



Management of Fire Safety Policy

Contents

1. Introduction	1
2. Policy Statement	1
3. Scope.....	2
4. Responsibilities	2
5. Review and Monitoring.....	11
6. Reference	11
7. Appendices	12

1. Introduction

- 1.1 It is the policy of the City & County of Swansea (Authority) to protect its employees and others from the consequences of fire by having controls in place to prevent fire from starting or mitigate the effects of fire. The Authority does not expect employees to fight fires unless they have been given the appropriate fire safety training to do so.
- 1.2 This policy is written with regard to the Regulatory Reform (Fire Safety) Order 2005, which places a legal obligation on the 'responsible person' to carry out a fire risk assessment to ensure that general fire precautions are in place and working properly.
- 1.3 The successful implementation of this policy can only be achieved by co-operative effort at all levels within the organisation.
- 1.4 This policy is designed to support the implementation of the Authority's fire safety management strategy (appendix 1).

2. Policy Statement

- 2.1 In line with the Corporate Health and Safety Policy, the City and County of Swansea (Authority) recognises and accepts its duties and responsibilities to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees and others who may be at risk from its activities. The authority is committed to establishing, maintaining and promoting continual improvement of fire safety risk management systems within the operation of its services.

- 2.2 This document is a Corporate Policy with Service Units supplementing it by having in place their own procedures and guidelines, which reflect the principles of this policy and the individual needs of their Service Units.
- 2.3 All Directorates and Services within the Authority must be able to demonstrate compliance with this policy through monitoring activities which could include audits and inspections.
- 2.4 The Fire Safety Policy is an arrangement under the Corporate H&S Policy, therefore serious and deliberate violation of health, safety and fire safety rules and standards will be viewed as gross misconduct under the Disciplinary Policy of the Authority.
- 2.5 In the Authority the premises manager is appointed as the person to deliver the duty of day to day control of the premises. The premises manager will be given the appropriate advice and guidance to discharge their duties, which will include training.
- 2.6 Managers may choose to delegate their duties, but cannot delegate their responsibilities.
- 2.7 This policy and onsite arrangements will be linked into all Business Continuity Plans (BCP's).

3. Scope

- 3.1 The scope and limitations set out in the authority's fire risk management strategy applies within the framework of this policy
- 3.2 This policy applies to all employees, volunteers, agency staff and elected members who are all required to comply.
- 3.3 When considering the terms on which work, services or supplies should be provided to the Authority, the relevant procuring officer will ensure specific provision in the contract concerning the health, safety and wellbeing of the contractor, its staff, City & County of Swansea employees and the public.

4. Responsibilities

4.1 Council

- 4.1.1 The Council will nominate one of its members as the portfolio holder for health, safety and wellbeing issues. The Council will promote this policy and comply with its provisions.

4.2 Chief Executive

- 4.2.1 With reference to the Corporate Health and Safety Policy, the Chief Executive is directly responsible for the health, safety and wellbeing of all employees and others who may be affected by the Authority's undertakings.
- 4.2.2 The Chief Executive is deemed to be the responsible person by the Fire Authority.
- 4.2.3 Will ensure that sufficient funds and other resources are provided for establishing, implementing and continual improvement of the fire risk management strategy and for identified fire safety statutory obligations requirements.

4.3 Executive Board

- 4.3.1 Ensure that the Authority's Management of Fire Safety Policy is applied consistently across all directorates to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 4.3.2 The Executive Board will be collectively responsible for strategic fire safety planning through the production of a fire safety management strategy and for the periodic review of its fire safety performance.

4.4 Health, Safety & Well-being Champion

- 4.4.1 Will have the responsibility and authority for:
 - a) Establishing, implementing and maintaining the Authority's fire risk management strategy (appendix 1).
 - b) Report to the Executive Board on the performance of the fire risk management strategy, including recommendations for improvement.

4.5 Directors/Chief Operating Officers

- 4.5.1 Ensure Heads of Service deliver their responsibilities under this policy and report any failings or barriers that may affect compliance to Executive Board.
- 4.5.2 Ensure that the Heads of Service and all managers comply with procurement procedures for equipment or specialist services.
- 4.5.3 Ensure that there are "corporate databases" kept of all Authority owned and occupied premises where general fire precautions are required under the Regulatory Reform (Fire Safety) Order 2005
- 4.5.4 Ensure that through design and procurement process all new builds and refurbishments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005; other relevant legislative requirements; the

Authority's management of fire safety policy and its fire risk management strategy.

4.6 **Head of Service**

- 4.6.1 Ensure that suitable and sufficient arrangements, funds and resources are in place to manage fire safety within their Service Unit to support the compliance of this policy and the Authority's fire risk management strategy.
- 4.6.2 Ensure that risk assessment processes are undertaken and risks are minimised in those areas of work, or circumstance where a predictable risk of fire exists.
- 4.6.3 Ensure that adequate monitoring systems are in place to evaluate the effectiveness of local arrangements to minimise the risks related to fire.
- 4.6.4 Identify within their Service Unit the risk profile for all Authority owned/occupied premises under their control to focus resources on the highest risk premises with a view to managing that risk.
- 4.6.5 Ensure that general fire precautions are developed and implemented within their Service Unit to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 and any fire safety related performance indicator identified by the Executive Board.
- 4.6.6 Ensure that there is effective consultation and communication between management, trade unions and staff to address risks and raise awareness of risks e.g. SMT, Team Briefs.
- 4.6.7 Review fire data, premise/site risk profile, identify trends and take action as appropriate.
- 4.6.8 Identify key health, safety and fire risks and specify in the Service business plan, and ensure control measures are implemented to reduce the risk.
- 4.6.9 Appoint in writing a premises manager for those who will be in charge of a premises or part of a premises, and detail their responsibilities and duties under the Fire Safety Order with respect to:
 - Carrying out a fire risk assessment
 - For the planning and implementing of general fire precautions and suitable fire safety and emergency procedures
 - For monitoring the fire safety arrangements and for reviewing the effectiveness of the arrangements.
- 4.6.10 Ensure the premises manager is competent to undertake their role, have access to competent fire safety advice and attend all mandatory training and any additional training identified in risk assessments.

- 4.6.11 Ensure arrangements are in place within their Service Unit for the required fire safety maintenance and inspection routine to be carried out by competent persons/contractors.
- 4.6.12 Where there are shared premises that the Service Unit occupies, ensure there is co-operation and co-ordination of fire safety arrangements with the premises manager for clarity of fire safety responsibilities.
- 4.6.13 Where the service unit leases/rents premises not owned by the authority for operational purposes, ensure general fire precautions; fire safety arrangements and policy requirements are adhered to.
- 4.6.14 Where authority owned premises, under the control of the service unit become empty, temporary or otherwise, ensure that fire safety and security arrangements are maintained, unless handover to Corporate Building and Property Services has occurred.
- 4.6.15 Where commissioning via external contractors, ensure that a fire safety strategy is incorporated in the design; procurement and planning of new builds, refurbishment or structural alteration projects, in consultation with Building Control and Facilities Management.
- 4.6.16 Where commissioning via external contractors, ensure that fire safety risk is assessed, controlled and managed during the construction phase of new builds; refurbishments or structural alterations of authority owned and occupied premises/sites.
- 4.6.17 Where commissioning via external contractors, ensure that planned alterations to any Authority premises/sites likely to affect the means of escape or other fire safety provisions, temporary or otherwise, is identified to Facilities Management and the Premises Manager so that the existing fire risk assessment and Emergency Evacuation Procedures can be reviewed to take account of the proposed alteration in order to review the 'risk profile' of the premises.
- 4.6.18 Will in all instances that result in a fire causing damage or denial of access to a building, ensure that the Business Continuity Plan (BCP) is reviewed, recorded, and communicated accordingly.
- 4.6.19 Ensure that all premises managers are made fully aware fully aware of their role during the implementation of the BCP.

4.7 Head of Service – Corporate Building and Property Services (CB&PS)

- 4.7.1 Ensure that suitable and sufficient arrangements, funds and resources are in place for non-housing stock to support the compliance of this policy and the Authority's Fire Risk Management Strategy.
- 4.7.2 Ensure that all authority owned and occupied premises/sites (Public & Commercial) have a suitable and sufficient fire safety 'risk profile' rating based on the facility's design and means of escape; occupancy characteristics; activities; location and heritage status.

- 4.7.3 Ensure the provision of technical assistance and support via Facilities Management (CB/PS) on aspects of fire safety impacting upon property management, to those identified as having responsibilities under this policy and within the fire risk management strategy framework.
- 4.7.4 Where commissioning via CB&PS, ensure that a fire safety strategy is incorporated in the design; procurement and planning of new build refurbishment or structural alteration projects in consultation with Building Control Services and Facilities Management (CB/PS).
- 4.7.5 Where commissioning via CB&PS ensure that fire safety risk is assessed, controlled and managed during the construction phase of new builds; refurbishments or structural alterations of authority owned and occupied premises/sites.
- 4.7.6 Building plans/drawings should be provided for all high and medium 'risk profile' premises which indicates correct building fire zones, protected fire escape routes, refuges, location of detection, fixed extinguishing devices or equipment and that such drawings are kept up to date.
- 4.7.7 Where commissioning via CB&PS ensure that planned alterations to any Authority premises/sites likely to affect the means of escape or other fire safety provisions, temporary or otherwise, is identified to Facilities Management (CB/PS) and the Premises Manager so that the existing fire risk assessment and Emergency Evacuation Procedures can be reviewed to take account of the proposed alteration in order to review the 'risk profile' of the premises.
- 4.7.8 Work in partnership with the Mid and West Wales Fire Authority with a view to minimise risk and to oversee projects after Fire Authority inspections have taken place, impacting upon property management issues in relation to fire safety.
- 4.7.9 Ensure that the Authority's asset management database system is maintained and fit for purpose with the inclusion of information of the fire safety 'risk profile' rating details of all Authority owned and occupied buildings/sites.
- 4.7.10 Ensure that suitable and sufficient arrangements are in place to manage fire safety where the Authority retains a landlord function.
- 4.7.11 Monitor on behalf of the authority the on-line consent process of 3rd party leasing/rental arrangements within Authority owned and occupied premises/sites (Public & Commercial).
- 4.7.12 Ensure that any general repairs or maintenance carried out to the structure or fabric of Authority owned premises does not compromise the means of escape or egress from the building.
- 4.7.13 Ensure the maintenance, inspection and testing of all fire detection and warning systems, portable extinguishers and fixed

fire-fighting systems, emergency lighting, smoke control systems and any other preventative or protective measures in authority owned premises/sites (Public & Commercial) is carried out by competent persons and in line with legislative obligations.

4.7.14 Ensure that copies of written records of any maintenance, inspection and testing of active and passive protection are given to premises manager.

4.7.15 Ensure that a written 'safe system of work' procedure is in place for any operations involving hot works, or the isolation, removal or disconnection of any fire safety system giving notification to the premises manager before such work is undertaken.

4.7.16 Provision of CB&PS feedback to the fire risk management strategy representative on the performance of fire risk management systems within the Authority and highlight any weaknesses or risks within the system that needs action for improvement.

4.8 Head of Service – Housing & Public Protection

(In addition to responsibilities set out in 4.6)

4.8.1 Ensure that suitable and sufficient arrangements, funds and resources are in place for domestic stock to support the compliance of fire safety standards set out within the Welsh Housing Quality Standard (Ref. part 2).

4.8.2 Ensure that the Housings management database system (ORCHARD) is maintained and fit for purpose with the inclusion of information of the fire safety 'risk profile' rating details of all Authority owned and occupied buildings/sites.

4.8.3 Report to the H, S & W Champion on the performance of the fire risk management strategy in respect to the WHQS (part 2), including the number of domestic dwelling fires reported to Housing and recommendations for improvement.

4.9 Premises Managers

4.9.1 Premises managers are responsible for ensuring that suitable and sufficient arrangements are in place to implement the policy within their sphere of responsibility.

4.9.2 Ensure that general fire precautions implemented within their premises satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005. Such arrangements should be appropriate to the service undertaking; nature of the work activities and include effective planning, organisation, control, monitoring and review of the preventative and protective measures.

- 4.9.3 Ensure that a suitable and sufficient fire risk assessment is undertaken and where the resulting action plan identifies preventative and protective measures, they are implemented.
- 4.9.4 Ensure all employees at the premises are made aware of the fire safety risks to them identified by the risk assessment; preventative and protective measures in place including emergency evacuation arrangements and designated roles and responsibilities.
- 4.9.5 Ensure the fire risk assessment is reviewed annually or when:
 - There is reason to suspect that it is no longer valid.
 - There has been a significant change/alteration to the premises/site, change of occupation, change of use or following an incident involving fire.
- 4.9.6 Ensure a copy of the current fire risk assessment for the premises/site is readily accessible. Notify the Head of Service and/or Board of Governors on the completion of the fire risk assessment, and bring to their attention any identified risks for further evaluation and action.
- 4.9.7 Ensure that there is a written Emergency Action Plan (EAP) in place for the premises/site ensuring that all employees, and persons not employed by the Authority, are provided with all relevant information on the fire safety emergency procedures.
- 4.9.8 Ensure that as a minimum, evacuation drills are undertaken, and recorded every 6months, with the exception of domestic premises.
- 4.9.9 Ensure that there is a written Normal Operating Procedure (NOP) which sets out the procedure for the in-house inspection and testing of fire safety arrangements regime and outlines the roles of persons with designated responsibilities.
- 4.9.10 Ensure procedures for the inspection and testing of fire safety equipment, emergency routes and exits are in place, including arrangements to monitor the safe condition of the premises and the safe behaviours of employees, contractors and others in respect to fire safety.
- 4.9.11 Maintain a premise/site 'Fire Safety Management File' which should include all relevant fire safety and maintenance checks documentation.
- 4.9.12 Ensure that contractors used to deliver any fire safety services are competent to do so through procurement.
- 4.9.13 In the event of proposals to carry out any remedial/alterations works to the facility, property or asset, a Building/Facility consent application must be completed and approval obtained via the Corporate Facilities Management Website prior to any works taking place.
- 4.9.14 Where the premises/site is shared, the premises manager will communicate, co-operate and co-ordinate fire safety arrangements with other responsible persons.

4.9.15 Report all incidents of fire/near misses to the Head of Service and the Corporate Health, Safety and Wellbeing Service (HS1 form) and investigate all incidents of fire and near misses.

4.9.16 Monitor general fire safety precautions within the premises/site and inform managers and all other users in the building of any changes made to the fire risk assessment or fire procedures.

4.9.17 For fire safety advice, the premises manager will contact:

- Corporate Health, Safety & Wellbeing Service for advice on fire safety management issues such as emergency action plans; normal operating procedures; personal emergency evacuation plans and where building alterations affect the premises FRA/EAP
- Facilities Management (CB/PS) for technical building related fire safety precautions advice, including notification of any proposed building alteration through the on-line landlord facility/building consent form
- For WHQS (part 2) fire safety advice (domestic dwellings) contact the Risk Management Surveyor.

4.9.18 Will in all instances inform the Corporate Health, Safety & Wellbeing Service, of any visit, inspection, formal request for interview, or information by any enforcing authority including the Fire Authority; or Health and Safety Executive without delay.

4.9.19 The premises manager will familiarise themselves with their Business Continuity Plan including what actions need to be taken, including staffing and alternative working arrangements / premises to ensure critical services are maintained.

4.10 **Manager** *(as defined by the Corporate Health & Safety Policy)*

4.10.1 Ensure all employees receive fire safety information as part of their induction and on their being exposed to new or increased risks.

4.10.2 Provide all employees with adequate fire safety instruction and training to allow them to discharge their duties. Ensure that records of such training are kept on site.

4.10.3 Where there are changes to the fire risk assessment or fire safety arrangements ensure that all employees are informed of those changes.

4.10.4 Report any defect found which will affect fire safety arrangements to the premises manager.

4.11 **Employees**

- 4.11.1 Accept and understand their responsibility for reducing the risks of injury and ill-health, and to cooperate and comply with any instruction given by management which is provided for reasons of fire safety.
- 4.11.2 Employees will comply with the provisions of all authority health, safety and wellbeing policies and fire safety arrangements.
- 4.11.3 Employees will conduct work in a manner which is safe for themselves, their colleagues and members of the public who may be affected by the employee's acts or omissions. Employees will follow all fire safety management instructions including evacuating during fire drills.
- 4.11.4 Where identified through risk assessment as a control measure, employees will attend any fire safety training provided and adopt the working practices.
- 4.11.5 Bring to their managers attention if they become aware of a work situation where there is a fire risk to themselves or others which has not been adequately addressed.
- 4.11.6 Not engage in unsafe practices and take unnecessary risks which have the potential to harm themselves, colleagues or members of the public. Employees will not misuse any equipment supplied by the Authority for fire safety.
- 4.11.7 Employees will not bring any equipment into the workplace unless authorised by the manager

4.12 Corporate Health, Safety & Wellbeing Manager

- 4.12.1 Will ensure the provision of advice and guidance via the Corporate Health, Safety and Wellbeing Service to those identified as having responsibilities under this policy and within the fire risk management strategy framework.
- 4.12.2 Provision of the mandatory fire risk assessment training course for authority premises managers and e-learning fire safety awareness course for employees.
- 4.12.3 Collate all data submitted by managers as a requirement of this policy, and ensure its analysis and interpretation.
- 4.12.4 To ensure that all RIDDOR applicable fire accidents/incidents/near misses reported are referred to the appropriate enforcing authority e.g. HSE.
- 4.12.5 To bring to the attention of the Health, Safety and Wellbeing Champion and Executive Board any known serious or uncontrolled risks.
- 4.12.6 Liaise with HM Inspectors of the Health and Safety Executive and other regulatory agencies (Fire Authority) on behalf of the Authority, and

coordinate any response to a request for information. Collaborate with the Fire Authority with a view to minimise risk.

- 4.10.7 Provision of CHSWS feedback to the fire risk management strategy representative on the performance of fire risk management systems within the Authority and highlight any weaknesses or risks within the system that needs action for improvement.

5. Review and Monitoring

- 5.1 The requirements of this policy will be monitored by way of a risk-prioritised process of auditing. All Service Units within the Authority must be able to demonstrate compliance with this policy.
- 5.2 The training and responsibilities of individuals will be monitored by the Authority through its management and appraisal processes.
- 5.3 Where necessary the Authority will take appropriate action to ensure that this policy is upheld.
- 5.4 This policy will be reviewed by the Corporate Health, Safety and Wellbeing Manager every 3 years or if:
- New legislation is published or existing legislation is updated.
 - New guidance is published or existing guidance is updated.
 - Research, monitoring or auditing suggests that a review may be required.
 - Incident investigation suggests that a review may be required.

6. Reference

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Welsh Housing Quality Standard (Guidance) 2008

7. Appendices

Appendix 1 Fire Risk Management Strategy – flow chart



