

**CORPORATE HEALTH AND SAFETY COMMITTEE –
15TH AUGUST 2011**

SUBJECT: FIRE RISK ASSESSMENT REVIEW PROGRAMME

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 The purpose of this report is to update the Corporate Health and Safety Committee of updated frequencies for review of fire risk assessments.

2. SUMMARY

2.1 Fire Risk Assessments and reviews of existing fire risk assessments are legally required until the Fire Safety (Regulatory Reform) Order 2005.

2.2 Fire Risk Assessments on all CCBC premises were originally contracted out to Risk Monitor (now CollCom) who carried out fire risk assessments across CCBC's property portfolio and developed a 5 year rolling programme of reviews.

2.3 A decision has now been made to review the assessments internally and an updated programme of reviews has been developed.

2.4 It is recommended for higher risk premises that the reviews are split into a general review of fire safety and a detailed fire safety audits. Fire Safety Audits will remain contracted out residential homes (annually) and for secondary schools (two yearly), all other fire safety reviews and audits will be completed in-house. The recommended frequencies are set out in the table below:

Premise Type	Fire Safety Review	Fire Safety Audit/Re-inspection
Secondary Schools	Annual	2 yearly (contracted out)
Primary Schools	Annual	2 yearly
Day Centres	18 monthly	3 yearly
Corporate Buildings (including Tir-y-Berth Depot, Llancaiach Fawr,	18 monthly	3 yearly
Sleeping Accommodation e.g. Residential Homes		Annual (contracted out)
Flats (communal areas only)		2 yearly
Sheltered Housing		2 yearly
Leisure Centres	18 monthly	3 yearly
Libraries		3 yearly
Youth Centres		3 yearly
Community Centres		3 yearly
Miscellaneous buildings		5 yearly

- 2.5 All premises will be required to complete an annual fire safety checklist, which will flag any issues of concern allowing these to be referred to the Fire Officer for advice/a visit. In addition any premise that undergo physical changes will be required to have a new fire risk assessment.
- 2.6 The fire risk assessment frequencies will be reviewed annually and the programme amended based on risk.
- 2.7 The new fire risk assessment programme will result in a cost saving to the Authority as there is a significant decrease in the number of assessment being contracted out. 40 fire risk-assessment were contracted out in 2010/11 across a range of premises including sleeping accommodation, comprehensive schools, corporate buildings and multi-occupancy/complex premises however only 6 fire risk assessments will be required to be contracted out for 2011/12.

3. RECOMMENDATIONS

- 3.1 That the contents of the report be noted.

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Consultees: Nigel Barnet, Deputy Chief Executive

Councillor James Fussell, Cabinet Member for Human Resources

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