



Fire Safety Policy

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1. Policy Statement

- 1.1. Shropshire Council is committed to ensuring the Health, Safety and Welfare of our employees, all other persons legally present on council premises and those in the immediate vicinity who may be at risk from the effects of fire. Furthermore, the Authority accepts the statutory and moral obligations to comply, so far as is reasonably practicable, with the requirements of:
- The Regulatory Reform (Fire Safety) Order 2005;
 - The Housing Act 2004;
 - Health and Safety at Work etc. Act 1974;
 - All other relevant legislation pertaining to Fire Safety.
- 1.2. All Service Areas within the Authority must be able to demonstrate compliance with this policy through monitoring activities, audits and inspection. Supplementary procedures and guidance may be developed to support specific service needs and legislative requirements associated with premises and/or operations.
- 1.3. Whilst the operational responsibilities for fire safety are identified within the Fire Safety Policy, overall responsibility lies with the Chief Executive, in line with the Health and Safety Policy.
- 1.4. The Authority will make available such resources as are required for establishing, maintaining and promoting continual improvement of fire safety risk management systems. Within this, training for staff involved in fire safety management is considered a core element.
- 1.5. The Authority will work to ensure that all premises have a current, suitable and sufficient Fire Risk Assessment in place. Any actions raised will be resolved, so far as is reasonably practicable and using a risk based approach.

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Clive Wright
Chief Executive

2. Scope

- 2.1. This Fire Safety Policy applies to all Service Areas within the Authority and identifies the responsible individuals, working groups and mechanisms that ensure compliance with the Regulatory Reform Order and other relevant legislation.
- 2.2. The legislation and this policy are primarily concerned with the protection of people however effective arrangements will also benefit the protection of property and assets.
- 2.3. Although the diversity of the estate is reflected in a variety of relevant legislation, the dominant piece of legislation is the Regulatory Reform (Fire Safety) Order 2005 (RRO). This Fire Safety Policy is therefore concerned with identifying the responsible persons and mechanisms within the Authority to ensure compliance with the RRO. A guiding principle of the RRO is the development of a Fire Risk Assessment (FRA) for individual premises and through this process any further, specifically relevant legislative requirements will be identified to ensure full compliance.

3. Definitions

3.1. The Responsible Person

- 3.1.1. The RRO requires the identification of a Responsible Person who has specific duties as outlined within the legislation. For workplaces, the principle Responsible Person is the Authority as the employer and by extension, Shropshire Council's Chief Executive. In practice however, the duties of the Responsible Person will be delegated through the management hierarchy.
- 3.1.2. The situation surrounding schools, leased properties and other arrangements within the Authority are more complex. The premises manager, head teacher or other may assume the role of the Responsible Person, depending upon the legal and contractual situation regarding a particular premises and therefore defined during the risk assessment process. The Authority will co-operate and co-ordinate with this individual to ensure any measures taken comply with the RRO and as such meet their legislative obligations as owner, landlord etc. as applicable.

4. Responsibilities

4.1. Principle Responsible Person

The Chief Executive retains overall responsibility for fire safety across Shropshire Council workplaces; they are deemed to be the Responsible Person with regard to the Regulatory Reform (Fire Safety) Order 2005. The Chief Executive will:

- Delegate operations as required to ensure full compliance with this policy

4.2. Fire Risk Owner

The Strategic Asset Manager will:

- Keep this policy up to date
- Identify any resources required
- Monitor the implementation of this policy
- Report upon the progress of this policy to the Executive Board and relevant groups

4.3. Premises List Administrator

The Asset & Estates Project Coordinator will:

- Monitor and record the completion of Fire Risk Assessments across the Authority
- Monitor and support remedial actions resulting from Fire Risk Assessment as required
- Escalate areas of non-conformance as required
- Produce reporting documents as required
- Maintain an active list of all premises Responsible Persons

4.4. Property Service Group manager

- Ensure an ongoing programme of inspection, testing and maintenance of fire safety equipment (to the required level of detail) at managed properties.
- Manage and provide a competent external and/or internal Fire Safety Advisor service for provision of FRA's or other services as required

4.5. Occupational Health and Safety Team

- Provide assistance to Responsible Persons as required to ensure compliant FRA's are completed across the estate
- Audit and monitor FRA's and other associated documentation of a scheduled basis
- Ensure all reported incidents or near miss situations involving fire are recorded, reported and investigated as required
- Undertake FRA's at medium rated properties and assist at low rated properties as required

4.6. On site Responsible Persons – i.e. premises managers, head teachers etc.

- Implement general fire precautions to protect the safety of all employees and others
- Ensure a suitable FRA is in place and maintain the site log book
- Plan, organise, control, monitor and review the preventative and protective measures
- Ensure that fire detection, alarms and where appropriate firefighting equipment is in working order
- Provide clear emergency exit routes from premises which lead to a place of safety

- Appoint fire marshals where necessary to assist in undertaking the preventative and protective measures
- Provide staff, visitors and others with comprehensive and relevant information
- Provide the relevant number of staff with fire safety training to ensure a smooth evacuation can occur and is tested as required by legislation
- Co-operate with other responsible persons in shared premises

4.7. Managers

- Induct staff in the local fire emergency procedures on their first day of employment including the location of fire exits and assembly points
- Identify staff and visitors who may need additional help in an evacuation and complete a Personal Emergency Evacuation Plan (assistance can be sought from H&S team)

4.8. Fire Marshals

- Assist in the evacuation of staff, visitors and others from premises in the event of fire alarm activations
- Use of fire fighting equipment in accordance with training
- Report any deficiencies with fire safety arrangements to the relevant responsible person

4.9. Employees

- Provide visitors with applicable fire safety information upon arrival
- Take reasonable care of own and others safety in relation to fire
- Cooperate with fire safety policies and procedures
- Not interfere with or abuse any equipment that is provided for the purposes of fire safety
- Maintain clear escape routes throughout premises and external areas for all pedestrians and vehicles

5. Training and competency

A training matrix for fire safety is currently under development with the aim of standardising required competency across the authority. More details available from the Fire Risk Assessment Panel chair.

6. Risk Assessment

Details of the risk assessment process can be found in appendix 1-3.

The Fire Risk Assessment process is ultimately the responsibility of the local premises Responsible Person. However the authority offers help, advice and training to ensure assessments are suitable and sufficient.

The authority reviews documentation upon receipt and takes appropriate action to record information and to assist in risk reduction activities as required.

Risk assessment documentation for authority premises is currently held by the Health and Safety department and the Statutory Compliance Officer. A current project is underway to transition this information onto Technology Forge where it can be held and accessed centrally. In addition the project aims to standardise documentation where practicable. More details available from the Fire Risk Assessment Panel chair.

7. Performance reporting

The following key performance indicators have been developed as a measure of the authority's legislative compliance. A project is being undertaken by the Fire Risk Owner to establish our current baseline levels and set a strategy for improvement. More details available upon request.

KPI 1 - % of premises with a current Fire Risk Assessment

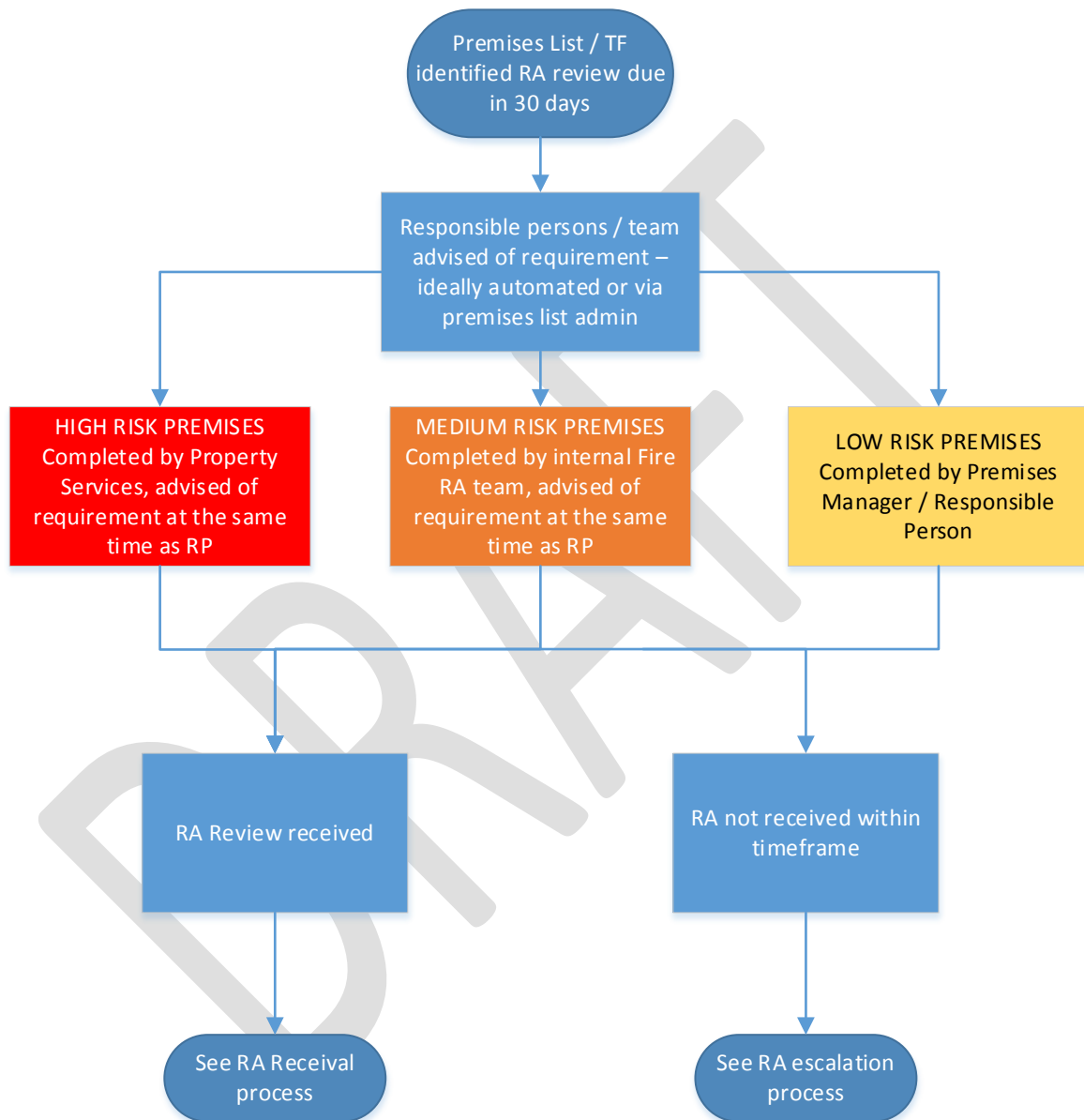
KPI 2 - % of premises assessed as Low Risk within FRA

KPI 3 - % of premises with adequately maintained Fire Safety Systems, plant and equipment

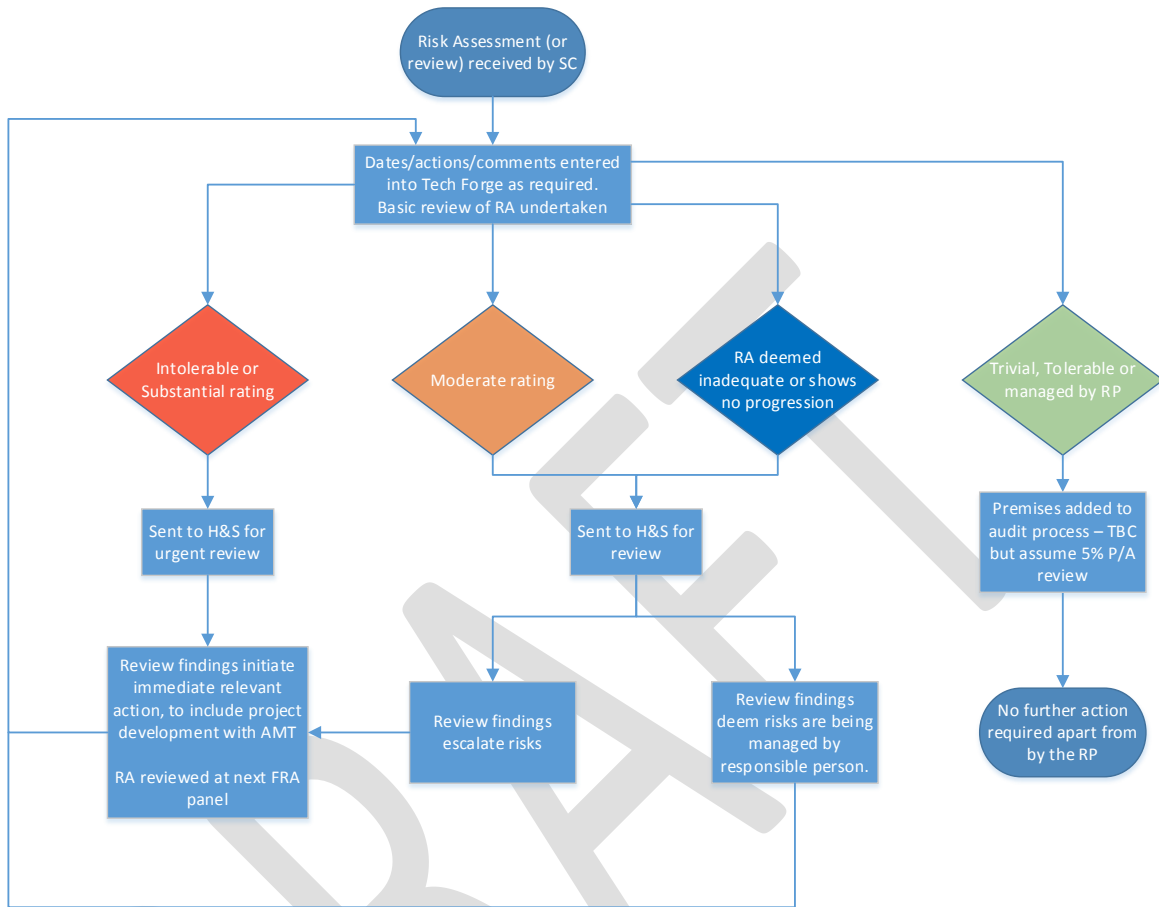
KPI 4 - % of premises with in date gas and electrical (plus other as required) certificates

8. Appendix

8.1. Appendix 1 – Risk Assessment delegation



8.2. Risk Assessment data collection process



8.3. Appendix 3 – Risk Assessment escalation process

