information is relayed to the Fire Marshal and the Fire Department. Windows open fully.
13. Assembly Point location:

Middle of the car park, to the left of Osprey unit 21. Please see fire assembly point plan.

14. When you get to the assembly point, await further instructions.

Fire Prevention, Precautions and Emergency Evacuation Policy

15. The Fire Marshal will take a roll call and liaise with the Fire Department when they arrive.
16. Do not re-enter the building until the Fire Department has confirmed it is safe to do so.

Unit 4 – Version 1 – Updated 26.11.2025

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 6 – Unit 3 Osprey Court



FIRE EMERGENCY EVACUATION PROCEDURE

1. If you see or suspect the presence of a fire i.e. smoke or the smell of burning, keep calm and raise the alarm immediately by operating the nearest fire alarm call point or by ringing the bell.
2. Call 999 and provide details of the building – post code BS14 0BB.

YOU ARE RESPONSIBLE, YOU DO NOT NEED TO OBTAIN PERMISSION FROM SOMEBODY SENIOR TO RAISE THE ALARM.

3. Safely exit the building at the closest and safest fire exit locations:

A: Main entrance / exit doors to the office

B: Double doors in the break out area

4. Where possible, close all windows and doors behind you as you exit the building.
5. Do not go back to collect personal belongings.
6. Assembly Point location:

Middle of the car park. Please see assembly point plan.

7. When you get to the assembly point, await further instructions.
8. The Fire Marshal will take a roll call and liaise with the Fire Department when they arrive.
9. Do not re-enter the building until the Fire Department has confirmed it is safe to do so.

Unit 3 – Version 1 – 11.09.2025

Appendix 7 – 168 Medical Centre

FIRE PROCEDURE

Staff procedures in the event of a fire

IF YOU DISCOVER A FIRE OR SMOKE

1. If you discover a fire or smoke that is spreading and which may affect the escape routes, you must **IMMEDIATELY:**

- a. **SHOUT FOR ASSISTANCE “FIRE! FIRE! FIRE!”**
- b. **SOUND NEAREST FIRE ALARM**
- c. **CALL THE FIRE & RESCUE SERVICE BY RINGING 999** on a mobile phone and give the Practice details (168 Locking Road, Weston Super Mare, BS23 3HQ), and report what you have seen with as much detail as possible

2. Where the Fire Alarm sounds unexpectedly (not through fire drills) the Fire Marshal (Host) will check the Fire Alarm Panel and determine whether a 999 call is required

3. If the fire alarm sounds **ALWAYS ASSUME IT IS A REAL FIRE**. Remain calm and evacuate the building carrying out any tasks assigned to you as quickly as possible. (e.g checking toilets and examination rooms, collecting the Visitors' Book and using the fire drill nominal roll)

4. Take special care when guiding hearing or sight impaired persons as they may not grasp the urgency or be able to move as quickly as others when evacuating the building.

5. **DO NOT STOP** to collect your personal belongings. Close all room doors to prevent the spread of fire or smoke to corridors and ensure all fire doors have closed behind you.

Go immediately to the Assembly Point and await further instruction.

ON HEARING THE ALARM

1. **LEAVE IMMEDIATELY** by the nearest SAFE exit and go directly to the Fire Assembly Point, taking the Host mobile phone with you.

2. **DO NOT STOP** to collect your personal belongings but close all windows and doors on leaving the room (if it is safe to do so) to prevent the spread of fire or smoke

3. **DO NOT USE THE LIFT**

4. **CONVENE** at the Fire Assembly Point

FIRE ASSEMBLY POINT – located in the rear car park

Fire Prevention, Precautions and Emergency Evacuation Policy

Fire alarm points:

Newcourt Surgery	1- Downstairs Lobby 1001 2- Back Door - 1022 3 -Kitchen - 1009 4- Back stairwell- 1 st Floor 2052 5- Lift Lobby 1 st floor 2030
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Fire extinguisher locations:

Newcourt Surgery	There are 11 sets of extinguishers. These are located as follows:			
	Kitchen	Co2	Water	Fire
	Blanket			
	Admin office	CO2		
	Lobby –door side	CO2	Water	
	Ground floor corridor	CO2		
	Outside Conference rooms		Water	
	Tea point Conference			Fire Blanket
	Back Door		Water	
	Back Stairwell 1 st Floor		Water	
	Outside Clean utility	CO2	Water	
	Lift Lobby 1 st Floor	CO2	Water	
	1 st Floor outside Tea point	CO2	Water	

Fire Exits:

Newcourt Surgery	Front Door Rear Door
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OXYGEN CYLINDER LOCATION:

Newcourt Surgery	Stored in right hand storage cupboard and room 4
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Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 8 – Greenway Community Practice

YOU DISCOVER A FIRE OR SMOKE

1. **RAISE THE ALARM** by breaking the glass at the nearest call point. Call points are located:
 - a) **Ground floor:**
 - i. Waiting Room Entrance
 - ii. Hoffman Wing Exit/Entry Door
 - iii. Treatment Wing Exit/Entry Door
 - iv. End of Hoffman Wing (outside room 8)
 - b) **External Plant Room** - Inside the wall on the right hand side
 - c) **First Floor** – at the top of both stairwells on the wall
2. **LEAVE IMMEDIATELY** by the nearest **SAFE** exit and go directly to the **Fire Assembly Point** which is in the far corner of the Practice car park. (Note that the main doors into the Practice will shut and will need to be manually pushed open).
3. **CALL THE FIRE SERVICE** By Ringing 999 and give your name and full Address: Greenway Community Practice, Greystoke Avenue, Southmead, Bristol, BS10 6AF Telephone Number: 0117 959 8939
4. **DO NOT STOP** to collect your personal belongings but close all windows and doors on leaving the room (if it is safe to do so) to prevent the spread of fire or smoke
5. **DO NOT USE THE LIFT**
6. The Host is responsible for ensuring all patients and members of the public are evacuated and checking all the toilets.
7. **CONVENE** at the **Fire Assembly Point** which is in the far corner of the Practice car park

ON HEARING THE ALARM

1. **LEAVE IMMEDIATELY** by the nearest **SAFE** exit and go directly to the **Fire Assembly Point** which is in the far corner of the Practice Car Park
2. **DO NOT STOP** to collect your personal belongings but close all windows and doors on leaving the room (if it is safe to do so) to prevent the spread of fire or smoke
3. **DO NOT USE THE LIFT**
4. **CONVENE** at the **Fire Assembly Point** which is in the far corner of the Practice car park

ONCE AT THE FIRE ASSEMBLY POINT – FAR CORNER OF THE CAR PARK

1. The Host should ring another base to do a roll call of staff and patients arrived at their base and advise the Fire Brigade of any missing persons.

Fire Prevention, Precautions and Emergency Evacuation Policy

2. Check that the fire service is on their way by ensuring that a member of staff has called 999. If no call has been made, a member of staff will be requested to call 999. (Note that upon activation of the alarm, a signal is received at the monitoring station but the Fire Brigade will not attend unless we ring 999).
3. **DO NOT** re-enter the building until the fire service gives the all clear.

You must only attempt to fight a fire if it is very small and you have been trained in the use of firefighting equipment.

You must NEVER re-enter the building until given all clear to do so by the Fire Service.

FIRE WALLETS

There are Fire Wallets located in each of the five designated areas. The wallet contains the following information:

- Procedure in The Event of A Fire
- A Fire Evacuation Checklist
- Useful Telephone Numbers
- Fire Alarm Reset Protocol
- Alarm Reference Guide
- Workplace Information Sheet (maybe required by Fire Service)
- List of Alarm Zones (maybe required by Fire Service)
- Yellow Fire Marshal Vest

First Floor Evacuation of disabled persons

If the fire alarm is activated DO NOT USE THE LIFT. If a disabled visitor or patient is on the first floor, they may require assisted escape if the alarm is activated and the stairs are out of use.

Some disabled people may have some mobility and be able to make their way slowly down the stairs using the handrail as support.

If the disabled person is unable to descend using the stairs, it will be necessary to have a prearranged meeting place.

There is a space identified at the top of the Hoffman Wing stairs which has been designated and labelled as the Disabled Persons Refuge Area. Anyone unable to use the stairs in the event of a fire should wait in this area for rescue by the Fire and Rescue services.

It is the responsibility of the Fire Wardens to notify the Fire and Rescue Service of any person(s) who is awaiting recovery from the Disabled Persons Refuge Area. This would be identified whilst they are undertaking their evacuation duties.

Fire Alarm Reset Protocol

Following a power cut or fire alarm, the main fire alarm control box in the entrance lobby will need resetting

TO RESET THE FIRE ALARM FOLLOWING A POWER CUT:-

- Press SILENCE/RESOUND button
- Enter passcode 1234
- Press OK

Fire Prevention, Precautions and Emergency Evacuation Policy

- Press SYSTEM RESET button

TO RESET THE FIRE ALARM FOLLOWING ACTIVATION OF THE FIRE ALARM :-

- Follow the above procedure
- Ring the monitoring station on 0844 879 1703 (24 hour) o Account Number 067764
 - o Password Greenway01
 - o Ask them to do a system restore and put the fire alarm back live

Appendix 9 – Clevedon Hospital

Fire Protocol and Fire Procedures

Local Fire Procedures apply and are clearly displayed to the side of the main door into Reception and

the emergency exits. The assembly point is in the main Car Park.

In general, on discovering a fire, the following procedure should be followed: -

1. The person discovering the fire should alert other members of staff by shouting “Fire” and if

possible, activate the nearest fire alarm

2. Immediately upon establishing that there is a fire someone should dial 999 and ask for the fire

service. You should clearly state that we are an OOH GP Surgery, located on the first floor of

the MIU at Clevedon Community Hospital.

3. Persons in the vicinity of the fire should assist in evacuating all patients/children.

4. The main lift should not be used

5. Patients unable to evacuate due to disability, injury or impassable escape route should be

moved to the “Safe Area” at the top Main Entrance stair well (see appendix 1) where the Fire

Brigade can reach them quickly and easily

6. Only if safe to do so, help in closing all windows and doors as you leave.

7. Only use firefighting equipment (extinguishers) if safe to do so and you have received training.

8. The assembly point is in the main Car Park.

9. Do not leave the assembly point or re-enter the building until advised to do so by the

Fire Prevention, Precautions and Emergency Evacuation Policy

coordinating authorities

Appendix 10 – Christchurch Family Practice

FIRE EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE OR SMOKE

1. **RAISE THE ALARM** By breaking glass at the nearest call point
Fire alarm points – see Fire Evacuation Plan
2. **LEAVE IMMEDIATELY** by the nearest **SAFE** exit and go directly to the **Fire Assembly Point** which is at the top righthand side of the car park, next to the church
3. **CALL THE FIRE SERVICE** By ringing 999 and give your name and full address:
Christchurch Surgery, North Road, Downend, South Gloucestershire, BS16 5SG
4. **DO NOT STOP** to collect personal belongings but close all windows and doors on leaving the room) if it is safe to do so) to prevent the spread of fire or smoke
5. The Host is responsible for ensuring all patients and members of the public are evacuated and checking all the toilets.
6. **CONVENE** at the **Fire Assembly Point** which is at the top righthand side of the car park, next to the church

ON HEARING THE ALARM

1. **LEAVE IMMEDIATELY** by the nearest **SAFE** exit and go directly to the **Fire Assembly Point** which is at the top righthand side of the car park, next to the church.

Christchurch Base Setup Document – Version 1.3

21

2. **DO NOT STOP** to collect personal belongings but close all windows and doors on leaving the room) if it is safe to do so) to prevent the spread of fire or smoke.
3. **CONVENE** at the **Fire Assembly Point** which is at the top righthand side of the car park, next to the church.

FIRE ASSEMBLY POINT

1. The Host should ring the Shift Manager to advise of Fire Evacuation Procedure and to do a roll call of colleagues on shift and patients that have arrived at base.
2. Check that the Fire Service is on their way by ensuring that a staff member has called 999. If no call has been made, a member of staff will be required to make this call.
(Note that upon activation of the fire alarm, as signal is received at the monitoring station but the Fire Brigade will not attend unless they receive a 999 call.

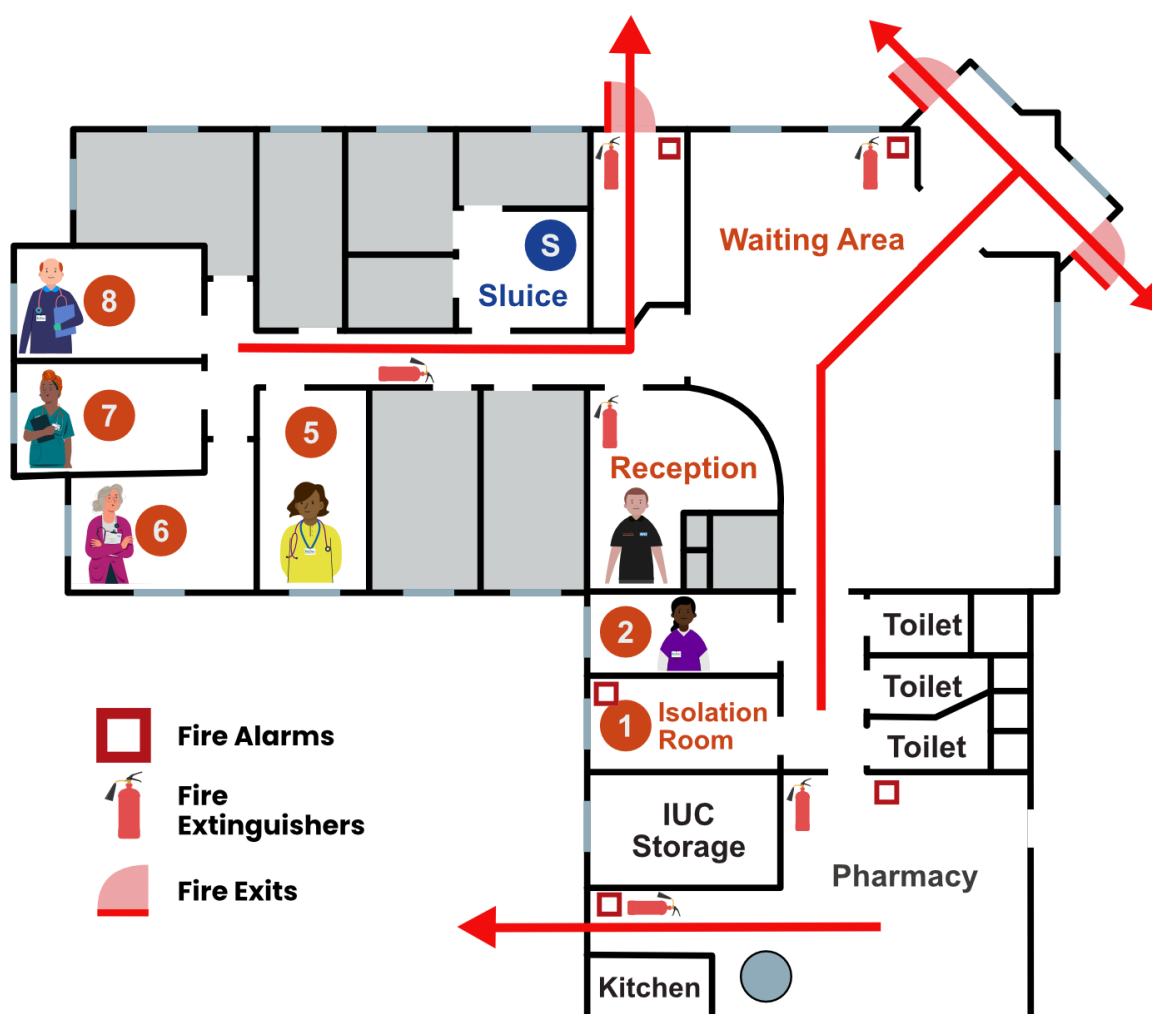
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3. **Do not re enter** the building until the Fire Service gives the all clear

SevernSide

Integrated Urgent Care

Christchurch Ground Floor Fire Evacuation Plan



Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 11 – Marksbury Road Surgery

FIRE PROCEDURE

STAFF PROCEDURES IN THE EVENT OF A FIRE

IF YOU DISCOVER A FIRE OR SMOKE

1. If you discover a fire or smoke that is spreading and which may affect the escape routes, you must

IMMEDIATELY:

a. **SHOUT FOR ASSISTANCE “FIRE! FIRE! FIRE!”**

b. **SOUND NEAREST FIRE ALARM.**

c. **CALL THE FIRE & RESCUE SERVICE BY RINGING 999 on a mobile phone and give the Practice**

details (Marksbury Road Surgery, 1 Marksbury Road, BS3 5JL), and report what you have seen

with as much detail as possible

2. Where the Fire Alarm sounds unexpectedly (i.e. not through fire drills) the Fire Marshall (Host) will check

the Fire Alarm Panel and determine whether a 999 call is required

3. If the fire alarm sounds ALWAYS ASSUME IT IS A REAL FIRE. Remain calm and evacuate the building

carrying out any tasks assigned to you as quickly as possible. (e.g. checking toilets and examination rooms,

collecting the Visitors' Book and using the fire drill nominal roll)

4. Take special care when guiding hearing or sight impaired persons as they may not grasp the urgency or

be able to move as quickly as others when evacuating the building.

5. **DO NOT STOP** to collect your personal belongings. Close all room doors to prevent the spread of fire or

smoke to corridors and ensure all fire doors have closed behind you.

Go immediately to the Assembly Point and await further instruction.

ON HEARING THE ALARM

Marksbury Rd Set up Document Version 2.11

26

1. **LEAVE IMMEDIATELY** by the nearest **SAFE** exit taking the 'Practice Fire Mobile' with you, if you can,

Fire Prevention, Precautions and Emergency Evacuation Policy

and go directly to the Fire Assembly Point which is by the gate in the patient car park. (The phone is kept in

the back office, on charge, above our BrisDoc Cupboard).

2. **DO NOT STOP** to collect your personal belongings but close all windows and doors on leaving the room

(if it is safe to do so) to prevent the spread of fire or smoke

3. **DO NOT USE THE LIFT**

4. **CONVENE** at the Fire Assembly Point which is in the far corner of the Practice car park

5. Patients unable to evacuate due to disability, injury or impassable escape route should be moved to the

“Safe Area” at the top Staff Entrance stair well where the Fire Brigade can reach them quickly and easily

FIRE ASSEMBLY POINT – By the gate in the patient car park

5. The Host should ring another base to do a roll call of staff and patients arrived at their base and advise

the Fire Brigade of any missing persons.

6. The Fire alarm company ‘APEX’ will call through to the ‘Practice Fire Mobile’ to check if this is a real fire

and advise

6. You must only attempt to fight a fire if it is very small and you have been trained in the use of firefighting

equipment. If a fire is burning in a room with the door already closed, **DO NOT** open the door.

NB: Should you be in any danger whilst attempting to fight the fire, you must withdraw immediately.

7. You must **NEVER** re-enter the building until given the all clear by the Fire & Rescue Service or the

Operations Manager or the Fire Marshalls on duty in their absence or the most senior member of staff on

duty in their absence.

Fire alarm points:

Marksbury Road Surgery **Ground floor**- Staff entrance, admin corridor, Front entrance, back entrance,

1st floor - Patient lift, Outside Recovery room, Outside Room

12, back stairs

Fire extinguisher locations:

Fire Prevention, Precautions and Emergency Evacuation Policy

Marksbury Road Surgery **Ground floor** - Staff entrance, admin corridor, Front entrance, back entrance,

1st floor - Patient lift, Outside Recovery room, Outside Room

12, back stairs

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 12 – Fire Marshal Responsibilities – Shift Manager Osprey Court

Fire Marshal Responsibilities - IUC Severnside – IUC Shift Manager & IAP Shift Manager – Osprey Court

Between Monday – Friday 9-5pm (excluding Bank Holidays), the Facilities Team will take the lead with any fire evacuation at Osprey.

The following processes still need to be followed by the Shift Managers, to assist the Facilities Team carry out a swift evacuation. Once you have evacuated the building, please report to the Facilities Manager to confirm the building is empty and to hand over the fire folder and visitors log book.

Outside of these hours, IUC & IAP Shift Managers are responsible for evacuating the building.

As part of your responsibilities as a Shift Manager, you are the Fire Marshal on duty at the location you are working at.

Your key duties whilst on shift are:

- Familiarise yourself with the emergency evacuation plan, detailed in the Base Set-up Document and on display at the exits of the building. Take note of any safe haven areas that may be used in the event of an emergency evacuation.
- Conduct regular inspections to identify fire hazards.
- Check that exits and evacuation routes are clear from obstruction.
- Ensure fire doors are kept closed.

Emergency response and evacuation:

- Raise the alarm and call the emergency services.
- Take the Shift Manager mobile phone with you and the laminated coowners rotas.
- Collect the visitors book and fire folder.
 - At Osprey the visitors book is located at the entrance of unit 20.
The fire folder is located at the entrance of unit 21.
- Guide coowners to the assembly point, using the designated evacuation routes.

Fire Prevention, Precautions and Emergency Evacuation Policy

- Conduct a sweep of the area, checking toilets, kitchens and safe haven areas.
 - **IUC Shift Manager** to check the downstairs area (units 20 & 21), including meeting rooms, kitchen and toilets in unit 21. They must also collect the fire folder which is kept next to the alarm panel in unit 21.
 - **IAP Shift Manager** to check the upstairs area (units 20 & 21), including the kitchen, meeting rooms and safe haven areas. The IAP Shift Manager should check the toilets in unit 20 and collect the visitors book on the ground floor of unit 20 (outside the Facilities office).
- Use the Shift Manager mobile phone to contact the On Call Manager to inform them of the evacuation. Business continuity plan will be put in place.
- Liaise with the Fire Department when they arrive at Osprey, inform them of any unaccounted persons.

You must never re-enter a building unless you have been advised it is safe to do so by the Fire Department.

The Facilities Manager is responsible for ensuring the property complies with safety regulations. They will ensure that fire extinguishers, fire alarms and emergency lights are functional and serviced on a regular basis and a fire risk assessment has been carried out. The Facilities Team will arrange regular fire drills and share feedback. Facilities will ensure all portable appliances have been PAT tested.

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 13 – Fire Marshal Responsibilities – Shift Manager at Marksbury Road

Marshal Responsibilities - IUC Severnside – Shift Manager – Marksbury Road

As part of your responsibilities as a Shift Manager, you are the Fire Marshal on duty at the Treatment Centre you are working at.

Your key duties whilst on shift are:

- Familiarise yourself with the emergency evacuation plan, detailed in the Base Set-up Document. Take note of any safe haven areas that may be used in the event of an emergency evacuation.
- Conduct regular inspections to identify fire hazards.
- Check that exits and evacuation routes are clear from obstruction.
- Ensure fire doors are kept closed.

Emergency response and evacuation:

- Raise the alarm and call the emergency services.
- Collect the Shift Manager mobile phone, the visitors book and fire folder. Take these to the assembly point with you.
- Do not use the lifts.
- Guide coowners and patients to the assembly point, using the designated evacuation routes.
- Clinicians are responsible for evacuating patients in consulting rooms to the fire assembly point. Once at the fire assembly point, the clinician must report to the Host to confirm that they / their patients have evacuated the building.
- The Shift Manager must conduct a sweep of the reception area, waiting rooms, corridors and toilets.
- Use the Shift Manager mobile phone to contact the On-Call Shift Manager to obtain a list of patients and coowners that were in the Treatment Centre, then conduct a roll call. Use the laminated / whiteboard rota to confirm all coowners have evacuated the building.
- Liaise with the Fire Department when they arrive at the Treatment Centre, inform them of any unaccounted persons.

You must never re-enter a building unless you have been advised it is safe to do so by the Fire Department.

Fire Prevention, Precautions and Emergency Evacuation Policy

The Practice Manager is responsible for ensuring the property complies with safety regulations. They will ensure that fire extinguishers, fire alarms and emergency lights are functional and serviced on a regular basis and a fire risk assessment has been carried out. The IUC Base Manager will arrange regular fire drills and share feedback, they will also conduct their own fire risk assessment of the area that Brisdoc work from. Facilities will ensure all portable appliances have been PAT tested.

Fire Prevention, Precautions and Emergency Evacuation Policy

Appendix 14 – Fire Marshal Responsibilities – Hosts

Marshal Responsibilities - IUC Severnside – Hosts

As part of your responsibilities as a Host, you are the Fire Marshal on duty at the Treatment Centre you are working at.

Your key duties whilst on shift are:

- Familiarise yourself with the emergency evacuation plan, detailed in the Base Set-up Document. Take note of any safe haven areas that may be used in the event of an emergency evacuation.
- Conduct regular inspections to identify fire hazards.
- Check that exits and evacuation routes are clear from obstruction.
- Ensure fire doors are kept closed.

Emergency response and evacuation:

- Raise the alarm and call the emergency services.
- Collect the Host mobile phone, the visitors book and fire folder. Take these with you to the assembly point.
- Do not use the lifts.
- Guide co-owners and patients to the assembly point, using the designated evacuation routes.
- Clinicians are responsible for evacuating patients in consulting rooms to the fire assembly point. Once at the fire assembly point, the clinician must report to the Host to confirm that they / their patients have evacuated the building.
- The Hosts must conduct a sweep of the reception area, waiting rooms, corridors and toilets.
- Use the Host mobile phone to contact the Shift Manager to obtain a list of patients and that were in the Treatment Centre, then conduct a roll call. Use the laminated / whiteboard rota to confirm all co-owners have evacuated the building.
- Liaise with the Fire Department when they arrive at the Treatment Centre, inform them of any unaccounted persons.

You must never re-enter a building unless you have been advised it is safe to do so by the Fire Department.

Fire Prevention, Precautions and Emergency Evacuation Policy

The Practice Manager is responsible for ensuring the property complies with safety regulations. They will ensure that fire extinguishers, fire alarms and emergency lights are functional and serviced on a regular basis and a fire risk assessment has been carried out. The IUC Base Manager will arrange regular fire drills and share feedback, they will also conduct their own fire risk assessment of the area that Brisdoc work from. Facilities will ensure all portable appliances have been PAT tested.

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