



Bi-Borough Corporate Fire Safety Policy



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

STATEMENT OF INTENTION

The Royal Borough of Kensington and Chelsea (RBKC) and The London Borough of Hammersmith and Fulham (LBHF) recognise and accept their duty as the 'responsible person' and landlord to provide and maintain a work environment that reasonably protects all relevant persons from risks to them in case of fire.

In doing so we will ensure through our governance arrangements that fire safety risk management forms an integral part of our business decision making process.

Elected Members and the Joint Executive Management Team recognise the need for a sensible and proportionate approach to managing fire safety.

We will manage and visibly lead on fire safety by providing strategic direction and sufficient resources so as to enable risks to be reduced to as low as reasonably practicable.

Our Policy is to sensibly control risks, respond to changing demands and to sustain positive safety attitudes and behaviour throughout our organisation.

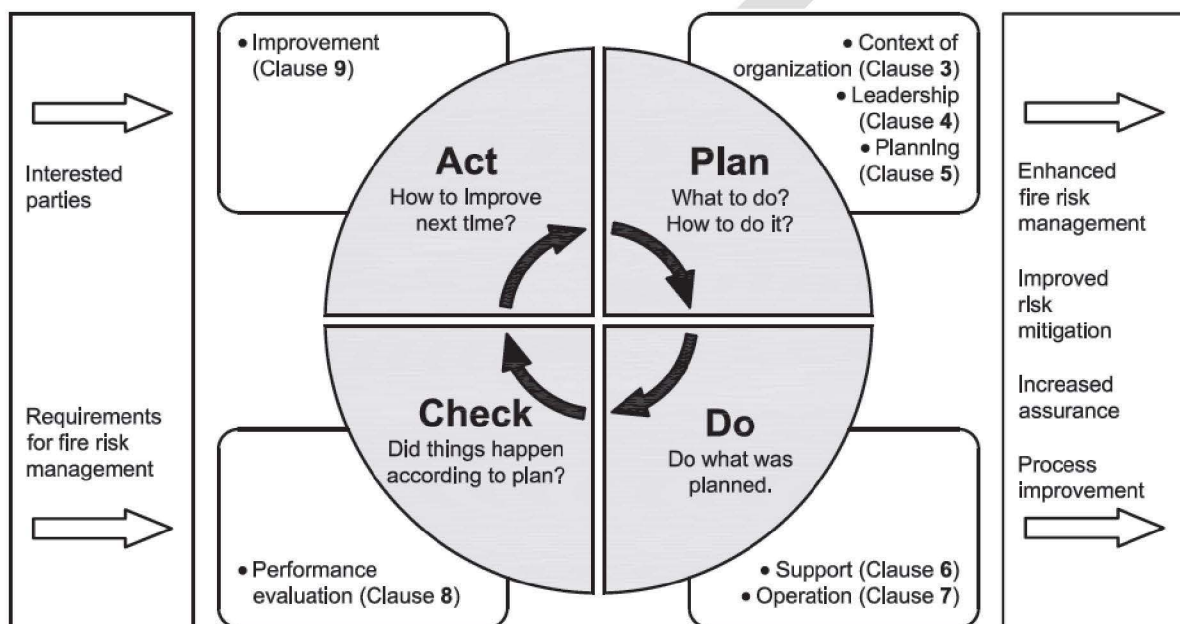
We will provide leadership and management, a trained and skilled workforce and an environment where people are trusted and involved.

This policy sets out the strategy and organisational arrangements for the management of fire safety within the Council. It is important that we all adhere to it and remember that the most powerful message we can send is through our own visible behaviour as an example.

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

2 INTRODUCTION

This Policy sets out the strategic fire safety vision and objectives of Elected Members and the Executive Joint Management Team. It describes the way in which we effectively manage fire safety based upon British Standard Publication Pas 7: Fire risk management system – specification..



PLAN
DO
CHECK
ACT

Plan the direction for fire safety management
Profile the fire risks, organise and implement controls
Check that fire safety management is working
Act on improving fire safety management

This policy must be brought to the attention of all employees, so that they are encouraged to co-operate and communicate any necessary information on fire safety matters throughout the organisation in order to discharge their duties.

This document has been prepared to meet legal requirements. This policy does not contain specific procedural instructions. A Corporate Code of Practice will be issued as necessary to deal with specific areas of risk. Departments will implement Local Codes of Practice to meet those set out corporately.

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

PLAN

2.1 Policy Objective

The objective of this Policy is to ensure, through the application of good management practices and where necessary fire precaution measures, that all employees and other relevant persons are protected from the risks to them in case of fire.

To meet this objective, the strategy below will be developed so as to enable best practice standards to be followed, against which our performance can be measured.

2.2 Scope of Policy

This Policy will apply to all premises where the Council has a duty as the employer and/or as the 'responsible person' as defined in the Regulatory Reform (Fire Safety) Order 2005.

This Policy will also apply to any premises where by virtue of a contract or tenancy agreement other parties have duties as the responsible person but where the Council retains landlord responsibilities.

A local Fire Policy for residential housing based on the housing stock risk profile will be put in place by the Housing and Regeneration Department.

2.3 Strategy

The Council is a large and complex organisation delivering a multitude of services to residents and businesses across a wide range of needs. A number of diverse models are used to deliver these including partnerships, mutual, third party providers, and in-house staff and shared services through sovereign, bi and tri borough arrangements.

The Council is also responsible for a diverse property portfolio that includes care homes and schools and is a landlord for over 18,000 residents with a mixed portfolio that ranges from Council owned premises to the temporary use of Bed and Breakfast establishments.

The strategy aims to ensure the strategic objective above is met, that all relevant legislative or good practice requirements are adhered to and that adequate resources are committed to the management and control of fire risks.

The Council's strategy for managing fire safety is driven from the top through the designation of a lead bi-borough director to champion health and safety (including fire

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

safety) across the shared portfolio. They will routinely report the fire safety status of the organisation and recommendations for action to the Executive Joint Management Team.

Our strategy will include appropriate governance arrangements including regular performance monitoring by Elected Members through the Audit Committee and by the Joint Management Team through performance reports.

Where appropriate, fire safety risks will be entered onto the Corporate Risk Register and will be considered as part of the overall business planning at both corporate and departmental level.

The Risk Register will include a risk profile of the Council's portfolio based on specific characteristics including use, occupancy type and fire growth rate in accordance with BS9999: Design and Management.

The Council has an appointed Corporate Health and Safety team to provide competent advice and to assist in the implementation of an appropriate management system. The team profiles the organisational fire safety risks which inform the strategic direction, business planning process and audit programme. A Risk Register is maintained and reviewed on a routine basis.

The Corporate Health and Safety team will ensure that there are appropriate processes in place to ensure our partner organisations have suitable and sufficient fire safety management systems in place as part of the due diligence procedures and will develop suitable protocols with partners so as to ensure fire safety compliance is assured.

The Council recognises the importance of having well trained, knowledgeable and experienced employees and will develop a competency framework as part of the strategy to ensure relevant education, training needs for fire safety is identified, developed and delivered in the most effective way.

The Council will communicate on fire safety matters through various media and will ensure that appropriate information is provided to employees and others in a timely and suitable way.

The strategy will also ensure that all operational issues and fire precautions required will be appropriately identified, implemented and monitored.

The strategy will also include a robust process that enables our performance to be monitored proactively. Performance will be measured against the standards we set in our codes of practice and will be based upon a formal audit system so as to achieve fairness and consistency across the Council.

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

Elected Members and the Joint Management Team will ensure the systems we adopt are subject to reviews to ensure they remain fit-for-purpose as the Council service delivery models adapt and change.

We also accept that lessons can be learnt from unwanted events and the strategy will include a process to investigate unwanted events and learn lessons from these events so as to prevent or reduce re-occurrence.

2.4 Responsibilities of the Chief Executive

The Chief Executive retains overall accountability for ensuring that the Fire Safety Policy is applied across the whole council as defined in the scope and for ensuring that all relevant and appropriate matters are brought to the attention of the elected members.

The Chief Executive will provide clear leadership with visible commitment to fire safety. Fire safety will be routinely monitored and reviewed at the Joint Management Team. The board will set the direction for effective fire safety through the designation of a lead bi-borough director for health and safety, the provision of adequate resources, maintaining a competent workforce, establishing effective communication and integration of health and safety into the business planning process.

2.5 Responsibilities of Elected Members

A Cabinet Member for each borough will be nominated to lead on health and safety matters. Elected members will ensure that health and safety is adequately considered when making decisions at a strategic level.

This will be through an annual report on the health and safety profile of the organisation provided for public scrutiny at the appropriate scrutiny committee for each sovereign borough.

2.6 Joint Management Team

Fire safety will be routinely monitored and reviewed by the Joint Management Team. The board will set the direction for effective fire safety through the designation of a lead bi-borough director for health and safety, the provision of adequate resources, maintaining a competent workforce, establishing effective communication and integration of fire health and safety into the business planning process.

2.7 Responsibilities of the Lead Bi-borough Director

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

The bi-borough lead director has specific responsibility for championing fire safety throughout the organisation. The director will report routinely to the Joint Management Team on health and safety matters and make recommendations as required to address identified risks.

The director will champion fire safety through the Safety Committee and provide direction to the Corporate Health and Safety team.

2.8 Responsibilities for Management

Executive Directors and their management teams will provide strong and active leadership to maintain effective fire safety arrangements within their departmental portfolios for which you are the Dutyholder. They will ensure:

- That the division of responsibility for the application of relevant fire precautions are known to them as per the category of premises and any obligations under fire safety legislation or any relevant contract or tenancy arrangement
- Adequate resources are available to allow those with responsibilities with respect to fire safety to discharge their duties effectively;
- Procedures are in place within the areas under their control to implement the requirements of this corporate policy;
- Clear responsibilities and authorities for fire safety management are identified, in particular where the property is occupied by more than one council, department or organisation and suitable arrangements are in place to enable co-operation and co-ordination between premise occupiers;
- A Chief Fire Warden is identified for each corporate premise for which they are the duty holder and an appropriate number of fire wardens are provided in accordance with the fire risk assessment.
- Appropriate time for training and Fire Warden duties is given
- An effective emergency evacuation plan is in place for any council building in which their service is the majority occupant and that these plans are reviewed at least every 6 months or at other periods dictated by the fire risk assessment.
- Regular inspections / audits are carried out on the fire precaution measures and their continued effectiveness.
- New staff are made aware of the local arrangements in place for what to do in the event of discovering a fire and/or their emergency evacuation procedures, along with the Councils policies and procedures;
- New staff complete the e-learning fire safety training during their health and safety induction and all staff complete three years refresher e-learning training;
- All personnel within their responsibility follow the local codes of practice and precautions;

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

- Any member of their staff or site visitor who has a disability which would prevent them evacuating a building unaided has a personal emergency evacuation plan (PEEP). This also applies to those with temporary conditions e.g. broken leg and should be placed upon the fire folder/premise log.

2.9 Premises Managers / Controllers

Where the role of premises manager/controller of premises exists they will ensure the following for buildings they are responsible for:

- Suitable and sufficient fire risk assessments for the premises are in place and where needed suitable action has been or is being taken to address issues;
- Relevant fire signage is in place to meet The Health and Safety (Safety Signs and Signals) Regulations 1996;
- Sufficient Fire Wardens to ensure safe evacuation of the building and that there is a Chief Fire Warden for the premises to act as the main liaison with the emergency services on arrival;
- Adequate cover for the Chief and other Fire Wardens at times such as, sickness, annual leave etc.;
- They assist with the production, management and review of the fire safety and evacuation plan;
- A fire folder/log book is kept and maintained); and
- All relevant maintenance and testing of fire equipment and systems is carried out in accordance with recommendations, and all documentation is readily available for inspection on request.

2.10 All employees

All employees must ensure that:

- They complete the fire safety e-learning module during their health and safety induction training and bi-annual refresher training thereafter;
- They comply with the relevant fire and emergency procedures for their premises;
- All fire exits, escape routes and fire-fighting equipment are kept free of obstruction at all times;
- Fire-fighting equipment is not removed from its appointed location or used, unless for the use in the event of an emergency by someone with adequate training;
- All signed fire doors are kept closed, unless they are fitted with the appropriate self-closing mechanisms in the event of the fire alarm sounding;
- No smoking policies are strictly adhered to;

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

- Flammable substances are stored in their correct containers and in a cool place, away from ignition sources;
- No vehicles are parked in places where it may obstruct emergency exits or obstruct access to fire appliances;
- If they have concerns over any fire safety matters, they immediately report them to their line manager for action;
- They inform their line manager if they or a site visitor would have difficulty (permanent or temporary) evacuating a building unaided. A personal emergency evacuation plan (PEEP) may be required and
- When visiting residents properties owned/managed by the Councils they report any fire safety contraventions or issues they become aware of which may affect the residents ability to live safely in the premises or escape in the event of an emergency.

2.11 Chief Fire Warden

A specific person must be nominated within the premises to carry out this role, or in the event of no nominated being on site it must be the senior person present on site at the time. They shall:

- Be the person nominated to act as the main liaison with the emergency services on their arrival;
- Be the person that all Fire Wardens report to following the sounding of the fire alarm;
- Ensure that there is a suitable deputy/s in place to cover their role in case of leave, absence etc.;
- Follow the directions as outlined within the associated fire safety guidance;
- Ensure there are adequate numbers of trained Fire Wardens in place;
- Ensure that there are sufficient numbers of trained persons to assist the evacuation of disabled persons;
- Ensure test evacuation (fire drills) are carried out twice annually (they should be on site for at least one of these); and
- Undertake a twice annual review of fire safety measures and report to corporate safety.

2.12 Fire Wardens

The appropriate number of Fire Wardens as indicated in the fire risk assessment shall be identified taking account of local arrangements such as shift work, annual leave etc. Fire Wardens shall ensure:

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

- When alarm is raised so far as it is safely to do so evacuate those in the immediate area;
- Inform the Chief Fire Warden of any persons remaining in the building or if there are any anomalies found during the evacuation;
- Inform Chief Fire Warden if you are going on leave or are sick
- Follow the directions as outlined within the associated procedures; and
- Ensure that they have been on the Council's fire safety training for Fire Wardens.

2.13 Link

As part of the ongoing Tri-Borough Facilities Management contract the Link will ensure that for:

Category 1- 2 buildings

- Fire alarms are tested on a weekly basis and records kept;
- They assist with the production, management and review of the fire safety and evacuation plan;
- Identify the number of Fire Wardens required for the site and maintain records of their names
- Update notice boards with Fire Wardens; review every 6 months
- Suitable and fire risk assessments for the premises are in place and where needed suitable action has been or is being taken to address issues;
- A fire folder is kept and maintained (see appendix 5); and
- All relevant maintenance and testing of fire equipment and systems is carried out in accordance with recommendations.

Category 3-5 buildings:

- They make reasonable efforts to ascertain that those responsible for the day-to-day management of the site understand their fire safety responsibilities, specifically;
 - ❖ The need for a suitable and sufficient fire risk assessment for the premises and where needed suitable action taken to address issues; and
 - ❖ The importance of maintaining and testing fire equipment and systems in accordance with recommendations.

2.14 Responsibilities of Bi-Borough Corporate Health and Safety

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

Corporate Health and Safety are appointed as the “Competent Person” for the Council to provide advice, information and assistance to any manager, employee or department within the council, or Host Borough, and will:

- Provide competent advice and direction for managers and staff
- Report the fire safety status to the Joint Management Team
- Risk profile the organisation’s fire safety management
- Provide corporate codes of practice for the management of fire safety
- Monitor and audit organisational activities, management and facilities
- Investigate major accidents and incidents
- Report annually to public scrutiny committee
- Review the management system on a rolling programme

3 DO

3.1 Profiling fire safety risks

The core fire safety risks to the organisation from its activities, people and facilities are profiled to assess the inherent risk, the residual risk against existing control measures and any gaps requiring future remedy.

The risks across such a large and diverse organisation are many. The risk profile allows the Council to prioritise its resources and to plan accordingly.

The Council’s property portfolio will be individually risk profiled in terms of fire safety and prioritisation of resources and monitoring by its use, occupancy characteristics and fire growth rate in accordance with BS 9999: Design and Management.

The risk profile is recorded in the Corporate Health & Safety Risk Register and is routinely reviewed and reported corporately to ensure appropriate oversight.

3.2 Fire Risk Assessments

A suitable and sufficient fire risk assessment will identify fire hazards and persons at risk, analyses fire prevention and fire protection measures, evaluate the fire risk and put forward a suitable action plan to control.

Fire risk assessment is a specialist task and shall only be undertaken by a competent person with the appropriate experience and qualification. Competency will be based upon the requirements of the Fire Risk Assessment Competency Council competency criteria.

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

The frequency of the fire risk assessment review will be determined by the findings of the initial fire risk assessment and the findings of fire safety audits. Any changes in the type of use or occupancy of the building will require an updated fire risk assessment.

The responsibility to undertake or ensure fire risk assessments are carried out varies according to the type of property which the Councils own, lease or operate.

- For LBHF directly managed residential accommodation specifications for the management of fire risk assessments and their follow up is given in the Housing and Regeneration Department Fire Policy.
- Properties managed by the Link as set out in the Responsible Persons Code of Practice
- Properties outside of the LINK jurisdiction fall to the sovereign boroughs to manage
- Schools where the Councils are the employer or there are lease arrangements are managed by Children's Service in LBHF and the Link in RBKC

There is significant variation in the legal agreements between the Councils and 3rd parties in relation to the properties in this group. Therefore the level of duty of care owed and direct fire safety management undertaken by the Councils will vary.

In line with the contractual arrangement in place with the 3rd party the Councils will make reasonable efforts to ensure that:

- Those responsible for day-to-day management of the building are aware of their legal responsibilities under the Regulatory Reform (Fire Safety) Order 2005;
- A suitable and sufficient fire risk assessment is undertaken by a competent individual/organisation as detailed in the Fire Risk Assessment Competency Council criteria;
- An action plan is devised and monitored for any additional control measures required;
- Those who could be affected have been made aware of the risk assessments significant findings and any required actions; and
- The risk assessment is regularly monitored and reviewed, ensuring it remains up to date.

3.3 Fire Safety Arrangements

Fire precautions will be put in place to ensure that the Councils protect its staff, visitors, contractors and any other person(s) who may be affected, its property and its assets against the risk of fire. The Councils will take steps to reduce the risk of fire by ensuring

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

that particular arrangements (as detailed in accompanying codes of practice) are put in place for:

- New build and refurbishment of current premises
- Emergency procedures and drills
- Fire detection testing
- Fire alarm testing
- Firefighting equipment
- Emergency lighting
- Fire Safety Training and Information
- The prevention of fire

4 CHECK

4.1 Measuring Performance

Appropriate monitoring systems shall be put in place that are proportionate to the risk. These systems should be planned and proactive and stem from the risk assessment and outcomes of previous monitoring arrangements and/or unwanted events.

Monitoring will include floor walking inspections, checking contractor permit to work arrangements, reviewing onsite documentation including fire log records and drills. These checks and balances and any associated outcomes should be recorded.

All incidents should be reported using the on-line system. Incidents should be investigated by the manager. Consideration should be given to any system solutions to avoid future recurrence. Corporate Health and Safety will investigate serious incidents where enforcing bodies such as the LFEPA are or may be involved.

4.2 Auditing

Corporate Health and Safety will undertake routine audits across the organisation. The audit programme is informed by the organisational building risk profile and will examine individual premises such as care homes.

Audits will be undertaken in conjunction with managers and staff and where applicable recommendations will be put forward for action.

5 ACT

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

5.1 Review Performance

Fire risk assessments should be reviewed at least annually unless the assessment states otherwise, or where an incident has occurred or changes to service delivery are being made.

The emergency evacuation plan and notice boards should be updated every 6 months to reflect current organisational arrangements.

The high level risk profile for the organisation will be reviewed routinely and revised accordingly.

Audit recommendations will be logged and assigned for implementation. Actions will be reviewed and followed up to confirm status.

Reports will be prepared by the Corporate Health and Safety team to the Joint Management Team providing an overview of the core issues facing the organisation. Exception reports will be produced as and when required.

An annual report will be provided for public scrutiny.

Corporate Health and Safety will ensure that competent advice is accessible and that changes in legislation and/or guidance are reflected in the corporate codes of practice and that this is widely communicated.

5.2 Take Action on Lessons Learned

Key health and safety failings normally stem from poor leadership, poor attitudes and behaviours and poor risk management. The Council will endeavour to maintain strong, visible and competent leadership and embed health and safety in the planning process.

The Safety Committee will reflect on lessons learned and seek to embed improvements across the organisation.

Transparency will be maintained and an annual report provide for public scrutiny.

Staff consultation will be encouraged through engagement including anonymous staff surveys where the feedback will be reviewed and changes made as appropriate.

6 CONTACT

Corporate Health and Safety Team
Email: corporatehealthandsafety@rbkc.gov.uk
or corporatehealthandsafety@lbhf.gov.uk

Procedure Title: Bi-borough Corporate Fire Safety Policy	
Document Reference: B	Approval:
Version: 1.2	Author: Michael Sopp
Date Created: January 2014	Date Amended/Reviewed:

DRAFT