

# CAERPHILLY COUNTY BOROUGH COUNCIL

## FIRE SAFETY POLICY

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Issue 3

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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

### **NOTE**

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor, and Officer in Charge or anyone who has a responsibility for employees through their work.

## **1.0 INTRODUCTION**

- 1.1 This policy sets out the arrangements and responsibilities for managing fire safety within premises owned or managed by the Authority.

## **1.0 POLICY STATEMENT**

- 2.1. The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the health and safety of Authority employees, contractors and visitors to and users of council premises.
- 2.2. The Authority recognises that fire is a serious risk and that effective controls are necessary to mitigate the risk. The effective control of the risk will be delivered through the correct management of fire safety as set out in this policy, its associated corporate management arrangements and guidance, and the provision of appropriate training, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.

## **2.0 SCOPE**

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees
- 3.2. This policy will not apply to residential dwellings, owned, let or leased by the Authority as part of its role as a social landlord. This policy is however applicable within communal areas of shared housing e.g. stairwells or shared accommodation in flats.
- 3.3. This policy will be reviewed at least every two years to ensure it is in line with current legislation.
- 3.4. In locations/service areas where more specialised fire guidance or legislation applies e.g. within care homes, then this policy will be apply together with any specialist guidance/legislation.
- 3.5. The effective date for issue 3 of this policy is:

## **3.0 LEGISLATION**

- 4.1. This policy along with its supporting corporate management arrangements, procedures and guidance is designed to ensure the Authority meets its legal obligations as stated in:
  - The Health and Safety at Work etc. Act, 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Regulatory Reform (Fire Safety) Order 2005
  - The Fire Safety and Safety Of Places Of Sports Act 1987

## **4.0 RESPONSIBILITIES**

NB: All employees have a legal responsibility to comply with health and safety and fire safety law and the provisions of this policy. Failure to do so could result in personal and/or corporate liability.

### **5.1 The Chief Executive Officer will:**

5.1.1 Be ultimately responsible for ensuring compliance with this policy within the Authority

### **5.2 Directors will:**

5.2.1 Be responsible for ensuring the effective implementation of this Corporate Policy, Management Arrangements and any associated Directorate Arrangements within their service areas.

5.2.2 Ensure that appropriate resources are made available for the effective operation of the policy and management arrangements including training.

### **5.3 Managers with responsibilities for buildings or sites will:**

5.3.1 Receive a copy of the fire risk assessment and communicate its findings and implications to relevant employees.

5.3.2 Co-ordinate the completion of any actions required as a result of the fire risk assessment within their scope of responsibility.

5.3.3 Update the RAMIS system as appropriate when any adjustments to the risk assessment are made e.g. completion of actions.

5.3.4 Ensure that they contact the Health and Safety Division and request a new fire risk assessment where there is a change to the material or layout of the premises, the use of the premises, the fire precautions available or a significant change in the number of people using the premises.

5.3.5 Ensure that the Annual Fire Risk Assessment review questionnaire is undertaken (GS052 Fire Risk Assessment Review Checklist) and contact their directorate Health and Safety Officers where a re-assessment is required.

5.3.6 In shared premises work with other Managers within the building to ensure that suitable local fire procedures are written and communicated.

5.3.7 Ensure that any maintenance or alteration within the building is undertaken so as not to compromise the fire safety of the building.

5.3.8 Ensure that any maintenance and testing is carried out on anything provided or in place for fire safety and that records are kept.

5.3.9 Be aware of the potential for arson at their site and take steps to prevent it including:

- Ensuring a high level of security is maintained.
- Investigating any outbreak of fire and, where there is the suspicion that arson could be the cause, safeguarding evidence for the attention of the Police/Fire Service.
- Recognising the causes of arson and encouraging measures to combat it e.g. good housekeeping.
- Regularly reviewing procedures put in place to prevent/mitigate arson.

5.3.10 Inform the Fire Officer immediately in the event of any Fire Service Advisory letters/notices in accordance with the Guidance Sheet GS051 Procedure for dealing with Letters/Notices from the Fire Service.

5.3.11 Ensure that any remedial works required by the Fire Authority are actioned.

5.3.12 Undertake regular / annual checks to ensure the effectiveness of the fire evacuation procedures.

5.3.13 Ensure that good standards of housekeeping are maintained in building within their control.

5.3.14 Ensure that a site specific arson prevention policy is developed for their premises (see Arson Prevention Corporate Management Arrangements)

#### 5.4 **Managers with responsibility for people will:**

5.4.1 Ensure that they and their employees comply with this policy, corporate management arrangements and any associated Directorate Arrangements for fire safety derived from this policy.

5.4.2 Ensure that a suitable emergency evacuation plan is in place and that the contents of the plan are communicated to employees. This will include written fire evacuation procedures.

5.4.3 Ensure that employees (including appointed persons, e.g. fire wardens and marshals) receive suitable training in the fire procedures, especially on induction, including how to raise the alarm and exit the building safely in case of emergency. This will include providing for nominated individuals training in the use of any fire-fighting equipment provided if this is considered necessary.

5.4.4 Ensure that any necessary Personal Emergency Evacuation Plans (PEEP's) are in place to ensure the safety of disabled employees and that suitable procedures are in place to ensure the safe evacuation of any disabled visitors see Guidance Sheet GS047 Emergency Evacuation Plans and PEEPS.

5.4.5 Ensure that visitors, contractors or members of the public for whom they have responsibility are fully aware of the fire safety procedures. Visitors will remain under the responsibility of the individuals whom they are meeting.

- 5.4.6 Ensure that good standards of housekeeping are maintained in their service areas.
- 5.4.7 Complete any relevant actions arising from the fire risk assessment.
- 5.4.8 Ensure that appropriate records are kept.

**5.5 Each employee of the Council will:**

- 5.5.1 Comply with this policy, the corporate management arrangements and any other working procedure or precautionary measure introduced to prevent or reduce potential fire risk, including Hot Work Permits to Work.
- 5.5.2 Immediately report to their line manager any damage to anything provided for purposes of fire safety.
- 5.5.3 Employees are under no obligation to use portable fire extinguishers to tackle any fire. Portable fire extinguishers will be provided and should not be used by an individual unless it is safe to do so, they have been trained, or the fire is blocking their exit and they are fully competent and confident to do so.

**5.6 Building Consultancy will:**

- 5.6.1 Where requested provide advice and support to Building Managers to ensure that maintenance and statutory checks are undertaken on fire safety equipment in line with regulatory requirements.
- 5.6.2 On the instruction of the Building Manager arrange for remedial works to be carried out as required following completion of the fire risk assessment/review.

**5.7 Contractors will:**

- 5.7.1 Comply with this policy, corporate management arrangements and any Directorate or local arrangements made available to them concerning fire safety.
- 5.7.2 Comply with the requirements of Fire Safety Legislation.
- 5.7.3 Comply with the terms of the Hot Work Permit to Work (where applicable)

**5.8 The Health and Safety Division will:**

- 5.8.1 Communicate this policy, corporate management arrangements and guidance all managers.
- 5.8.2 Ensure that all CCBC premises are subject to a suitable and sufficient fire risk assessment and review of the fire risk assessment carried out by a competent person.

- 5.8.3 On receipt or completion of the documents disseminate Fire Risk Assessments to the appropriate Building Manager within a timely manner.
- 5.8.4 Provide information, technical advice and support regarding fire risk assessments, fire safety and arson prevention as required.
- 5.8.5 Monitor the effective implementation of the Corporate Policy, Corporate Management Arrangements and guidance.
- 5.8.6 Consider, when conducting fire risk assessments, the potential for arson at the site and account for this in the risk assessment documentation.
- 5.8.7 Ensure arrangements are in place within the Directorate to update the Fire Risk Assessments as required.
- 5.8.8 Ensure that the fire safety policy is reviewed at least every two years to ensure it is in line with current legislation.
- 5.8.9 Provide advice and information on legislation or guidance relating to fire safety.