



Hinckley & Bosworth
Borough Council

Hinckley and Bosworth Borough Council

FIRE RISK MANAGEMENT POLICY

Policy and Arrangements for the Management of Fire Safety

February 2021 Version1.	
Review due	Feb 2024

This document replaces Fire Precautions ACOP 3 HSW Service (July 2017 Rev 2.3) and Fire Officer GN12 (Dec 2016). It specifies the systems in place for the management of health and safety risks associated with fire in properties and buildings owned, managed and/or occupied by Hinckley and Bosworth Borough Council.

Please read this document and ensure you understand all the issues dealt with. If you have any concerns or queries about this document, please contact Sophia Hands (Corporate Health and Safety Officer).

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Fire Safety Policy Statement

The issue of fire safety is taken extremely seriously and Hinckley and Bosworth Borough Council (HBBC) will strive to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. This Fire Safety Policy Statement reflects the importance that HBBC attaches to the safety of its staff, residents, visitors, members of the public and other persons who may be affected by its activities and its premises in relation to fire safety. HBBC takes all reasonable and practicable steps to achieve the objectives and measures outlined below. This policy statement will be reviewed every 3 years or at more frequent intervals if there are relevant legislative changes.

Objectives

Through risk assessment, the objective of fire risk management is to:

- Minimise the potential for fire to occur.
- Reduce fire incidences.
- Safeguard all persons on property owned and/or managed by HBBC from death or injury in the event of a fire.

For each property occupied, owned and/or managed by HBBC, the Council will:

- Provide appropriate and adequate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all firefighting appliances and devices.
- Provide appropriate instruction and/or training for all persons, including contractors and other visitors, on the actions to be taken in the event of fire.
- Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.
- Work with Leicestershire Fire and Rescue Service to promote fire safety within the organisation

Signed:

Date:

Position:

Fire Strategy

The Council's fire strategy concentrates on life safety before property protection.

In non-residential buildings, the fire strategy is to ensure that there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow for the safe evacuation to a place of ultimate safety. When the alarm is raised, all building occupants will simultaneously evacuate.

In houses of multiple occupation, based on the level of compartmentation of the building and suitably protected means of escape, the fire strategy is only residents and their visitors of the apartment affected by fire to leave and contact 999 for the fire service. In sheltered properties and the homeless hostel, the control centre would be alerted and would call the fire service. Other residents can remain in their apartment (known as the Stay Put Policy).

In each circumstance, the evacuation procedure is detailed within the fire risk assessment.

The type, number and level of fire safety measures will be decided by Fire Risk Assessments carried out by a competent person.

Whilst the Senior Leadership Team (SLT) accepts there is a legal duty to ensure there are some persons trained in the use of firefighting equipment, they do not encourage the fighting of fires by staff, contractors, residents, visitors or others. Staff will receive fire safety training including the use of fire extinguishers however their overriding responsibility is to raise the alarm and initiate an evacuation of the area.

Firefighting equipment should only be used by trained employees where the fire is small and/or it blocks their means of escape.

Role and Responsibilities

Chief Executive

Overall responsibility for fire precautions and fire safety management within Hinckley and Bosworth Borough Council (HBBC) lies with the Chief Executive however each site has a nominated responsible person.

Corporate Health and Safety Officer

The Corporate Health and Safety Officer (HSO) is the competent person for fire safety and will have overall strategic and management responsibility of general fire precautions for HBBC properties. Responsibility will include properties that have a suitable fire risk assessment and employees who have had training and information in fire safety sufficient to carry out their responsibilities in relation to fire safety.

Housing Assets & Support Teams Manager/ Facilities Manager

The Housing Assets & Support Teams Manager for housing stock and the Facilities Manager for Estates, will implement this fire safety policy which will identify the specific arrangements for maintaining fire safety within their managed properties.

Responsible Persons

They have a duty to ensure the fire risk assessment is in place, that suitable training and instruction on fire safety matters is available to staff and to ensure that fire safety is maintained within buildings under their direct control. Where there are any concerns or questions in relation to fire safety arrangements in relation to the buildings that they manage they must seek suitable advice and liaise with the Health and Safety Officer.

The responsible person will have day to day management responsibility for their Council building. Each Responsible Person must have a nominated deputy who will complete duties in their absence.

The Responsible Persons are:

Hub,	Facilities Manager
Jubilee,	Facilities Manager/ Head of Street Scene Services
Atkins,	Facilities Manager
Sheltered Schemes,	Housing Assets Support Team Manager/ Scheme Manager
Housing Flats,	Housing Assets Support Team Manager
Pavilions,	Facilities Manager
William I Homeless,	Housing Assets Support Team Manager/ Housing Options Manager
John Nicholls Hostel	Housing Assets Support Team Manager
Community Houses,	Housing Assets Support Team Manager/ Community Safety and Performance Manager

Employees with specific responsibilities

Fire Marshals (or Wardens) are given specific areas to check & confirm the area is completely evacuated within the property in the event of Fire Alarm activation. Further detail can be found in the Fire Warden GN2 and Fire Marshal Duty documents located within the Health Safety and Welfare > Fire Safety section of the intranet

All Employees

All employees have a responsibility for their own and others fire safety. Any dangerous situations, issues and concerns should be reported immediately to their line manager and/or Sophia Hands by email Sophia.hands@hinckley-bosworth.gov.uk or by phone 07785 346572.

All employees are required to follow fire instructions and training. Employees found to be carrying out actions that could compromise their safety or the safety of others may be subject to disciplinary proceedings

Arrangements and Procedures

Fire Risk Assessment (FRA)

The relevant responsible person will ensure the Fire Risk Assessment for the properties under their remit will be carried out by a competent person in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005. A new FRA must be carried out for each property minimum every three years (or sooner if there is a major change in circumstance to the premises) with an annual review by the responsible person for the building in the first and second years.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment primarily considers life safety before property protection.

The assessment will provide a list of Significant Findings These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated. Any Significant Finding will be prioritised as High, Medium, and Low. High, medium and low are an identification of the risk the hazard presents to relevant people. The Council will use this system as a way of prioritising the work to complete it.

The Responsible Person is responsible for ensuring the Significant Findings detailed in the FRA receive appropriate attention.

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

In accordance with DSEAR, a risk assessment must be in place for The Jubilee Building. This document must be reviewed annually and renewed minimum every three years alongside the FRA for the premises.

Premises Inspections

The responsible person must ensure that regular inspections of the working environment are undertaken to ensure that good housekeeping is maintained. These inspections should also check that escape routes remain clear, all firefighting equipment is in date, fire signage and notices are correct and that the fire detection testing regimes are in place and being recorded. It is during these inspections that faults or defects within the premises can be identified, logged and addressed.

Fire Equipment Testing

Fire equipment testing falls into 2 primary categories. There are tests or checks that are undertaken by a designated employee and those that are completed by a competent service engineer.

It is the duty of the responsible person to manage fire safety of the premises within their control and ensure the testing regimes that have been identified within the fire log book (copy found in the intranet under Health, Safety and Welfare > Fire Safety) are undertaken

and kept up to date. The work undertaken by the competent service engineer should be as part of a regular contract and all work done must also be recorded within the fire log book on the relevant log sheet.

Testing, servicing, repair and maintenance regime is shown in the table below.

	Frequency by designated employee	Frequency by a competent contractor
Fire alarm and detection	Weekly	Every six months
Emergency Lighting	Monthly	Annually
Portable firefighting equipment	Monthly	Annually (P50 type – every 10 years)
Portable electrical equipment	Periodically	Determined by risk assessment.
Means of escape	Daily	Not applicable
Fire doors	Monthly	As and when required.

Fire Information, Instruction and Training

All employees and contractors who will be working within Council owned or managed premises must be given an induction on fire safety procedures at their first day at work. This information must include the actions required in the event of an emergency, methods of activating the alarm, location of fire escape routes and the location of the fire evacuation point.

It is also the responsibility of the responsible person when completing the fire risk assessment to identify any further training that is required to ensure the safety of persons on site. This can include fire warden training, evac-chair training or specific training on the use of fire extinguishers.

Practicing how the alarm is raised and how quickly the building is evacuated is vital to test how effective fire procedures are and where improvements can be made. These fire drills form a major part of training and must be practiced minimum every six months.

All fire training must be recorded within the health and safety induction checklist (issued by HR to line managers for new employees), fire log book on the appropriate log sheets and/or in Learning Academy. This can include verbal instruction, on-line training, formalised training courses and involvement in fire evacuation drills. All staff are required to sign the completed fire training log sheets to identify that they have both received and understood the training they have received.

Refresher training on fire safety must be delivered minimum every two years.

Personal and Generic Emergency Evacuation Plans (PEEP/ GEEP)

All staff known to have a permanent or temporary disability will have a PEEP completed. The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness.

The PEEP should not disadvantage the employee in their job role but ultimately the purpose of the PEEP is to ensure the safety of the employee and if no reasonable solution can be found to ensuring the safety of the person, a restriction in their location within or on the premises may have to be considered.

When completing a PEEP the Manager should speak to the person involved to discuss:

- What fire safety issues present problems?
- How serious are the problems?
- How can they be overcome?

A PEEP form can be found within Health, Safety and Welfare > Health and Safety Management on the Intranet

Where it is recognized a resident has a disability that may affect their escape from the building the Responsible Person should consider discussing with them how they can be assisted however, as these are private dwellings there is no legal requirement to formally provide outside assistance. Where there is a change of circumstances that would significantly impact on a resident's ability to escape, for example by a deterioration in physical mobility or level of mental comprehension, every effort is made to relocate the resident into more suitable accommodation.

Where members of the public use a Council building, a Generic Emergency Evacuation Plan (GEEP) will be in place which can be provided on request to a disabled person or others with special needs.

Hot Working and Work on a Fire alarm System

The term Hot Working is used to describe work that is carried out which could cause a fire, examples of this are: gas welding and cutting and the use of bitumen burners in re-roofing etc. It is the responsibility of both the contractor who is in charge of the work to be undertaken and the responsible person on site to maintain fire safety arrangements. A hot work permit to work form **must** be completed prior to work commencing. This document should identify the work to be carried out and the relevant safety precautions during the contract. The permit and warning notice **must** be displayed at the point of action.

When contractors are to do any work on the fire alarm system or other fire systems within the premises, the responsible person and the contractor must work together and identify what actions are necessary to maintain fire safety. In addition, information on changes to the fire management of the premises must be communicated with all employees and, where applicable residents, so they are aware of their own duties during this time.

Further details on contractor management can be found within Health, Safety and Welfare > Health and Safety Management on the Intranet.

Records

The responsible person must ensure the following records are kept:

- An up to date and completed fire risk assessment.
- An up to date plan of the site, where required, including the relevant fire precautions.
- All relevant log sheets are kept up to date.
- Fire incident report form is completed following an unplanned activation of the alarm.
- Maintenance and building records that impact on fire safety arrangements.
- Training records of instruction and training given to employees, contractors and others.
- All communication with outside organisations, where buildings are shared, and residents for residential properties, that relate to fire safety within the premises.
- All notifications either to or from an enforcing authority.

A Fire Log Book is available on the intranet under Health, Safety and Welfare > Fire Safety. The responsible person shall ensure these records are kept for a period of no less than 3 years from the last dated entry.

Monitoring

Housing Assets & Support Teams Manager, the Facilities Manager, Health and Safety Officer, Leicestershire Fire and Rescue Service and other responsible persons will monitor and advise on the effectiveness of fire safety arrangements to enable HBBC to meet both its legislative and other fire safety management requirements.

A report on completion of actions arising from FRAs and other fire safety issues will form part of the quarterly report submitted to SLT.

References

- ➔ Hinckley and Bosworth Borough Council Intranet
 - Health, Safety and Welfare > Health and Safety Management > Contractor Management
 - Health and Safety - > Fire Safety
- ➔ Gov.Uk documents on fire safety risk assessments
 - <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>
 - Guidance documents [here](#)