ITEM 17

The Regulatory Reform (Fire Safety) Order 2005 – update on progress within the Council

RECOMMENDATION

1.   That the report be noted.

SUPPORTING INFORMATION

2.1   The reports and other documents attached give the background to and the Council's progress on, the above Order, up to the beginning of June this year.

2.2   Since the report to Chief Officers, most of the Council's Health and Safety Advisers and some Property Services Surveyors have undertaken specialised fire training. The nine days of intensive training involved examinations on Fire Risk Assessment, Fire Engineering, Fire Training and Management. All course participants achieved the necessary standard and were awarded a Fire Safety Technician Certificate accredited by the Institution of Fire Engineers in July. This allows competent advice and training to be given to persons looking after premises on behalf of the Council.

2.3   Fire safety/risk assessment training now needs to be targeted at people identified by their departments as being responsible for buildings. This training is part of a wider package of training that will be made available to people responsible for buildings across the Council. This wider training embraces the principles and practices outlined in the 'Good Stewardship Guide' produced by Property Services. This document relates to the areas of Water Hygiene, Asbestos and other fundamental building management issues as well as Fire. This training is scheduled to begin by the end of October as appropriate people are identified.

2.4   Full Fire Risk Assessments covering all the technical aspects of fire prevention as well as fire safety management issues, are being commissioned by Property Services on behalf of the Council. A risk based prioritised programme of assessments has been put together and a consultancy, Rolton Fire, are working through the list dealing with the highest risk premises first. Sleeping accommodation is obviously the highest risk and that has been prioritised both by us and the Derbyshire Fire and Rescue Service, who enforce the Order.

2.5 Most of the Council's occupied premises already have fire risk assessments in place, although it is doubtful that they will all be up to the currently required standard. Our first priority will be to ensure we have suitable assessments in place to guarantee the safety of our people and visitors in Council premises. This will be achieved by both training and monitoring, using members of the recently centralised Corporate Health and Safety Advisory Service.

2.6 It is one thing identifying the fire risks that cannot be controlled solely by management in our premises. It is another to resource all the works required. Property Services have a policy of dealing with issues as they are identified by the prioritised full fire risk assessments. We are now aware of the 'worst' premises and have dealt with them.

2.7 Before the Order, the Fire Service used to carry out fire risk assessments and issue fire certificates in Council premises. Now as enforcers under the Order they are often asking for a higher standard than they previously required. However the Council is working closely with the local Fire Service and is a member of the Derbyshire Fire and Rescue Liaison Group. Our approach to the Order is well known to them.

For more information contact:	Nigel Parkes-Rolfe 01332 255580 e-mail nigel.parkes-rolfe@derby.gov.uk
Background papers:	None
List of appendices:	Appendix 1 – Implications
	Appendix 2 – Report to Corporate Health and Safety Committee
	14 December 2006 and Assistant Director Group 11 January 2007
	Appendix 3 – Report to Chief Officer Group 5 June 2007
	Appendix 4 – Operational fire risk assessment
	Appendix 5 - Derbynet documents relating to the fire safety of disabled employees

IMPLICATIONS

Financial

1.   None directly arising.

Legal

2.   None directly arising.

Personnel
3.   None directly arising.

Equalities impact

4.   People with disabilities are required to have their own Personal Evacuation Plans in the event of a fire. Copies of the Council's relevant documentation can be found on Derbynet and are shown in full at Appendix 5.

Corporate objectives and priorities for change

5.   Giving Derby people excellent services and value for money.

Report to both Corporate Health and Safety Committee – 14 December 2006 and Assistant Director Group – 11 January 2007

FIRE SAFETY AT WORK POLICY

SUMMARY OF REPORT

1.   We have developed a new draft policy on fire safety at work. This is attached for comment and approval.

BACKGROUND

2.1   The Regulatory Reform (Fire Safety) Order 2005 came into effect on 1 October 2006. This replaces previous fire safety legislation with one comprehensive set of regulations in the Order. They apply to virtually all premises ranging from schools, hospitals, sports stadia, community centres and residential care homes to churches, marquees, nightclubs, theatres and public houses. Outdoor events and venues, such as firework displays, sporting events and markets are also covered. The regulations don't apply to people's private homes.

2.2   Employers and building owners are primarily affected by the regulations. However, anyone who has some control over premises comes within their scope. This means that a management committee of a community centre, if they have any control of the premises, will have to make take reasonable steps to reduce the risk from fire, and make sure that people can safely escape if there is a fire. These are called 'responsible persons' in the Order.

2.3   These requirements aren't new, and previous legislation required that fire risk assessments were carried out. However, the significant difference is that fire authorities, such as Derbyshire Fire and Rescue Service, will no longer carry out these out or provide fire certificates. They will be the enforcing body, in a similar way to the Health and Safety Executive. Existing fire certificates are no longer valid, and cease to have any legal status.

2.4   Responsible persons must make sure that a suitable and sufficient fire risk assessment is carried out. This has to be comprehensive covering not only the 'management' or operational elements, such as fire safety training and identification of fire ignition sources, but the 'technical' or structural building elements, such as protected escape routes and compartmentalisation of roof voids. They must, as far as is reasonably practical, make sure that everyone on the premises, or nearby, can escape safely if there is a fire. They must also manage fire risks in their premises.

2.5   The Fire Safety at Work Policy has been developed to set down the minimum fire safety standards for the Council. It also identifies the roles and responsibilities of departmental management and other employees, including officers who commission work and departmental health and safety advisers.

2.6   A robust policy is essential to make sure:

- 'responsible persons' are identified within departments who can carry out fire risk assessments. They must be trained and competent
- fire risk assessments are carried out identifying any possible dangers and risks. These must be recorded, and a regular review carried out
- those especially at risk, for example, older people in residential homes, disabled employees and pupils in schools are identified
- the risk from fire, is removed or reduced, as far as is reasonably practicable, and general fire precautions are provided to deal with any possible risk left, including the threat of arson
- general fire precautions are monitored to make sure they're effective, and urgent steps are taken to improve them if they're not
- other measures are taken to make sure there is protection if flammable or explosive materials are used or stored
- relevant information for the emergency services is readily available, such as site plans
- there is a plan to deal with any emergency in our buildings, such as a fire or spillage of flammable materials
- adequate arrangements are in place for disabled employees and visitors, including personal evacuation plans for employees and evacuation plans for visitors
- permits are issued for any hot work carried out on buildings, such as roof repairs
- clear information is provided for employees on fire safety, such as fire evacuation procedures and location of fire exits
- training, instruction and supervision for employees on fire safety is provided
- employees and their health and safety representatives are encouraged to be actively involved in the fire risk assessment process.

It will also:

- provide a coherent and consistent corporate approach
- form part of our health and safety management system.

2.7   The policy links to the Council's Good Stewardship Guide for Premises developed by the Property Services Division. The 'responsible person' in the policy will, in many cases, be the manager in charge of a workplace or establishment, such as a unit manager, manager of a residential home or head teacher. They will be the 'premises manager' as detailed in the roles and responsibilities section of the Council's Good Stewardship Guide for Premises. This also deals with the relevant information that must be readily available for the emergency services, such as the site and building plans and asbestos register.

2.8   A fire risk assessment form, based on a British Standards specification, is being developed for consultation. This will be used as the basis for the 'responsible persons' training that will need to be carried out before management fire risk assessments are done. It is proposed that this training is carried out by the departmental health and safety advisers. However, they will need additional fire training, and suitable courses are being researched.

MATTER FOR CONSIDERATION

3.   The draft policy is attached. Consultation with departmental health and safety advisers and our recognised trade unions has taken place through the Health, Safety and Welfare Development Group. The policy follows the model adopted for other health and safety subjects, such as risk assessment and work at height.

RECOMMENDATION

4.   To approve the draft policy.

DRAFT
Fire Safety at
Work Policy

Version:
Issue date:

SETTING THE POLICY STATUS

1.1 This is the Council's corporate policy on fire safety at work. The policy sets minimum standards that **all** stakeholders must meet. This includes:

- Corporate Directors
- managers
- employees
- trade union health and safety representatives
- departmental health and safety advisers
- the corporate occupational health, safety and welfare advisers.

1.2 Departments can adopt higher standards and adapt the guidance that supports this policy to meet their operational needs and arrangements.

Departmental arrangements

1.3 Departments are responsible for:

- formally adopting this policy
- devising arrangements that meet corporate fire safety standards
- producing written evidence outlining their practical arrangements for implementing the corporate policy. These will include
  - details of the people with specific responsibilities
  - implementation action plans, with timescales
  - performance measures and the ways of monitoring them.

Approval

1.4 Departmental arrangements and guidance must go through the Council's normal consultation process. They must be approved by the:

- departmental management team
- departmental Joint Consultative Committee, JCC
- Corporate Human Resources Adviser - Occupational Health, Safety and Welfare.

DEMONSTRATING COMMITMENT

2.1 The Council is committed to protecting its employees' health, safety and well-being. We believe that the best way to do this is through a proactive health and safety management system based on risk assessment. For fire safety, this means we're committed to:

- doing fire risk assessments for our buildings. These will be based on:
  - the management fire risk assessments, which look at the management aspects of fire safety, such as fire evacuation procedures, fire detection and warning systems' checks, fire safety training, sources of ignition and housekeeping inspections, carried out by the 'responsible person' or manager within a building, and

- the technical fire risk assessments carried out by Property Services Division, which look at the technical aspects of fire safety, such as the structural elements of a building including protected escape routes and compartmentalisation of ceiling and roof voids

- taking timely action to deal with any problems that are identified
- helping and advising managers and 'responsible persons' so they can deal with fire safety issues appropriately
- making sure employees know how to identify and report any suspected fire safety problems
- providing access to specialist fire safety advice when it's needed, for example, from Derbyshire Fire and Rescue Service
- making sure fire safety is taken into account when planning and designing new buildings and refurbishments, for example, by considering the use of sprinkler systems.

ASSURING MINIMUM STANDARDS

3   We will base our approach to fire safety on the requirements of current law and the latest guidance from the Health and Safety Executive, HSE, and the Department for Communities and Local Government, DCLG. This means that departmental arrangements for fire safety must:

- identify 'responsible persons' within the department who can carry out fire risk assessments. They must be trained and competent
- make sure that fire risk assessments are carried out identifying any possible dangers and risks. These must be recorded, and a regular review carried out
- consider who may be especially at risk, for example, older people in residential homes, disabled employees and pupils in schools
- remove or reduce the risk from fire, as far as is reasonably practicable, and provide general fire precautions to deal with any possible risk left, including the threat of arson
- monitor the general fire precautions to make sure they're effective, and take urgent steps to improve them if they're not
- take other measures to make sure there is protection if flammable or explosive materials are used or stored
- make sure that relevant information for the emergency services is readily available in a 'Red Box' located near to the main entrance of each property. This includes:
  - site plan

  - building plan

  - location of gas/electric/water services' main switches and valves

  - asbestos survey

  - location and type of any stored hazardous materials

  - premises record and logbook.

  Further information is in the Council's Good Stewardship Guide for Premises

- make sure there is a plan to deal with any emergency in our buildings, such as a fire or spillage of flammable materials
- make sure adequate arrangements are in place for disabled employees and visitors, including personal evacuation plans for employees and evacuation plans for visitors
- make sure permits are issued for any hot work carried out on buildings, such as roof repairs
- provide clear information for employees on fire safety, such as fire evacuation procedures and location of fire exits
- provide training, instruction and supervision for employees on fire safety
- encourage employees and their health and safety representatives to be actively involved in the fire risk assessment process.

SHOWING ACCOUNTABILITY - ROLES, RIGHTS AND RESPONSIBILITIES

4.1   Policies only work when they make things happen. It helps if everyone's clear about what they need to do…

Corporate Directors

4.2   Corporate Directors and their senior management teams are responsible for making sure their department meets the requirements of this policy.
        This means they must:

- oversee the development and implementation of departmental fire safety arrangements and action plans, including the identification of responsible persons. This might include liaising with their health and safety adviser, agreeing timescales, and then monitoring implementation action plans
- make sure the results of fire risk assessments feed into business planning processes, so resources are prioritised for risk management
- show their positive and visible commitment to the fire risk assessment process by discussing it with their management teams
- actively check that fire risk assessments are done and monitor the results. This might include setting individual objectives or targets for managers responsible for fire safety, and then asking for periodic progress reports.

Managers / responsible persons

4.3   The Council believes that risk assessment is a key management responsibility of equal importance with other business activities. Managers should have the detailed knowledge of their employees, workplaces and activities that is vital for the fire risk assessment and risk management process.

4.4   Fire safety is inextricably linked to the buildings that the Council owns and leases. This means that, in many cases, the manager in charge of the workplace or establishment, such as a unit manager, manager of a residential home or head teacher, will act as the 'responsible person' for it. They will be the 'premises manager' as detailed in the roles and responsibilities section of the Council's Good Stewardship Guide for Premises.

4.5   In buildings occupied by several departments, such as the Council House, St. Mary's Gate and Beaufort Street Business Centre, there will be a dedicated premises manager, who will act as the 'responsible person' for the communal areas of these buildings, such as corridors and reception areas. Departments and other building occupiers, such as

partnership, voluntary and private sector organisations, within these buildings will be responsible for managing fire risks within their areas, such as the storage of flammable materials.

4.6 Managers or 'responsible persons' are responsible for:

- making sure that general fire precautions are in place for the safety of employees, service users, visitors and other people, such as contractors, who use the premises or are near to it. These precautions include:
  − reducing the risk of fire on the premises
  − reducing the risk of fire spreading
  − making sure that means of escape are available at **all** times, such as fire exit doors
  − providing emergency evacuation procedures
  − providing information, instruction and training on fire safety
- doing a suitable and sufficient fire risk assessment for your building or premises to:
  − identify potential fire hazards, such as sources of ignition, for example, naked flames from candles and sources of fuel, for example, cooking oils
  − identify people at risk, such as employees, service users and visitors
  − remove, or reduce as far as is reasonably practicable, the risk from fire hazards by, for example, reducing stocks of flammable materials, and controlling hot work carried out in the premises
- raising any fire safety concerns they have with their departmental health and safety adviser
- taking positive action to deal with any premises-related fire safety issues, including liaising with Property Services Division on, for example, fire fighting equipment and fire alarm and detection system servicing
- doing regular workplace inspections, spot checks and audits to identify any fire-related problems, such as poor housekeeping. Follow-up action must be taken to deal with any problems or shortfalls identified
- doing daily, weekly and monthly checks on fire fighting equipment, emergency lighting, fire alarm and detection systems as required. The frequency will be given in the systems' logbooks, and also in the Council's Good Stewardship Guide for Premises. The checks must be recorded in the premises' fire logbook
- taking precautions to avoid arson, such as making sure the perimeter of the premises is secure, if practical, and not placing rubbish skips adjacent to the building
- making sure permits are issued for any hot work carried out on buildings, such as roof repairs, in liaison with Property Services Division
- making sure that employees and visitors, such as contractors, are given clear and relevant information and instructions about how to prevent fires, and what they should do if there is a fire
- consulting employees and their health and safety representatives about any significant changes planned to their premises, which could affect fire safety.

Officers who commission or specify work

4.7 Officers who plan and design new buildings and refurbishments must make sure fire safety issues are taken fully into account by considering, for example, the use of sprinkler systems, as well as fire alarm and detection systems and other fire protection measures. The new buildings and refurbishments must also comply with current building regulations.

4.8   Fire risk assessments must be carried out for all new buildings, and those revised for buildings where refurbishment has taken place, such as an extension to a building. These will need to be based on the management and technical fire risk assessments for the building.

Departmental health and safety advisers

4.9   Departmental health and safety advisers are responsible for:

- giving support, advice and information on fire safety at work to managers, employees and health and safety representatives
- helping managers to:
    - identify potential fire risks from work activities
    - complete fire risk assessments
    - devise and put any necessary protective measures or adjustments in place to remove or reduce these risks
    - access specialist fire safety advice if it's needed for complex problems
- monitoring the ongoing effectiveness of protective measures
- developing the arrangements and any specific guidance their departments need to implement this policy. These should include specific monitoring arrangements and departmental standards, such as inspection frequencies and record keeping
- developing and monitoring implementation action plans
- managing the consultation and approval process for their arrangements and plans
- checking that arrangements are implemented and fire risk assessments are done
- monitoring the standard of fire risk assessments and the effectiveness of protective measures
- reporting progress and problems through the appropriate management system. This may include their departmental management team, JCC, or the Corporate Health and Safety Committee, CHSC
- co-ordinating and monitoring employees' fire safety training.

Employees

4.10   Employees have a legal right to be consulted about fire-related risks and the protective measures in place to deal with them. The Council believes that employees' knowledge of work tasks is vital to make sure:

- fire risk assessments are realistic and complete
- protective measures are practical and effective
- any problems are identified and dealt with quickly.

4.11   Employees have responsibilities as well as rights. These include:

- reporting any hazards, risks or unsafe situations they identify at work. This might include poor housekeeping, unsafe storage of flammable materials and blocked or locked fire exits
- being co-operative and proactive in all health and safety issues. This includes following safe working procedures and fire safety arrangements, such as fire evacuation plans
- reporting any problems or shortcomings in the Council's health and safety arrangements. This includes any concerns they have about fire safety at work

- following training, advice and instructions given to them about fire safety. This includes being responsible for the safety of any visitor they may have in the event of a fire.

Trade union health and safety representatives, HSRs

4.12   HSRs have legal rights in the workplace. These include the right to:

- inspect and take copies of any documents linked to health and safety in the workplace, including fire risk assessments
- be consulted about any planned changes that could affect their members' health and safety
- monitor and review fire risk assessments, policies and departmental arrangements
- investigate hazards, accidents and their members' complaints
- do inspections.

Occupational Health, Safety and Welfare, OHSW, Services

4.13   The OHSW advisers' general responsibilities under this policy include:

- developing, reviewing and publicising corporate fire safety policy, standards and guidance
- providing a corporate overview and strategic guidance
- monitoring and reporting on corporate performance for fire risk assessment and risk management
- auditing and reviewing departmental arrangements for fire safety, as part of the Council's health and safety management system
- identifying any trends or problems that require a corporate response
- giving specialist advice on occupational health, safety and welfare issues
- making sure specialist advice is available when needed.

PROGRESS THROUGH PARTNERSHIP

5.   The Council recognises that a co-operative partnership approach between **all** stakeholders is essential for effective risk management, including controlling fire safety. Managers and responsible persons have the primary responsibility for getting fire risk assessments done. They **must** work together with employees, HSRs, senior managers and specialist advisers, including the Property Services Division, throughout the assessment process.

MEASURING PERFORMANCE - AIMING FOR CONTINUOUS IMPROVEMENT

6.1   We need to check that the policy is working, and that the minimum standards it sets are being met across the Council. If things aren't going well, we need to know why, so action can be taken. Our aim is for work activities to be as safe and healthy as possible.

6.2   To do this, we will develop a range of monitoring arrangements and performance indicators, dovetailed into our health and safety management system. They will include both corporate and departmental actions, such as:

- reviewing fire safety at work policy and guidance to make sure it reflects legal requirements, technological changes and organisational needs
- using inspections and audits to:

- make sure minimum fire safety standards are applied consistently
- check fire safety arrangements are effective
- monitoring the progress of implementation action plans against agreed timescales
- making sure arrangements, guidance documents and action plans go though the correct consultation processes
- producing monitoring and performance reports.

EMPOWERING EMPLOYEES THROUGH TRAINING

7.1 The Council has a legal duty to provide suitable health and safety training for its employees. This must be:

- adapted to the needs and capabilities of the employees it's aimed at
- provided during normal working hours. If this isn't possible, then employees must be paid, or given time off in lieu, to attend outside their normal hours
- 'topped up' by refresher training at reasonable intervals.

7.2 Departments are responsible for:

- organising suitable fire safety training for their employees
- making sure all employees attend appropriate training sessions within reasonable timescales
- keeping adequate training records.

Employees' fire safety awareness training

7.3 All employees must receive appropriate training and instruction about how to prevent fires, and what they should do if there is a fire. This should be at induction, and then as refresher training at least annually. This training should be based on your emergency plan, and must include:

- the significant findings from your fire risk assessment
- the measures you have put in place to reduce the risk, including escape routes, fire fighting equipment and fire alarm and detection systems
- what employees should do if there is a fire
- the names of any employees you have nominated with responsibilities for fire safety, such as fire marshals
- any special arrangements for serious and imminent danger to persons from fire.

Managers' / responsible persons' fire risk assessment training

7.4 **All** managers and responsible persons must develop the necessary skills and knowledge they need to do fire risk assessments competently. This training must be a priority for all new managers / responsible persons who're responsible for fire safety. Whenever possible, this should be **within six months** of their appointment or promotion. All managers / responsible persons must receive refresher training every five years.

7.5 Managers' / responsible persons' training should include:

- how to do a management fire risk assessment using the Council's fire risk assessment checklist

- the five steps that need to be followed:

- identifying fire hazards
- identifying people at risk
- evaluating, removing, reducing and protecting from fire risk
- recording, planning, informing, instructing and training
- reviewing the fire risk assessment

- fire protection measures, such as fire alarm and detection systems
- relevant information for the emergency services, for example, the site plan, asbestos survey and location and type of any stored hazardous materials, such as LPG cylinders
- records that need to be kept, for example, fire logbook, fire equipment checks and employee training records.

PROVIDING INFORMATION AND GUIDANCE

8   Stakeholders may need advice and information to help with fire risk assessment and fire safety issues. Here are some suggested sources…

Within the Council

- Derbynet. You can access guidance documents, managers' checklists, forms and leaflets by clicking on document library, procedures and guidance, then health and safety.

- Departmental health and safety advisers.

- The Occupational Health, Safety and Welfare Services in Corporate Human Resources.

- Trade union health and safety representatives.

Outside the Council

Specialist web sites

- The Health and Safety Executive, HSE - **www.hse.gov.uk**
- Department for Communities and Local Government - **www.communities.gov.uk/index.asp?id=1162101**
- Fire Gateway - **www.fire.gov.uk**
- Arson Prevention Bureau - **www.arsonpreventionbureau.org.uk**

Trade union web sites

- The Trades Union Congress, TUC - **www.tuc.org.uk**
- UNISON - **www.unison.org.uk**
- GMB - **www.gmb.org.uk**
- TGWU - **www.tgwu.org.uk**
- NASUWT - **www.teachersunion.org.uk**
- NUT - **www.teachers.org**

Report to Chief Officer Group 5 June 2007

FIRE SAFETY AT WORK

SUMMARY

1.   Chief Officer Group has asked for an update on our progress with the implementation of the new legal requirements for fire safety, which came into force last year.

BACKGROUND

2.1   The Regulatory Reform (Fire Safety) Order 2005 requires 'responsible persons' to make sure a suitable and sufficient fire risk assessment is carried out for any premises over which they have control. The 'responsible person' can be the Council itself in the form of the Chief Executive, but the duties will normally be delegated to a person or group with day-to-day control of Council premises. However, the responsibility still remains with the Council to make sure these risk assessments are in place, along with the associated training needed to undertake them.

2.2   The requirements aren't new and previous legislation required that fire risk assessments were carried out. Many Council premises have them.

2.3   Reports on a new Fire Safety at Work Policy for the Council were taken to the Corporate Health and Safety Committee on 14 December 2006 and to the Assistant Director Group on 11 January 2007. A copy of the policy and report is attached.

UPDATE

3.1   Health and safety advisers from the Council's Corporate Health and Safety Advisory Service and some Property Services' employees are currently undertaking fire safety training using a health and safety consultancy. This finishes at the end of June 2007. The training need had been identified for our health and safety advisers, before wider training on fire issues could be given to 'responsible persons' defined in the Order.

3.2   The Fire Safety at Work Policy will need some amendments making to it as a result of this training. The Corporate Health and Safety Advisory Service and Property Services are currently working together to produce a user-friendly fire risk assessment document for 'responsible persons' to complete.

3.3   The fire training and that required for 'responsible persons' to implement the Council's Good Stewardship Guide for premises are closely linked. This training is timetabled to begin in October this year.

3.4   Property Services have started a prioritised programme of comprehensive fire risk assessments. Thirty three premises were looked at last year. Some of these have resulted in significant remedial work to the property and management processes…Lees Brook school for example. Further surveys, using a fire consultant are programmed for this year.

3.5   The duties of Corporate Directors and their senior management teams are listed in the Fire Safety at Work Policy at paragraph 4.2.

Operational Fire Risk Assessment - Draft
GENERAL INFORMATION

Establishment name:	
Establishment address:	
Type of premises: Such as school, residential home, office.	
Property description: Include number of floors, floor area and construction details if known.	
Areas covered by assessment: Such as all, certain blocks or floors.	
General activities undertaken:	

Occupancy of premises	
At any one time, what is the approximate maximum number of:	
• employees	
• clients / service users	
• members of the public / visitors on the premises?	

Known occupants at special risk	
Number of occupants who:	
• have restricted mobility	
• have vision or hearing impairment	
• are under 16 years old	
• sleep in the premises	
• have learning difficulties?	
Other known occupants at special risk - give details and approximate numbers.	
Do you have visitors who may be at special risk? If **yes**, approximate maximum number at any one time?	Yes ☐ No ☐

Premises fire history
Describe any previous fires.

ROLES AND RESPONSIBILITIES

Responsible persons	Name	Position	Contact number
Who has overall responsibility for the establishment?			
Who is responsible for fire safety, if it's someone different?			
Who is responsible for fire safety in the absence of the nominated person?			

List other people responsible for implementing the establishment's fire management procedures. This may include doing alarm tests, acting as fire wardens, or alerting the Fire and Rescue Service in an emergency.

Name	Position	Responsibility	Contact number

For fire safety precautions to be adequate, you should be able to answer 'yes' to all the relevant questions in this checklist. Any 'no' responses are **significant** findings that need resolving. Use the form on page 12 to list all significant findings, the remedial action needed and target dates for completing it. Send a copy of the fire risk assessment summary form to your health and safety, H&S, adviser. Share this fire risk assessment with your employees and make sure they understand what they need to do.			
Question	**Yes, no or N/A**	**Things to consider / additional explanation**	**Remedial action required to address any significant findings**
Electrical			

1.	Are fixed electrical installations inspected and tested periodically?		This means the lighting and power circuits within the building. These checks have to be done by a competent electrician at least every five years.	
2.	Is all new portable equipment PAT tested before it's first used?		New equipment needs to go onto appropriate inventories. Make sure employees don't use their own untested portable electrical equipment at work.	
3.	Is portable electrical equipment tested at least annually?		Check test stickers on equipment. Some equipment may need testing more regularly. Get advice from your H&S adviser.	
4.	Do users carry out visual checks of portable equipment on a regular basis?		Get users to check the equipment they use and report any problems to you. Look out for signs of overheating and damage.	
5.	Have you checked that sockets aren't overloaded?		Make sure the load on the socket doesn't exceed 13 amps. Get advice from your H&S adviser	
6.	Have you checked that multi-plug adapters aren't being used?		These are adapter blocks that fit directly into socket outlets, such as double or treble plugs. They can cause circuit overloading.	
7.	Have you checked that any essential extension leads aren't overloaded and don't cause a trip hazard?		Avoid extension leads wherever possible but, if they are necessary, make sure they're not overloaded.	

Smoking			
8. Is smoking banned on the premises?		Check the Council's Smoking Policy for more information.	
9. If smoking is allowed in some areas, are suitable arrangements in place to prevent fires?		This will only apply to a very small number of Council buildings, such as HOP. Get advice from your H&S adviser.	
Arson			
10. Are reasonable measures in place to prevent arson?		Check that basic security is adequate to prevent arson by outsiders. Have there been any arson attacks before?	
11. Are waste bins and other flammable materials stored away from the building?		External waste bins should be secured at least **six** metres away from the building. Lids should be secured.	
12. Are security and visitor control systems adequate?		Check that systems are effective and will prevent unauthorised access.	
Portable heaters and heating systems			
13. Is the use of portable heaters avoided as far as possible?		Avoid using portable heaters as only for emergency use. Take H&S advice before using them. Never leave them switched on overnight or in unoccupied areas.	
14. If used, are radiant heaters fitted with suitable guards and fixed in a position away from combustible materials?		Try to replace naked flame, LPG and radiant bar heaters. If you can't, make sure they have appropriate guards and are kept away from combustible materials.	
15. Are fixed heating systems regularly inspected and maintained?		See the Council's Good Stewardship Guide, GSG, or School Premises Handbook, SPH. Contact Property Service's Maintenance Helpdesk on 25 5044 if in Council contract.	
16. Are boiler rooms kept clear of flammable items?		Make sure boiler rooms don't become unofficial storage areas.	
17. Is the boiler room accessible at all times?		Make sure a key is readily available on site at all times.	

Cooking			
18. Is any cooking done on site?		Make sure measures in place to prevent fires as a result of cooking activities.	
19. Are extraction filters changed and ductwork cleaned regularly?		Build-up of grease can cause fires, and a regular cleaning regime must be in place.	
20. Is suitable fire extinguishing equipment available?		Make sure appropriate equipment is provided, such as fire blankets, carbon dioxide or dry powder extinguishers. See guidance on page 13.	
Housekeeping and cleaning			
21. Is the standard of housekeeping adequate?		Check that public areas, corridors and spaces under stairs are kept clear of combustible materials.	
22. Are combustible materials kept away from sources of ignition?		For example, make sure papers aren't stored near heaters.	
23. Are levels of stored combustible materials and waste kept as low as possible?		Arrange more frequent collections of stored waste or recycling items if these could be a fire hazard. If possible, order more frequent deliveries of combustible items, rather than keep bulk stores.	
24. Are hazardous material stores safely?		Check information on hazard data sheets and get advice from your H&S adviser if you're in any doubt.	
Building maintenance and contractors			
25. Is there adequate control over works carried out by outside contractors?		See the Council's Managing Contractors Safely Policy for more information. Make sure you know what work is going on within your buildings and exactly what it involves. If 'hot work' is required, get advice from your H&S adviser. Make sure fire safety is discussed with contractors. See the Council's GSG or SPH.	

Question	Yes, no or N/A	Things to consider / additional explanation	Remedial action required to address any significant findings
26. Are checks made to make sure building works won't compromise fire safety precautions?		Work could affect fire detection and alarm systems, or measures designed to prevent fire spreading, such as fire doors and fire barriers. Get advice from Property Services as simple wiring work can affect fire safety.	
Lightning			
27. Does the building have a lightning protection system?		Lightning protection systems are important to reduce the risk of fire and damage to electrical systems. Check with Property Services if you're unsure.	
Other significant sources of ignition & control measures			
28. Are there any other significant sources of ignition within your establishment?		If yes, list them and the relevant control measures in place to prevent fires.	
29. Can all final exit doors be opened easily and immediately when the premises are occupied?			
30. Are fire doors clear of obstructions, both internally and externally?			
31. Can all designated fire exits be opened easily and immediately without a key?			

Fire Risk Assessment - Part 3 - Evaluating fire safety arrangements

Question	Yes, no or N/A	Things to consider / additional explanation	Remedial action required to address any significant findings
Means of escape			
32. Are all internal and external escape routes free from obstructions, storage and combustible displays?		Corridors and passageways that are part of fire escape routes should be free of all combustible materials.	
33. Do all self-closing fire doors close fully into the door frame?			
34. Are fire door seals in good condition?			
35. Are all self-closing devices in good working order?			
36. Are all self-closing fire doors properly shut?		Make sure fire doors are **never** wedged open. If you see one, deal with it immediately.	
37. Have arrangements been made to evacuate disabled people from the premises safely?		Make sure Personal Evacuation Plans, PEPs, have been drawn up for every disabled employee. You can get guidance on PEPs from your H&S adviser. Where appropriate, a work colleague should accompany disabled employees to fire refuges and stay with them. Employees are responsible for any disabled visitors they have. Standard PEPs will be issued to public buildings.	

Fire Risk Assessment - Part 3 - Evaluating fire safety arrangements

Question	Yes, No or N/A	Things to consider / additional explanation	Remedial action required to address the Significant Findings
Emergency lighting - see guidance notes on page 13			
38. Do the premises have an emergency lighting system to illuminate escape routes if the general lighting system fails?			
39. Are the premises occupied during the hours of darkness?			
40. Are lights and exit signs undamaged and in good condition?		If there are any problems, contact Property Service's Maintenance Helpdesk on 25 5044 if in a Council contract. Also see the Council's GSG or SPH.	
41. Is the emergency lighting system tested and visually inspected every month?			
42. Are the tests recorded?		Check the premises Fire Logbook.	
Means of raising the alarm in the event of a fire			
43. Do the premises have a system or procedure for raising the alarm if there's a fire?			
44. Is the indicator panel showing normal?		If you're unsure, contact Property Services for advice or the system supplier.	
45. Is the system tested weekly using a different call point for each test?		If not, you need to set up a procedure for doing this.	
46. Are the tests recorded in the Fire Logbook?			
47 .Is the alarm audible in all parts of the building?			

Fire Risk Assessment - Part 3 - Evaluating fire safety arrangements

Question	Yes, No or N/A	Things to consider / additional explanation	Remedial action required to address the Significant Findings
48. Are break-glass call points clearly visible and unobstructed?			
49. Is the automatic fire detection system, such as for smoke / heat in full working order?		If you're unsure, get advice from Property Services or the system supplier.	
50. Is the system or installation tested regularly?		This should be done by the system supplier.	
51. Are the tests recorded?		Check the premises Fire Logbook.	
Fire safety signs			
52. Are final exit doors and escape routes signed clearly and correctly?		If in doubt, get advice from your H&S adviser.	
53. Do the signs show the 'running man' symbol?			
54. Do all internal fire doors have 'Fire door - keep shut' signs?		If any are missing, contact Property Services or a safety signs supplier.	
55. Are 'Fire action' notices displayed?		Make sure they're properly filled in, up-to-date, readable and prominently placed.	
56. Do doors with emergency fastenings have 'Push bar to open' or similar signs?		If any are missing, contact Property Services or a safety signs supplier.	
Fire fighting equipment - see guidance notes on page 13			
57. Are suitable fire extinguishers provided at each floor level and by each final exit door?		See guidance on fire extinguishers at page 13 or get advice from your H&S adviser.	
58. Are extinguishers securely mounted on wall brackets?		Some public buildings have dedicated stands on the floor, but these **shouldn't** be mobile.	
59. Are extinguishers freely available, visible		Make sure they're not hidden behind furniture	

and unobstructed?	or equipment - even temporarily.	

Fire Risk Assessment - Part 3 - Evaluating fire safety arrangements

Question	Yes, No or N/A	Things to consider / additional explanation	Remedial action required to address the Significant Findings
Fire fighting equipment - continued			
60. Does a competent person or company service them annually?		If in doubt contact Property Services or your fire extinguisher supplier.	
61. Are the results of the service / tests recorded?		Check the premises Fire Logbook.	
62. Does every extinguisher have a label showing last date tested?		Test / inspection dates should be within the last twelve months. If they're not, check with Property Services or your supplier.	
Management and staff training			
63. Do you have a fire evacuation plan?		All premises should have an up-to-date fire evacuation plan. If in doubt, check with your H&S adviser.	
64. Are all employees given instruction about what to do if there's a fire?		Fire awareness training, including details of premises-specific arrangements, should be given on induction and at regular periods after.	
65. Is a full evacuation drill carried out twice yearly?		Drills should be monitored and recorded in the Fire Logbook. Any problems that arise during a drill should be reported to your H&S adviser.	
66. Have you recorded the findings of your Fire Risk Assessment?		Do this in consultation with your staff. Make sure the final version is written down and circulated to everyone.	
67. Are visitors to the premises, including contractors and cleaners, told about fire evacuation procedures?		Make sure you have an appropriate mechanism in place to give visitors essential health and safety information, including details of fire evacuation procedures.	
68. Do you have procedures in place to make sure contractors use 'hot work permits'?		Hot work is a major potential source of ignition. You can get advice on permit to work systems	

		from your H&S adviser. Also see GSG / SPH.	

Fire Risk Assessment - Part 3 - Evaluating fire safety arrangements

Question	Yes, No or N/A	Things to consider / additional explanation	Remedial action required to address the Significant Findings
Miscellaneous			
69. Do the premises have a 'Red Box' containing essential information for the Fire and Rescue Service?		The 'Red Box' should contain essential building information, such as the asbestos register, building plans, fire risk assessment and services locations.	
70. Do all automatic opening doors and security doors on escape routes 'fail safe' in the open position?		Check with Property Services or your supplier if you're unsure.	
71. Are external fire escape stairs safe?		Do a visual inspection regularly. Report any serious defects, including badly rusted metalwork, to Property Services or your maintenance contractor.	
72. Are vehicles blocking fire hydrants or access to them?			
73. Has the fire hydrant bypass flow valve control been tested by a competent person?		If you're unsure, check with Property Services. Also see the Council's GSG or SPH.	
74. Has external access for the Fire and Rescue Service been checked for ongoing availability?		Walk around the site to make sure there's clear access to all buildings.	
75. Are any necessary fire engine direction signs in place?			

Issue	Significant finding	People at risk	Remedial action required	Person responsible for action and target date for completion	Date remedial action completed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

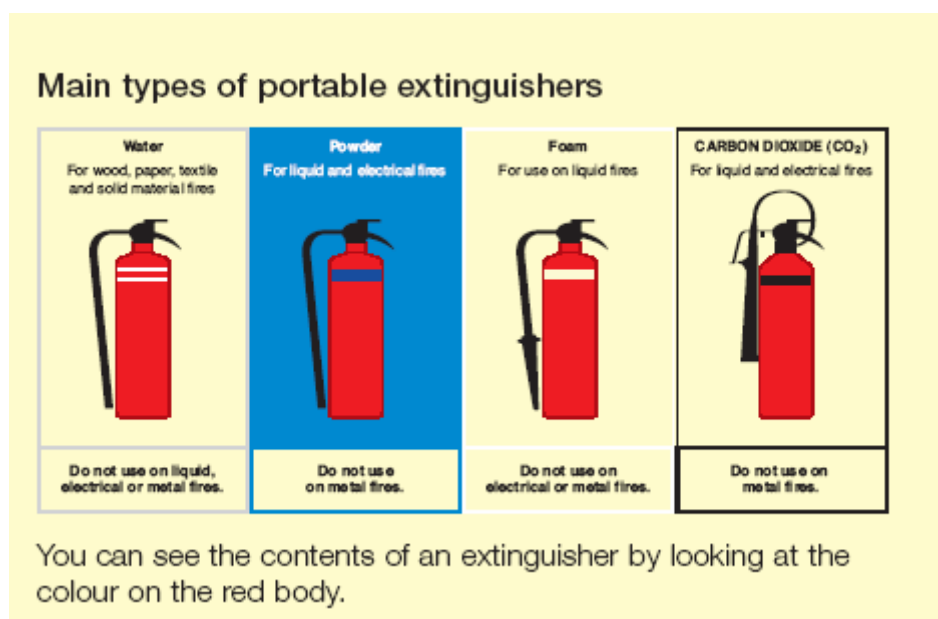|			
Name and signature of 'duty holder' completing form		Date form completed	
Name and signature of 'responsible person'		Date form signed	
Property name and address		Contact telephone number	

Share this information with your manager and employees.
Send a copy of the completed fire risk assessment form to your health and safety adviser for information and auditing.

Types of Fire Extinguishers

Main types of portable extinguishers

Water	Powder	Foam	CARBON DIOXIDE (CO$_2$)
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
Do not use on liquid, electrical or metal fires.	Do not use on metal fires.	Do not use on electrical or metal fires.	Do not use on metal fires.

You can see the contents of an extinguisher by looking at the colour on the red body.

1.   As a 'rule of thumb', you should have one extinguisher for every 200 square metres, m², of floor space, with at least one on each floor. If you're in any doubt, then contact your health and safety adviser.

Emergency Lighting

Monthly tests

2.   Emergency lighting should be tested monthly. Include inspecting the system for cleanliness as well as checking that the lights are working effectively. All tests should be undertaken at times of least risk because of failures. Contact your Property Services Electrical Maintenance Surveyor or emergency lighting supplier if in doubt on how to test the lighting.

Annual inspections

3.   An annual test should be carried out using a qualified service engineer to make sure the self-contained and central battery systems are working correctly. Simulating a failure of the normal lighting supply for a continuous period of one hour is the usual method employed for carrying out this test.

4.   All emergency lighting fittings will be checked for proper functioning during this test.

Guidance on Frequency of Fire Safety Systems Inspection / Test Procedures

The table provides guidance on the recommended frequency of inspection and testing of the fire safety systems that may be in place within your establishment.

Fire safety system	Daily	Weekly	Monthly	6 monthly	Annually
Emergency Escape Route	Visual Check ✔		Visual Inspection ✔		
Fire Alarm System	Panel Check ✔	Alarm Test ✔			✔ *
Fire Fighting Equipment			Visual Inspection ✔		✔ *
Automatic Fire Detection			Visual Inspection ✔		✔ *
Emergency Lighting			Test & Visual Inspection ✔	Residential Only ✔	✔ *
Fire Instruction	Induction ✔				Refresher ✔
Fire Evacuation Drill				Full Evacuation ✔	
Fire Risk Assessment					Review ✔

*Inspection / testing of the items should be carried out by a competent person.

All test certificates should be filed and stored with the building's Fire Logbook.

Derbynet documents relating to the fire safety of disabled employees

DERBY CITY COUNCIL

Disabled employees safe evacuation

Emergency evacuation questionnaire for disabled employees and a Personal Evacuation Plan

Emergency evacuation questionnaire for disabled employees

As your employer, we have a legal responsibility to protect you from fire risks and to look after your health and safety while you are at work.

To do this we need to know as much as possible about how you get out of the building in an emergency, so that you and your manager together can draw up a Personal Evacuation Plan. **Even if you do not need any help to leave the building, please still fill in this form.**

Your manager will then send copies of the Personal Evacuation Plan to the people involved in emergency evacuation procedures so they know your needs in an emergency.

We do not see you as the problem and you are not a safety risk, so don't worry. The problem belongs to us, and the building where you work – not yours.

Name

Job title

Department and section

Contact telephone/textphone number

Brief outline of your duties

Where is your usual workplace? **- Please name the building where you work most of the time, the floor and the room number.**

Do you have to go to other buildings as part of your job?

Yes ☐ **No** ☐

If yes, which buildings are they?

Are you aware of the Council's emergency evacuation procedures for the building where you usually work?

Yes ☐   **No** ☐

What format do you need the emergency evacuation procedures in…

Please ✓

Standard print? ☐		**Audio tape?**	☐
Large print? ☐		**BSL?**	☐
Braille? ☐			
Computer disk? ☐			

Are the signs that mark the emergency exits and the routes to the exits clear enough?

Yes ☐   **No** ☐

Can you hear the fire alarm when it goes off in your workplace?

Yes ☐   **No** ☐

Are you able to raise the alarm if you discovered a fire?

Yes ☐   **No** ☐

Do you need help to get out of your workplace in an emergency?

No ☐   **Yes** ☐

If yes, is anyone designated to help you?

No ☐   **Yes** ☐

If yes, who? - **Please tell us their name, which room they are in and their telephone/textphone number**

Is this arrangement formal and written down anywhere?

Yes ☐ **No** ☐

Are you always in easy contact with those people designated to help you?

Yes ☐ **No** ☐

In an emergency, can you contact the person responsible for evacuating the building where you work and tell them where you are?

Yes ☐ **No** ☐

Can you move quickly in an emergency?

Yes ☐ **No** ☐

Do you find stairs difficult to use?

Yes ☐ **No** ☐

Are you a wheelchair user?

Yes ☐ **No** ☐

Please give this form to your manager. The information you have given will help us to meet your needs for accessible information and any help getting out the building in an emergency. If your needs change please remember to tell your manager so your Evacuation Plan can be amended.

Personal Evacuation Plan for disabled people

You and your manager must complete this Plan together using the information you provided in the questionnaire. When it is finished, your manager will give you a copy and make sure that the relevant people involved in your emergency evacuation get a copy. This Plan forms part of your reasonable adjustments under the Disability Discrimination Act. Your manager will review the Plan with you as part of the annual general risk assessment of your workplace. If your needs change before then, the Plan must be amended by you and your manager straight away.

This is the Personal Evacuation Plan for:

Name
Job title
Department and section
Main workplace, including building, floor and room number

I have received a copy of the fire evacuation procedures in an accessible format for me which is:

Please ✓

Standard print	☐	**Computer disk**	☐
Large print	☐	**Audio tape**	☐
Braille	☐	**BSL**	☐

I know about an emergency evacuation by:

Please ✓

an existing alarm system	☐	a pager device	☐	
a visual alarm system	☐	something else	☐	please say what

People designated to help me get out of the building in an emergency

These people are my designated helpers…

Helper 1
Helper 2
Helper 3

The assistance I need is…

Please explain how you expect to be helped, such as how you want to be guided if you are a visually impaired employee or if you need any transfer help if you are a wheelchair user

[   ]

The equipment I need to help me leave the building in an emergency is…

[   ]

My designated helpers are trained in using this equipment?

No   ☐   Yes   ☐

If yes, please give details of any training done or planned and dates

[   ]

Here is what I do when the emergency alarm is activated and I need to get out of the building… Please give the full details of the journey from inside your usual workplace to the outside assembly point, including the time it takes you to get there…

[   ]

Time taken from when the alarm goes off to getting to the assembly point:_____minutes approximately

Safe route…Please draw a plan of the route you use to get out of the building in an emergency, including where the nearest fire refuge is, which is somewhere to wait safely for help.

[   ]

This Plan has been agreed between me and my manager

Signed   _____   Date_____
         disabled employee

Signed   _____   Date_____
         disabled employee's manager

Manager's actions

Please send copies of this Plan to the :

Please✓and
state date

disabled employee

☐_____

Staffing Officer for the employee's personal file

☐_____

designated helpers

☐_____

Fire Marshall

☐_____

Evacuation Co-ordinator

☐_____

Departmental Health and Safety Adviser

☐_____

Please keep a copy yourself.

I confirm I have issued this Personal Evacuation Plan to all the people named.

Signed   _____   Date_____

Manager