

Revised

Chesterfield Borough Council Housing Fire Safety Policy

Please note: Revisions from previous Fire Safety Policy are indicated with an asterisk

Date: Dec 2014	Department and Staff Members Responsible: Housing Services Alison Craig, Martyn Bollands, Julie McGrogan
Date Approved by Cabinet:	
Dates of Previous Versions: N/A	Review Date: December 2015
Scope: <ul style="list-style-type: none">This policy applies to the fire safety arrangements in common areas of residential premises managed and/or owned by Chesterfield Borough Council.	
Key Objectives: <ul style="list-style-type: none">To comply with all current fire safety legislation (namely the Building Regulations 2010, the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005)To minimise the risk of fire and subsequent danger to occupants of all premises controlled by Chesterfield Borough Council Housing Services.To achieve best practice in the approach to fire safety, obtaining standards above the minimum legislative requirements where possible.	
Tenant Involvement: <ul style="list-style-type: none">Observance of fire safety arrangements applicable to the communal areas of residential properties and communal areas	

1. Policy Statement:

The Chief Executive of Chesterfield Borough Council acknowledges the moral and legal duty to ensure that all employees, tenants, and any other visitors to premises under Chesterfield Borough Council control, are adequately protected from all foreseeable fire risks that may arise.

In order to achieve this, Chesterfield Borough Council will ensure that adequate resources are made available, suitable and sufficient fire risk assessments are conducted, and appropriate preventive and protective measures are identified and implemented in all premises under Chesterfield Borough Council control.

Chesterfield Borough Council aims to provide a safe environment in which our tenants (and other relevant persons) are assured that the risk of fire or fire safety related injury is minimised.

Chesterfield Borough Council will foster and maintain good working relationships with partner services to ensure the ongoing safety of our tenants, employees and customers; this includes Derbyshire Fire and Rescue services

Additionally, Chesterfield Borough Council is committed to ensuring ongoing compliance with all applicable fire safety legislation, in particular the requirements of the Regulatory Reform Fire Safety Order 2005.

2. General Aims/Objectives:

In order to help minimise the likelihood of fire occurring, and the consequences in the event that a fire occurs, Chesterfield Borough Council will implement arrangements designed to ensure:

- Suitable and sufficient fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005 are undertaken (at appropriate intervals), the significant findings recorded and necessary remedial work undertaken in a timely fashion.

See Appendix 4A - Fire Risk Assessment Timetable*

- Increased awareness for staff and residents alike through communication and appropriate fire safety management
- Adequate levels of basic fire safety awareness and staff competency through effective training programmes.
- Adequate drills, servicing, maintenance and testing of fire safety equipment, where applicable
- Effective liaison with the Fire & Rescue Service

3. Responsibilities and Fire Safety Management

As the employer and landlord; and owing a duty to the occupants of premises, Chesterfield Borough Council must as far as is reasonably practicable take steps to reduce the risk from fire in Chesterfield Borough Council premises and make sure that everyone in, or nearby, can escape safely if there is a fire.

As such, the Chief Executive has the overall responsibility for any given premises. With respect to fire this includes:

- Ensuring effective fire safety management for work activities undertaken by CBC.
- Ensuring effective fire safety management of properties managed by CBC.
- Ensuring adequate resources are made available to meet CBC's legal fire safety obligations and ensure as far as reasonable the safety of staff and residents.

The Chief Executive may be assisted in his duties by nominated and adequately trained employees. Employees have a duty to co-operate with the Chief Executive so far as is necessary to enable the legislation to be complied with.

Roles and specific responsibilities are to be allocated to employees as necessary. Appendix A1 details the Fire Safety Management Structure within Chesterfield Borough Council Housing Services.

All employees have a duty to take reasonable care for the safety of themselves (and of other relevant persons who may be affected by their acts or omissions at work)

4.0 General Principles

Chesterfield Borough Council (and by default the Chief Executive) is regarded as the 'Responsible Person' (as defined in Article 3 of the RRO) as the employer and party being in control of the premises. This relates to all non-residential premises and the common areas only of residential premises.

Chesterfield Borough Council Housing Services will ensure that a property is handed to a tenant with all the necessary fire precautions in place for example smoke alarms, fire doors to the correct standard and the relevant electrical and gas tests carried out.

Residents of individual general needs, market rent, and leasehold properties are responsible for their own fire safety within their private homes, including carrying out regular tests of their individual fire detection system.

Where residents have stored medical oxygen in their properties, they are responsible for informing Chesterfield Borough Council so the Local Fire Service can be alerted to the presence of stored oxygen in the premises.

The storage of bicycles, motorised scooters, pushchairs/prams and other resident goods will not be permitted in communal access or escape routes in residential premises. Under no circumstances should flammable materials be stored in any communal areas other than designated storage rooms.

In the case of mobility scooters, where no designated storage area exists, they must not be stored in access or escape routes. Under no circumstances should mobility scooters be charged in any communal areas other than specially equipped designated charging/storage rooms.

A strict no smoking policy will be maintained in all communal areas.

5.0 Evacuation Policy

Evacuation policies for each building will be specific to that building, however as a general premise:

Residential accommodation:

- General needs purpose built accommodation to have a 'stay put' policy. Occupants have the option to stay in the building provided they feel it is safe to do so.
- Sheltered accommodation to use fire evacuation policy specific to that building.

Community premises (eg community Rooms)

- All premises to have a 'total evacuation' policy. All occupants to self evacuate once the fire alarm sounds.

Evacuation drills

- Fire evacuation drills will be conducted twice annually in residential premises with alarms e.g sheltered schemes. Performance will be monitored to ensure that buildings can be evacuated in a safe and timely manner.
- All persons new to the organisation will be instructed in the fire evacuation procedure on induction.

6.0 Equality and Diversity:

Chesterfield Borough Council Housing Services acknowledges it's responsibilities to ensure that persons with disabilities are not put at increased risk in the event of a fire.

Assisted Evacuation

- In residential premises, where practicable and should assistance be requested, Chesterfield Borough Council Housing Services will provide advice and guidance to assist residents in developing their own means of escape plan in general needs and sheltered premises, Personal Evacuation Plan (PEEP). This will not involve the assistance of staff in the evacuation. Liaison will take place with the Fire and Rescue Service on how best to record and store information on non-ambulant or disabled residents in residential blocks where higher dependency residents are expected (such as sheltered or extra care premises).

7.0 Communication

Fire Safety Core Group

A group of employees from across Housing Services will form the Fire Safety Core Group who will meet every 6 months.

- To ensure compliance with all aspects of fire safety legislation
- To keep abreast of changes to legislation and associated guidance documents
- To report to Housing Management Team on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- To develop, monitor and review policies and procedures that reflect the role stated above.
- To ensure consistency of approach to fire safety through effective communication.
- To ensure fire safety training is adequate and up-to-date for all staff
- To monitor, record and measure performance
- To liaise with the Fire and Rescue Service and any other appropriate body
- To investigate fire incidents

See Appendix A2 for terms of reference of the Fire Safety Core Group

Communication with Staff

Through training, fire drills, appropriate signage and the intranet.

Communication with residents

Through appropriate 'Fire Action' signage in conjunction with other forms of communication provided on a regular basis such as web-site, newsletters, leaflets and tenant information packs.

Liaison with the Local Fire and Rescue Service

Chesterfield Borough Council Housing Services will engage in a regime of regular communication with the Fire and Rescue Service to ensure good lines of communication and operational familiarity of Chesterfield Borough Council's housing stock.

8.0 Recording of Information

All fire safety related information will be recorded by the relevant managers, kept up-to-date and kept centrally. This will include:

- documented fire risk assessments
- documented reviews or amendments of the fire risk assessment
- evacuation plans
- fire precautions records (including regular checking of all fire precaution measures, the fire alarm system tests, the emergency lighting system tests, fixed systems (heating and electrical) and fire extinguishers service records)
- fire safety training records and fire drills
- fire history records
- miscellaneous correspondence relevant to fire precautions policies and measures.

See Appendix A3 for responsibility

9.0 Training

Fire safety training for staff will cover a wide range of topics and be programmed on a regular basis and also at induction for new members of staff. This is will categorised into 2 main areas:

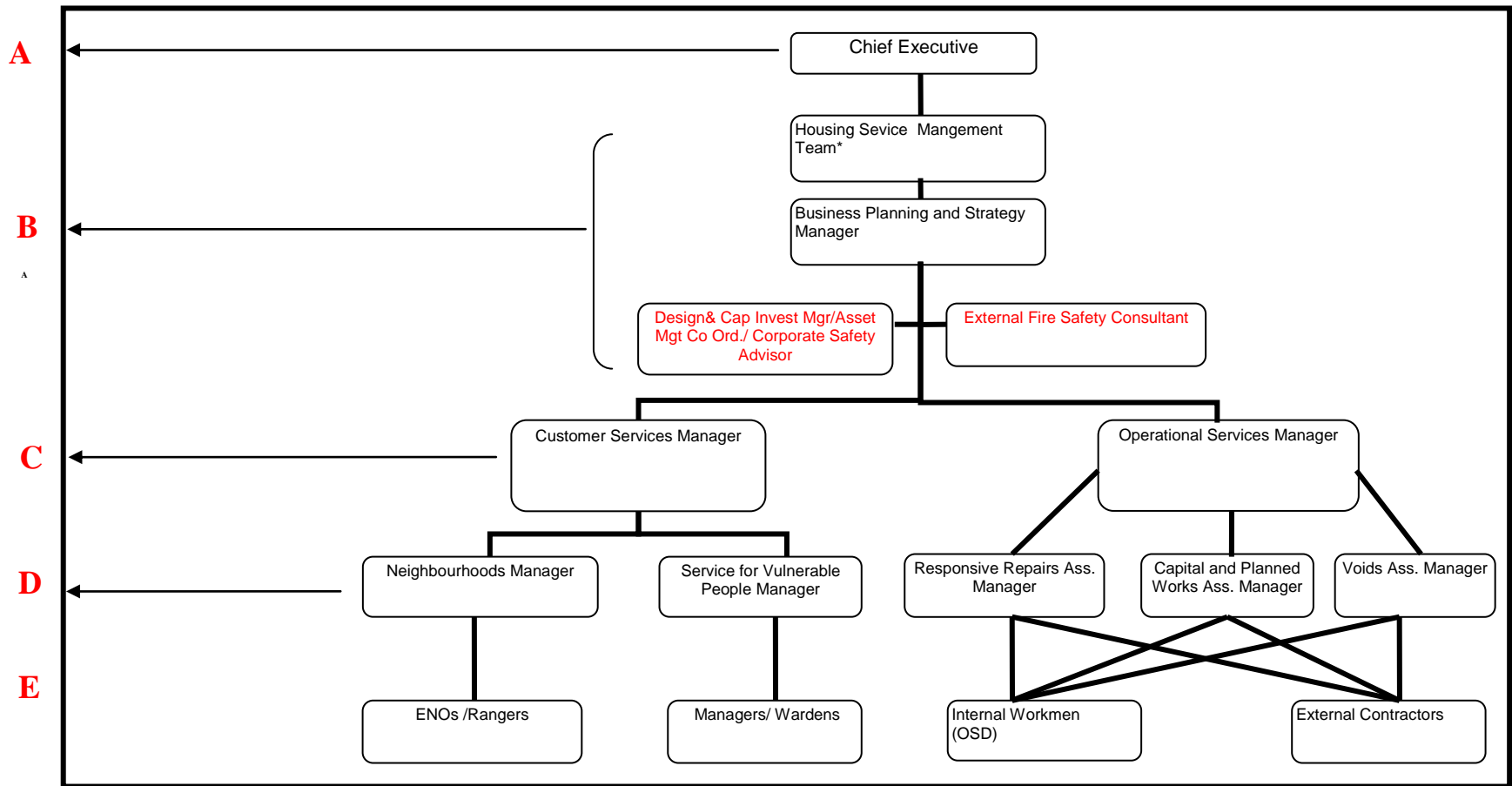
- Task specific: training tailored to the specific fire safety related tasks that individuals may be required to undertake as part of their remit.
- Policy and General fire safety awareness: general training for all staff covering the main aspects of basic fire safety and any issues relating to Chesterfield Borough Council Housing.

10.0 Monitoring and Review:

This Policy will be reviewed on an annual basis by the Housing Services Management Team and the Corporate Health & Safety Advisor, and a report will be submitted annually to Cabinet for information.

Appendix A1

Housing Fire Safety Management Structure Chesterfield Borough Council



Management & Inspection

Maintenance and Repair

- A: Chief Executive/ Cabinet have overall responsibility of ensuring that the fire safety function within CBC Housing Services is being appropriately managed resourced and funded.
- B: Top level management of fire safety within CBC Housing Services and reporting directly to the Cabinet. Responsible for ensuring overall compliance with the legislation [RRO], completion of fire risk assessments and action plans, drafting and reviewing policies and procedures, managing staff training is provided, assisting in the tender process for the selection of fire systems, contractors etc. This role is seen as high level and not involved in the day-to-day decisions.
- C: 'Department Head' Level whose function will be to assist the Fire Safety Manager [Level B] by providing appropriate staff resource and ensure any staff under their control, who carry out functions that may impact on fire safety (for example External Contractors), have appropriate controls in place. They should ensure that nominated staff within their Department have adequate training and time to carry out any additional roles and responsibilities as necessary.
- D: Senior Level staff with the key role of ensuring that all properties within their remit are being dealt with accordingly and that onsite staff [Level E] are carrying out their function adequately. They will provide a liaison point between Level E and Level B [passing issues 'upwards' and policies/procedures 'downwards']. They will keep copies of all the necessary checks and carry out any necessary work that has been identified.
- E: The people onsite such as Scheme Managers, Rangers, Wardens, Tradesmen and external contractors. They will have a responsibility for checking/ensuring general building maintenance, carrying out fire safety inspections as required, communicating with residents, identifying issues and reporting of repairs, regular testing of fire safety systems, ensuring good levels of house-keeping and local management etc.

Appendix A2

Terms of Reference of the Fire Safety Core Group

1. Role and Responsibilities:

The role and responsibilities of the Fire Safety Core Group is to ensure ongoing compliance with all relevant fire safety legislation. It will keep under review the effective management of fire safety across Chesterfield Borough Council Housing with the object of promoting fire safety at all times.

2. Terms of Reference:

Duties of the Fire Safety Core Group will be:

- i. To ensure compliance with all aspects of fire safety legislation
- ii. To keep abreast of changes to legislation and associated guidance documents
- iii. To report to Housing Management Team on any and all appropriate matters in particular, progress against action plans, resource requirements and any matter that may require further consideration
- iv. To develop, monitor and review policies and procedures that reflect the role stated above.
- v. To ensure consistency of approach to fire safety through effective communication.
- vi. To ensure fire safety training is adequate and up-to-date for all staff
- vii. To monitor, record and measure performance
- viii. To liaise with the Fire and Rescue Service and any other appropriate body

3. Meetings:

The Chair of the Fire Safety Core Group is to be the Business Planning and Strategy Manager and the Corporate Safety Advisor.

Meetings are to take place once every six months and are to be attended by:

Business Planning and Strategy Manager
Customer Service Manager
Services for Vulnerable People Manager
Neighbourhoods Manager
Operational Services Manager
Design and Capital Investment Manager
Corporate Safety Advisor
Asset Management Coordinator
External Consultant - if required

If an attendee is unable to make any given meeting then the responsibility will be delegated to another member of their section.

4. Authority:

The Fire Safety Core Group is authorised by the Head of Housing to undertake any activity within its terms of reference.

5. Agenda:

The fire safety core group will discuss at every meeting;

- Programmes of work to be undertaken
- Incidents
- Training
- Fire Risk Assessments
- Non compliance by tenants
- Improvements
- Any other business

Appendix A3 Responsibility for Carrying out Fire Checks and Associated Works

	Sheltered Schemes	General Needs Blocks
Fire Risk Assessment	BP&S Manager / Service for Vulnerable People Manager	BP&S Manager/ Neighbourhoods Manger
Management of actions arising from FRA	BP&S Manager / Service for Vulnerable People Manager/ Operational Services Manager	BP&S Manager/ Neighbourhoods Manger/ Operational Services Manager
Arrangements for maintenance, repairs and inspection Fire alarm systems, emergency lighting and extinguishers, Fire related repairs etc.	Operational Services Manger	Operational Services Manger
Fire Safety Checks and arranging for the necessary works/repairs to be carried out as highlighted in the checks.	Service for Vulnerable People Manager/ Wardens	Neighbourhoods Manger/ Rangers
Auditing of Arrangements	BP&S Manager/ Corporate Safety Advisor	BP&S Manager/ Corporate Safety Advisor

Year 1 - All 334 General Needs Blocks and Sheltered Schemes

Year 2 - (High Risk) –
All Sheltered Schemes and Five Storey Blocks

Year 3 - (High Risk), (Medium Risk)-
All Sheltered Schemes, Five Storey and Four and Three Storey Blocks

Year 4 - (High Risk), (Low Risk) –
All Sheltered Schemes, Five Storey and Two Storey Blocks

Year 5 - All 334 General Needs Blocks and Sheltered Schemes