LFB
LONDON FIRE BRIGADE

Fire Safety Guidance Note: GN93

1. **Person Centred Fire Risk Assessments (PCFRAs)**
2. **Personal Emergency Evacuation Plans (PEEPs)**

Rev 0, 29 January 2020

.

Contents

The London Fire Commissioner is the fire and rescue authority for London

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

This Guidance Note provides information on the requirement and responsibilities for implementing PCFRA and PEEP processes in residential buildings that cater for people that are, to varying degrees, dependant or vulnerable.

If you require any further guidance on the advice given or require advice on another topic please visit your local Fire Safety Office, telephone 020 8555 1200 and ask for the nearest Fire Safety Office, or visit the London Fire Brigade web site at http://www.london-fire.gov.uk.

1 Person Centred Fire Risk Assessments (PCFRA)

(Ref: National Fire Chiefs Council - Fire Safety in Specialised Housing Guide)

What is a Person Centred Fire Risk Assessment (PCFRA)?

1.1 A PCFRA is a simple risk assessment process, completed with the residents, that considers their individual characteristics, behaviours and capabilities. This is to identify those that may have a 'higher risk' from fire, and to help consider what actions/control measures may need to be taken to reduce those risks to a reasonable level. In order to help simplify this process a quick and simple 'Checklist' PCFRA has been attached as Appendix 1 for information.

What are the 'higher risks' that should be considered and identified by the PCFRA?

1.2 The 'higher risks' are

- Resident behaviour that generates an increased risk of a fire starting – signs of unsafe smoking, unsafe cooking, unsafe use of heaters, unsafe use of candles, faulty or misuse of electrical equipment, previous fires, burns or scorch marks, oxygen use, etc.

- Reduced capacity of a resident to respond to a fire or alarm – mental health, cognitive/decision making, alcohol/drug dependency, sensory impairments, etc.

- Impaired ability of a resident to make their way to safety – restricted mobility/bed/chair bound, sensory impairments, hoarding, etc.

Who should complete the PCFRA process and when?

1.3 This will depend on the building type, ownership and operation, whether managers/staff are present and existing arrangements for engagement with residents. In general – it can be completed by the landlord/housing provider, housing managers, care or support providers, carers, family members or a person that has regular contact with the resident. However, the PCFRA results should be considered within the premises Fire Risk Assessment as they should inform the overall emergency plan, and consider any provision of additional protection systems or measures that are needed to assist people to evacuate their own flat/room and leave the premises if appropriate. For this reason it is likely that the landlord/housing provider and the care and support providers are best placed to collaborate and implement this process. The table below provides an overview of these factors.

Premises Type	PCFRA Required	Who should take responsibility for implementing the PCFRA process?	Further Guidance

The London Fire Commissioner is the fire and rescue authority for London

Sheltered Housing Staffed	√	Housing Provider/Owner (or individual care or support providers for those residents receiving support)	Fire Safety in Specialised Housing Guide
Sheltered Housing Not staffed	√	Housing Provider/Owner (or individual care or support providers for those residents receiving support)	Fire Safety in Specialised Housing Guide
Extra Care facilities Staffed	√	Housing Provider/Owner or Care or support provider organisation (or individual providers for those residents receiving care)	Fire Safety in Specialised Housing Guide
Extra Care facilities Not staffed	√	Housing Provider/Owner (or individual Care Providers for those residents receiving care)	Fire Safety in Specialised Housing Guide

Premises Type	PCFRA Required	Who should take responsibility for implementing the PCFRA process?	Further Guidance
Supported Living Staffed	√	Housing Provider/Owner or Care/Support Provider organisation	Fire Safety in Specialised Housing Guide
Supported Living Not Staffed	√	Housing Provider/Owner or a Care/Support Provider organisation	Fire Safety in Specialised Housing Guide

1.4   It is anticipated that a PCFRA process will be completed when a resident first occupies a flat/room and is reviewed annually or if a residents circumstances are known to change (eg, following illness, deterioration in mental/physical health, use of medication). For existing residents it is anticipated that the process can be completed at the same time as other regular contacts (ie tenancy checks, gas safety inspections, welfare visits, care visits etc.) or as a one off exercise by property managers/care or support providers etc. It is accepted that some residents may be difficult to engage and coverage may be incomplete.

What actions/measures need to be taken if residents at higher risk are identified, and who should take those actions?

1.5   This will depend on the building type, ownership and operation, and the nature/number of risks identified. In general – if limited risks are identified they may be resolved quickly by one of the agencies - housing or care and support providers, Local Authority or Fire and Rescue Service. Examples of control measures are included as Appendix 2.

1.6   However, it is recommended that if a number of significant risk factors are identified a referral should be made to the Local Authority Adult Social Care Team and local Fire and Rescue Service to trigger collaboration between them and the housing/care providers/resident. Control measures can than be considered to reduce the risks from fire – such as safer smoking/cooking equipment, fire retardant bedding; provision of additional protection systems such as telecare enabled smoke detection, water suppression, or relocation to more suitable accommodation.

1.7   The outcomes of the PCFRA may also identify that a resident has reduced ability to self evacuate from the property and in such cases the PCFRA will also inform a documented "PEEP" that will provide information to staff (if present) and operational fire crews to prioritise evacuation and rescue if needed. See the next section of this guide for more detail on 'PEEPs'.

Where should PCFRAs be kept?

1.8   A PCFRA will only need to be kept for those residents at higher risk that need additional control measures. In these cases the content of the PCFRA may contain some personal information and it is recommended that they are retained by the person/organisation that has taken responsibility for implementing the process. The organisation collecting and processing personal information should ensure that this is in accordance with their data policies and the requirements of legislation.

The London Fire Commissioner is the fire and rescue authority for London

2   Personal Emergency Evacuation Plans (PEEPs)

What is a Personal Emergency Evacuation Plan (PEEP)?

2.1   A PEEP is a documented plan of action agreed with residents of flats/rooms that have a mobility impairment or reduced capacity to self evacuate in the event of a fire.

What should they include?

2.2   It should include any actions that they should take themselves if a fire occurs in their own flat/room, such as operating an alarm or pendant, and what actions may then be needed by staff (if present) or by the Fire Service if they decide that the resident needs to be evacuated due to a fire in another part of the building. It may also include more details about the methods of evacuating the resident and any equipment needed.

2.3   As a minimum for Fire Service purposes - it should be a simple list that includes the flat number, an indicator that the occupier will need assistance to evacuate if required to leave the building, and any critical medical equipment that it may be essential to take (e.g. Oxygen cylinders/ inhalers).

Where should PEEPs be kept?

2.4   The PEEPs should be available to staff if present, and in addition the key information should be available to the fire service as they arrive at an incident. As a minimum requirement a simple list should be kept in a Premises Information Box or similar arrangement near the entrance lobby to the building for the Fire and Rescue Service to access, together with a plan of the building showing layout and flat locations. You will need to have a process that to achieve this whilst also keeping the data secure from unauthorised access.

What types of premises should have PEEPS in place?

2.5   Premises that require PEEPS are as follows:

Premises Type	PEEP Required	Purpose (Who for)	Guidance
Sheltered Housing 24/7 staffed	√	For Staff to initiate building evacuation plan & for FRS operational crews on arrival	PBBF Guide, BS 9991, Specialised Housing Guide
Sheltered Housing Not 24/7 staffed	√	For FRS Operational crews on arrival	PBBF Guide, BS 9991, Specialised Housing Guide
Extra Care facilities 24/7 Staffed	√	For Staff to initiate building evacuation plan & for FRS operational crews on arrival	Fire Safety in Specialised Housing Guide
Extra Care facilities Not 24/7 staffed	√	For FRS operational crews on arrival	Fire Safety in Specialised Housing Guide
Supported Living 24/7 staffed	√	For Staff to initiate building evacuation plan & for FRS operational crews on arrival	Fire Safety in Specialised Housing Guide
Supported Living Not 24/7 staffed	√	For FRS Operational crews on arrival	Fire Safety in Specialised Housing Guide
General Needs Blocks of Flats (if Temporary Total Evacuation in place)	√	For Staff to initiate building evacuation plan & for FRS Operational crews on arrival	NFCC Guidance – Simultaneous Evacuation

The London Fire Commissioner is the fire and rescue authority for London

General emergency evacuation for communal areas

2.6   As well as the PEEPs mentioned above to support individual residents with reduced mobility/capacity within their own flats/rooms it should be noted that a 'general emergency evacuation plan' should also be in place. This will inform residents and visitors using communal areas (corridors, lounges, dining areas, laundry rooms etc.) what they should do in the event of a fire or a fire alarm sounding. Generally this will be to leave the building via the nearest safe exit.

The London Fire Commissioner is the fire and rescue authority for London

Checklist for Person-Centred Fire Risk Assessment

This simple checklist can be used by <u>anyone</u> who has contact with vulnerable residents -family members, informal or paid carers, housing providers, adult Social Care, Health or Care Services. Organisations using the checklist should ensure their contact details are included on the reverse. The content (notably the checked boxes) may be adapted if required.

Name of Resident	
Full Address	
Date	Form completed by:

1. Does the individual have an increased fire risk?

Yes ☐ If yes, tick all the fire risk factors they exhibit

No ☐ Skip to next question

☐ Smoking – with signs of unsafe use of smoking or vaping materials (e.g. smoking in bed).

☐ Use of emollient creams that are petroleum or paraffin based.

☐ Air pressure mattress or oxygen cylinders are used.

☐ Unsafe use of portable heaters (e.g. placed too close to materials that could catch fire).

☐ Unsafe cooking practices (e.g. cooking left unattended).

☐ Overloaded electrical sockets/adaptors or extension leads.

☐ Faulty or damaged wiring.

☐ Electric blankets used.

☐ Previous fires or near misses, burns or scorch marks on carpets and furniture.

☐ Unsafe candle/tea light use (e.g. left too close to curtains or other items that could catch fire or within easy reach of children or pets).

☐ Other (please specify):

2. Would the individual be less able to react to an alarm or fire?

Yes ☐ If yes, tick all the fire risk factors they exhibit

No ☐ Skip to next question

☐ Mental health issues (e.g. dementia, anxiety or depression).

☐ Cognitive or decision making difficulties.

☐ Alcohol dependency or misuse of drugs, debilitating prescription drugs.

☐ Sensory impairments (e.g. hard of hearing or sight loss).

☐ Other (please specify):

3. Does the individual have a reduced ability to escape?

Yes ☐ If yes, tick all the fire risk factors they exhibit

No ☐ Skip to next question

☐ Have restricted mobility, are frail or have a history of falls.

☐ Are blind or have impaired vision.

☐ Lacks capacity to understand what to do in the event of a fire.

☐ Is a hoarder, or there are cluttered or blocked escape routes.

☐ Are bed or chairbound.

☐ Internal doors are left open at night.

☐ Would be unable to unlock front door to escape.

☐ Other (please specify):

4. Are there any smoke or heat alarms fitted within the individual's home?

Yes ☐   If yes, please specify which rooms have them fitted:

No ☐

5. Has a carbon monoxide alarm been fitted anywhere that gas or solid fuels are used?

Yes ☐   If yes, please specify which rooms have them fitted:

No ☐

What to do next

If there are any questions in sections 1–3 that have been answered 'Yes', or you have identified that there are no smoke or heat alarms fitted, or they are broken or poorly sited, this suggests there is a risk from fire. Immediate actions are required to ensure agreed safety measures are in place:

If you are a family member or an informal carer:
Contact your local Fire & Rescue Service to arrange for a free home fire safety visit:
Tel:
Email:
Web:
In addition, extra support and advice can be sought from Adult Social Care Teams and your housing provider or landlord where serious risk has been identified.

If you are employed by a company or organisation:
- Return this checklist to your manager for a full Person-Centred Risk Assessment to be conducted where necessary.
- Inform the resident or other family members of the risks identified, if you are certain they will understand.
- If a care plan exists, all actions taken should be noted in that plan.
- Ensure appropriate partnership referrals are made as required.

Fire safety in the home

What happens during a home fire safety visit? Firefighters or trained staff will visit the home and offer advice based on individual needs, this includes information on how to **prevent** fires, the importance of smoke alarms to **detect** a fire and having **escape** plans in the event of a fire. They will usually also fit smoke alarms if required.

Some basic fire safety advice has also been provided below:

Prevention
- It is safer not to smoke; but anyone who does should try to smoke outside and always make sure cigarettes are put out properly.
- Never smoke in bed, or anywhere else, if there's a chance of falling asleep.
- Use fire-safe ashtrays and fire-retardant bedding, nightwear and throws.
- Ensure paraffin based emollient creams are replaced with non-flammable alternatives.
- Candles, tea lights and incense burners should only be placed in stable, heat-resistant holders. Keep these items or any other type of naked flame well away from curtains, furniture and clothes.
- Sit at least one metre away from heaters and keep them well away from anything that can catch alight.
- Don't overload electrical sockets.
- Close all doors at night as this helps to prevent fire and smoke spreading.
- Switch off and unplug electrical items such as TVs and avoid charging devices like mobile phones whilst asleep.

Early warning and detection of a fire is essential
- As a minimum, fit at least one smoke alarm on every level of the home and in any room where a fire could start. The ideal position for these are usually in rooms that are used the most, in hallways and anywhere electrical equipment is left switched on.
- Fitting multiple linked smoke alarms, that all activate together, is the best way to be alerted in the event of a fire. For some, the provision of a Telecare monitoring system may also be beneficial.
- Specialist alarms can be fitted for people who may have a delayed response to escape – for example; strobe light and vibrating pad alarms for the deaf or hard of hearing.
- Remember to test all alarms monthly.

Escape
- Make sure escape routes are kept clear of anything that may slow down or block exit routes.
- Ensure security gates can be easily opened from the inside without the need for a key. Keep door and window keys where everyone can find them.
- Mobility aids and any methods of calling for help should always be kept close to hand (e.g. mobile phone, link alarm/pendant).

Person Centred Fire Risk Assessment
Control measures to reduce fire risk

Risk	Fire risk factors:	Control measures recommended to reduce fire risk:
High	☐ **Unable to respond** to a fire alarm or has poor mobility through dementia, learning difficulties or sensory impairment, alcohol or drug misuse, debilitating prescription drugs. ☐ Signs of unsafe smoking practices e.g.; smoking in bed, careless disposal of smoking materials, scorch marks or burns on clothing, flooring or furniture. ☐ Smokes and uses home oxygen or paraffin based emollient creams. ☐ History of previous fires. ☐ Unsafe cooking practices ☐ Unsafe use of electrical items (such as heaters to dry clothes or overloaded electrical sockets) ☐ Extensive hoarding (clutter image rating of level of 5 or above).	☐ Contact the local FRS to arrange a priority Home Fire Safety Visit. ☐ Provide items such as; fire retardant bedding, aprons, nightwear, safer ashtrays and give immediate safe smoking and safe cooking advice. (Local FRS may provide) ☐ Arrange for the installation of a Social Alarm monitoring service (Telecare) and fit specialist interlinked smoke detection in all areas of risk. ☐ Consider fitting Domestic Fire Suppression System (sprinklers) or Personal Protection System (water mist for non mobile people) ☐ If complex - notify the relevant local authority, care and housing co-ordinators to initiate safeguarding procedures and a multi agency review of care and housing needs. ☐ Develop PEEP for use by staff (if present) and FRS. ☐ Ensure all preventive measures regularly reviewed.
Medium	☐ **Able to respond** to a fire alarm. ☐ Signs of unsafe smoking practices e.g.; smoking in bed, careless disposal of smoking materials, scorch marks or burns on clothing, flooring or furniture. ☐ Smokes and uses home oxygen or paraffin based emollient creams. ☐ History of previous fires. ☐ Unsafe cooking practices ☐ Unsafe use of electrical items (such as heaters to dry clothes or overloaded electrical sockets) ☐ Hoarding - clutter image rating to level 4.	☐ Contact the local FRS to arrange a Home Fire Safety Visit. ☐ Provide items such as; smoke alarms, fire retardant bedding, aprons, nightwear, safer ashtrays and give immediate safe smoking and safe cooking advice. (Local FRS may provide) ☐ Arrange for the installation of a Social Alarm monitoring service (Telecare) linked to smoke detection where required ☐ Consider fitting Domestic Fire Suppression System (sprinklers) or Personal Protection System (water mist) ☐ If complex - notify the relevant local authority, care and housing co-ordinators to initiate safeguarding procedures and a multi agency review of care and housing needs. ☐ Ensure all preventive measures regularly reviewed.
Low	☐ There is currently no evidence of fire risk indicators (see list above). ☐ Is able to respond to smoke/fire alarms and leave the property unaided.	☐ Test smoke alarms monthly to ensure they are in good working order. ☐ Regularly review fire risk and fire safety provisions if there is significant change to either the individuals needs or any property modifications.

The London Fire Commissioner is the fire and rescue authority for London