



Good Practice Guide

Number: G-345 (formerly SFA/PGM/GPG/001)
Issue no: A4
Issue date: October 2007

Step Free Access Programme

**Good Practice Guide to developing fire emergency evacuation strategies for
Mobility Impaired Persons for London Underground Station Projects**



Chief Programmes Office

Step-free Access Programme

**Good Practice Guide to developing fire
emergency evacuation strategies for
Mobility Impaired Persons for London
Underground Station Projects**

Ref: SFA/PGM/GPG/001

Revision: 3.4

Status: Approved for Use

Date: 1 October 2007

SCOPE

This document is intended to give guidance to designers, sponsors and others involved in the development of step-free access schemes. In doing so it sets out a number of high level development principles that have been established and endorsed by the LU Health Safety and Environment Committee and a number of underpinning principles and processes that have evolved out of the practical application of the higher level principles. Together these represent LU Policy on the matters concerned.

Whilst aimed primarily at step-free access schemes, the principles which are described in this document can be applied to other schemes which introduce modifications, enhancements and improvements to existing station facilities.

All station schemes which are developed using the guidance contained in this document are required to be reviewed and approved through the existing LU processes.

DOCUMENT CONTROL

Author: David Burton
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Document Reference:
Status: Approved for Use
Revision : 3.5
Issue Date: January 2015

REVISION HISTORY

Revision	Date	Author	Comments
Revision 0	18 May 2005	David Miller	Issued for use
Revision 1	8 August 2005	David Miller	Document converted to Step-free Access Good Practice Guide. Part A, Annex B substantially amended.
Draft for Comment			
Revision 2	October 2005	David Miller	Restructured format. Modifications incorporated following consultation on Revision 1
Final Draft			
Revision 2	19 December 2005	David Miller	Issued following approval by the HSE Committee of the risk based approach to fire safety and evacuation. Minor amendments/clarifications to Sections 2.1, 3.4.4, 3.6 and 6. Sections 2.3 and 5.9.7 added. Notes amended. Distribution list deleted. Section 2 of Case Studies deleted. Figures 2.3 and 4.1 added. Sections 5.3.1, 5.3.2, 5.4.1, 5.4.3 and 5.5 b) amended.
Approved for Use			
Revision 3 - Draft	August 2006	David Burton	Restructured following discussion/agreement at the Step Free Access Steering Group
Revision 3.1 - Draft	October 2006	David Burton	Inclusion of agreed amendments to Draft 3
Revision 3.2 - Draft	November 2006	David Burton	Amendments following discussion of v3.1 at FES&SP Governance meeting 2 November 2006
Revision 3.3	November 2006	David Burton	Revised to reflect clarification and direction by LU Directors on equity of risk and societal concern.
Revision 3.4	October 2007	David Burton	Revisions to unpublished v3.3 to reflect on going review/discussions with LFEPA,, internal workshops and direction from LU Board.
Revision 3.5	January 2015	Uzma Khan	Change made for FftFS – all references to Group Station Manager or GSM changed to Area Manager Stations or AMS. Note: the rest of the document was not reviewed or updated.

NOTES

1. This Good Practice Guide should be read in conjunction with the following step-free access programme documents which are available on request:
 - Programme Execution Plan (SFA/PGM/PREP/001)
 - Programme Governance Plan (SFA/PGM/PGP/001)
 - Stakeholder Management Plan (SFA/PGM/SMP/001)
2. Abbreviations and acronyms used in the Good Practice Guide are as shown in the LU Jargon Buster
3. Once agreed/issued this Approved for Use version supersedes all previous versions, which are now withdrawn

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1. INTRODUCTION

The success of the step-free access programme will be significantly influenced by achieving a high degree of consistency in the methodology, interpretation and application of current standards, particularly (but not exclusively) as these relate to the implementation of fire protection and evacuation measures.

To address this matter, this Good Practice Guide promotes the use of a risk based approach following the ALARP principle, as envisaged by existing LU policy and standards and as approved by the HSE Committee of the LU Board on 13 November 2005.

Through the early involvement of all stakeholders and by employing competent designers during the critical feasibility and concept design stages, LU is confident that it will develop and deliver safe, practicable and cost-effective solutions. The primary risks to this are not technical in nature but will arise through inadequate project management; advice being ignored or not sought; failure to adequately consult with all stakeholders and to resolve conflict in good time and the inadvertent use of designers who are not conversant with the issues.

This Good Practice Guide is intended to support the achievement of LU's aims and objectives in respect of the implementation of the step free access programme. Whilst this document is issued as guidance overall, in parts it also reflects certain provisions within LU Policies and Standards that are mandatory and must be complied with.

This document applies to station schemes only; other facilities being modified or built with step free access on behalf of LU are not covered by this Guide.

2. FIRE STRATEGY DEVELOPMENT PRINCIPLES - GUIDANCE

2.1. Surface Stations

- 2.1.1 Under normal circumstances the implementation of a step-free access scheme for a surface station will require no new fire safety engineering measures in order to support the means of escape for MIPs. This is provided that there is a secondary means of escape from all accessible parts of the station that can be used by customers who are not fully ambulant or that there is an operational management plan that describes how all customers will reach a place of (ultimate) safety off the premises.
- 2.1.2 Lifts installed as part of step free works may be used for evacuation under staff control without secondary power supplies being installed as long as the operational management plan/risk assessment indicates that an evacuation can be safely undertaken. Provided that they are in the open air, it will normally be the case that no fire protection will be necessary in order for the lifts to be used during an emergency evacuation.
- 2.1.3 Where lifts are installed, maintaining station staffing levels is important. In the event that staffing levels fall below the numbers required in order for a lift to be used as part of an evacuation strategy then the lift shall be taken out of service. This is likely to mean the station being temporarily outside of the step free network. In such cases contingency and communication arrangements shall be established for customer service purposes.
- 2.1.4 Normally, the open ends of platforms shall be the designated places of relative safety where customers may be held until the evacuation can be completed. The time that