Fire Safety Management Arrangements

Warwickshire County Council

Working for Warwickshire

Contents

1.0 Introduction

This document states the management arrangement's for complying with Warwickshire County Council (WCC) Fire Safety Management Policy. This document details the technical arrangements to assist the Deputy Responsible Persons in the implementation of their responsibilities as detailed in the Policy.

Within this arrangements document, the term premise, is as defined within the Fire Safety Management Policy. The types of buildings and workplaces covered under these management arrangements are also defined in the Scope of the Fire Safety Management Policy.

There are also a series of guidance documents to support these arrangements and assist the Site Responsible Person in the implementation of their responsibilities.

The guides are as follows:
- Building Emergency Evacuation Plan Guide including Suspect Package and Bomb Threat information
- Procedure and Guidance on Producing a Personal Emergency Evacuation Plan for People with Disabilities / impairments
- General Duties of Fire Wardens Guide
- Fire Precautions Manual

Whilst these documents are titled 'guides' they must be complied with in accordance with the Policy and Management Arrangement documents.

A template WCC Fire Risk Assessment has also been produced. This must be completed by a Competent Person and therefore a separate guidance document has not been produced (refer to the glossary section for a definition of Competent Person). This process is detailed within this document.

Specific and relevant information for Site Responsible Persons (i.e. Managers, Premise Representatives) will be provided in addition to this technical arrangement document.

Training specific to the roles within this document will be provided by Facilities Management

Any queries, email propertyrisk@warwickshire.gov.uk

1.1 Access to documentation
All documents are available on the intranet under Intranet > Helping You Work > HR > Health, Safety and Workforce Wellbeing > Health & Safety > Health & Safety Topics A-Z > Fire. A copy will also be available on AtlasWeb and hardcopies are available for those without intranet access by contacting Property Risk Management propertyrisk@warwickshire.gov.uk

For schools, they are available on the www.warwickshire.gov.uk/SchoolHSDocs page. Please note that these documents are password protected as they are only available to those schools whereby WCC is the employer or LA maintained.

2.0   Background

A good standard of fire safety management will effectively reduce the risk of fire, protecting property and maintaining business and service continuity but most importantly, protecting life.

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came in to force on 1st October 2006 and is the primary piece of fire safety legislation. WCC's aim is to comply with the legal requirements of the RRO and Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other relevant legal requirements. DSEAR is concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace. They set minimum requirements for the protection of workers from fire and explosion risks related to dangerous substances and potentially explosive atmospheres.

Fundamental to the effective implementation of the RRO is the Fire Risk Assessment (FRA). This is an assessment by a Competent Person which identifies and documents the fire hazards / risks, evaluates the risks, prioritises further controls and actions, and provides a mechanism for monitoring and review for health, safety and property.

The FRA takes account of existing risk controls and in doing so, ensures, as far as is reasonably practicable, the safety of the workforce, premises and those around them who could be affected by the work activities. The Competent Person will also consider those risks as outlined within the DSEAR.

3.0   Roles And Responsibilities

Roles and responsibilities are identified in the WCC Fire Safety Management Policy. This document will detail the organisational arrangements around delivering the required control mechanisms.

Refer to the glossary section for key definitions.

4.0   Management of Fire Safety

4.1   Fire Risk Assessments (FRA)

All fire safety management starts with the Fire Risk Assessment (FRA). The FRA is a legal document and a copy must be available / accessible on site with the findings communicated to employees and building users. Employees require clear and relevant

information on the risks to them identified by the FRA, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
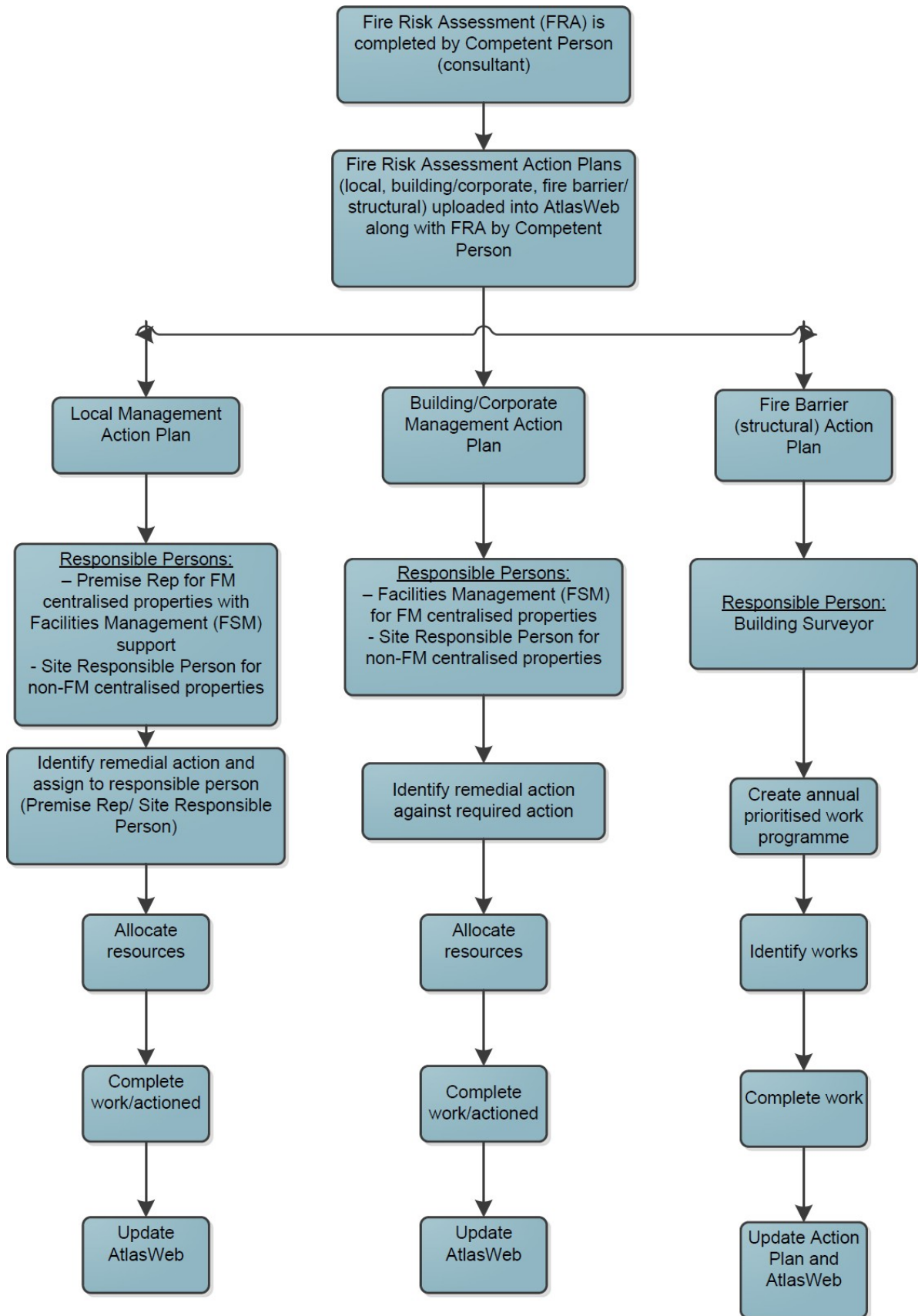
The aims of the FRA are to:

- Identify fire hazards / risks;
- Reduce the risk of those hazards causing harm to as low as reasonably practicable;
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in WCC premises if a fire does start. This focuses on:
    - Reducing the risk of a fire occurring
    - Minimising the potential of a fire to spread
    - Ensuring that everyone is able to reach a place of safety.

4.1.2 Fire Risk Assessment Procedure

Property Risk Team will engage suitable competent contractors (referred to as the Competent Person) to undertake FRA's for all in scope buildings (this includes vacant premises, refer to Section 2 of Policy for all premises). Schools can also use the Competent Persons engaged by Property Risk Team, however, costs are covered by the schools devolved funding. Schools should contact Property Risk Team for details (propertyrisk@warwickshire.gov.uk).

A 3 yearly programme will be agreed, implemented and managed by the Property Risk Team. The Property Risk Team will evaluate the FRA and develop prioritised remedial actions plans which will be shared throughout the organisation. The remedial actions will be implemented across three Action Plans covering 1) local management actions; 2) building/corporate actions; and 3) structural/ fire barrier actions. Following completion of the FRA these actions plans will be addressed in accordance with the following flow chart (refer to flow chart 1):

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┌─────────────────────────────┐
│ Fire Risk Assessment (FRA) is│
│ completed by Competent Person│
│         (consultant)         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Fire Risk Assessment Action  │
│ Plans (local, building/      │
│ corporate, fire barrier/     │
│ structural) uploaded into    │
│ AtlasWeb along with FRA by   │
│ Competent Person             │
└─────────────────────────────┘
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Local Management Action Plan	Building/Corporate Management Action Plan	Fire Barrier (structural) Action Plan
Responsible Persons: – Premise Rep for FM centralised properties with Facilities Management (FSM) support - Site Responsible Person for non-FM centralised properties	Responsible Persons: – Facilities Management (FSM) for FM centralised properties - Site Responsible Person for non-FM centralised properties	Responsible Person: Building Surveyor
Identify remedial action and assign to responsible person (Premise Rep/ Site Responsible Person)	Identify remedial action against required action	Create annual prioritised work programme
Allocate resources	Allocate resources	Identify works
Complete work/actioned	Complete work/actioned	Complete work
Update AtlasWeb	Update AtlasWeb	Update Action Plan and AtlasWeb

(Flow chart 1: FRA action plan process)

It is essential that the Competent Person carrying out the FRA has the full co-operation of relevant staff including Facilities Support Management (FSM) team (which includes Property Risk Team), the Site Responsible Person and occupants who must ensure that all relevant information is passed to the Competent Person and that all areas of the premise are accessible along with information about on-site activities.

The FRA should be treated as a 'live' document allowing the prioritised actions to be addressed and 'signed off' as they are progressed and completed by the identified responsible individual for that action point. The specific risks can then be reassessed and reduced as appropriate during an annual review.

The FRA and associated Action Plans must be reviewed on a regular basis (a formal review is a minimum of once per year) by the Site Responsible Person for that premise.

A FRA review will be instigated by the Site Responsible Person annually as a minimum so as to confirm that there have been no significant changes that affect the safety of the occupants and the premise since the current FRA was completed and outstanding actions have been progressed.

Should the FRA prove to be inadequate a new FRA will be required. It is the responsibility of the Site Responsible Person for that property to advise the Property Risk Team that a new FRA is required, updates are needed or action plans have been progressed.

The FRA may no longer be valid if there have been significant change(s) (of the building, its occupants or nature of use) or if there has been a fire or near miss. The review of the FRA should become part of standard management practice.

Copies of all FRA's, Action Plans and documentation must be populated onto AtlasWeb. The WCC Competent Person will undertake this role. Any progress on the actions taken must be forwarded by the Competent Person and Site Responsible Person as appropriate to the Resources Group, Property Risk Team for inclusion within the AtlasWeb database (for contact details see Section 7).

4.1.3 WCC Fire Risk Assessment Format

The WCC FRA template form will ensure that the following information is captured and considered as a minimum in accordance with the relevant HM Government FRA Guide:

- Obtaining details about the premise (i.e. its construction, size, use, number of occupants, etc)

- Identification of the fire hazards – sources of ignition, fuel and oxygen (not just those present at the time of the assessment but all those that may be reasonably foreseeable e.g. contractors working on site). This should also include coverage of all activities undertaken on the premise, such as school sites that are also used for community activities in the evening; and consideration of ad hoc activities/ infrequent but planned events on WCC premises, such as sleepovers. The WCC FRA should identify areas at an 'enhanced risk of fire' (for the purpose as detailed

in section 4.4.5) to help inform any additional controls strategies to prevent/ protect against fire risks.

- Identification of the people at risk and how. Consider those in and around the premise (particular attention should be given to certain groups e.g. visitors, children, and people especially at risk such as persons with disabilities)

- Determining the fire protection and prevention measures currently in the premises, and information about fire safety management. For example, is fire resistance suitable?

- Evaluation of the risk(s) of fire occurring and of the risk(s) to people from fire; and deciding whether the existing precautions are adequate or whether more should be done. For example, remove/reduce fire hazards; remove/reduce the risk to people.

- A record of all significant findings, and a plan to address all shortcomings in a prioritised way (i.e. Action Plans for remedial building work, local management actions and remedial structural work (i.e. fire barrier),

- Identification and record of information, instruction and training to all relevant people (i.e. building emergency evacuation plan, provision of relevant training, etc)

- Ensuring the Fire Safety Manual is in place and correctly used.

- Monitor and Review – this includes a local review of the FRA on an annual basis or following any significant changes. The FRA will be revised if necessary. The Local Action Plan and Property Risk Team Building Action Plan will be reviewed and updated on a continual basis.

This outlines the WCC standard for FRA content and is therefore reflected on the WCC FRA form. WCC requires this level of assessment detail as a minimum.

4.1.4 Fire Risk Assessment Action Plan

The areas requiring remedial action will be identified as either:
- Local management action (which may include housekeeping improvements, closing of fire doors, ensuring trained personnel, etc); and/or
- Building/corporate action (which may include repair/maintenance actions); and/or
- Structural fire barrier action (which relates to the compartmentation and fire resistance provided by fire barriers within the structure of the building)
This is to ensure that the actions are addressed by the relevant person (refer also to flow chart 1).

4.1.4.1 Work Programme Management and Bids

Bids for works identified as a result of the FRA will be developed and submitted in line with WCC annual budget planning cycle. The bids will identify works and values required to

deliver compliance with the RRO, DSEAR and the aims of WCC's Fire Safety Policy and Arrangements.

Works will be prioritised using a risk scoring methodology as prescribed in the specification for FRA procurement.

Works identified as part of the FRA will be issued to the Construction Service team in line with the available prioritised budgets.

4.1.4.2 Actions Arising From Fire Risk Assessments (Local Management)

The local management action plan will be produced by the Competent Person and provided along with the FRA and uploaded onto AtlasWeb. The Property Risk Team will provide a copy of the FRA to the Site Responsible Person to action. The Site Responsible Person must inform the Property Risk Team of action taken so as to ensure the FRA is kept up-to-date.

The Property Risk Team will monitor this process, however, implementation of actions is down to the local site responsible person.

4.1.4.3 Actions Arising From Fire Risk Assessments (Building/ Corporate)

The building/corporate action plan will be produced by the Competent Person and provided along with the FRA.

The Property Risk Team will place all required remedial works arising from the FRA action plan in a prioritised programme of works which they will manage. Factors affecting the prioritisation of works will include, level of risk, building type and construction, building use and occupants. Should the remedial works carried out result in significant changes to the premise then it should be re-assessed to reflect the changes made by those remedial works. The Site Responsible Person who oversees the work will be required to notify the Property Risk Team of any changes made and when they were carried out.

Property Risk Team would also ensure that issues identified from the FRA which indicate a breakdown in the control mechanisms are managed accordingly.

4.1.4.4 Actions Arising From Fire Risk Assessments (structural/ fire barrier)

The structural/fire barrier action plan will be produced by the Competent Person and provided along with the FRA.

These actions will be forwarded and addressed by the responsible person. This will be the building surveyor who will identify and commission work in accordance with the prioritised annual work programme; or the Site Responsible Person.

For work within schools, Warwickshire County Council will develop a priority programme for remedial structural works to fire barriers on an annual basis. Work will be carried out on

a risk basis, within funding available, and action plans will be updated accordingly. Whilst this is not guaranteed, should your school be included on any Landlord funded programme you will be notified accordingly.

4.2   Fire Safety Manual

All premises will have a fire safety manual. The purpose of the manual is to keep up-to-date records of the FRA and all other associated records. The following items will therefore comprise the Fire Safety Manual:

- Copy of Fire Risk Assessment (FRA) (which includes the Action Plans).
- Copy of the Building Emergency Evacuation Plan (BEEP).
- Record of any works / maintenance of fire equipment and monitoring systems.
- Record of planned fire evacuation drills.
- Record of any fire incidents.
- Record of examination, testing, servicing and maintenance records (log books).
- Register of all staff holding specific responsibilities for fire safety, their training record and list of useful telephone contacts.
- Record of Flammable Storage arrangements.
- Plan of the site which details the site layout and location of fire fighting equipment and fire protection and precaution systems in accordance with the relevant British Standard.

The Site Responsible Person has a responsibility to keep these documents up-to-date. Document retention must be for a minimum of 5 years.

4.2.1 Monitoring Fire Safety Manual

The annual fire extinguisher contractor will be commissioned by Property Risk Team to obtain evidence on whether the fire safety manual is being completed / kept up-to-date as required for FM centralised properties. The findings will be fed back to the Property Risk Team for action to be taken as necessary.

The fire extinguisher contractor will undertake this monitoring role as they will visit WCC premises on an annual basis. This process will be directed by the Property Risk Team.

For non-centralised FM properties and schools, the completion of fire safety manuals will be monitored through local arrangements and local annual workplace health and safety inspections.

4.2.2 Maintenance and Fire Protection Equipment

As part of the Fire Safety Manual, a WCC Fire Precautions Logbook will be available for premises to keep a record of all maintenance of fire-protection equipment (fire alarms, warning systems, emergency lighting, etc., training, and fire drills, on the template logbooks provided.

4.3   The Building Emergency Evacuation Plan (BEEP)

Once a fire has started, been detected and a warning given, everyone within the premises should be able to escape to a place of total safety unaided and without the help of the Fire and Rescue Service. The plan outlining this information is called a Building Emergency Evacuation Plan (BEEP). The BEEP is specific to each premise and establishes a formal management system that ensures all the premises occupants can (and know how to) raise the alarm / be warned of a fire and evacuate safely (and will thus identify the key roles and responsibilities required to enable this to happen).

The contents of the plan must be communicated to occupants and to people who may enter the building so they know what to do if there is a fire/ fire alarm sounds. In addition to fire, the plan should consider other emergency evacuation situations such as security threat, gas leaks, etc.

Refer to and comply with the accompanying WCC Building Emergency Evacuation Plan Guide as more detail is provided.

4.3.1   Means of escape for those who need assisted evacuation

The BEEP must consider all occupants of the building including employees and visitors with a disability or temporary impairment. A Personal Emergency Evacuation Plan (PEEP) describes what action will be taken in the event of a fire or other emergency evacuation to enable a person with a disability to safely evacuate the building. The plan cannot rely upon the intervention of the Fire and Rescue Service to make it work; so each premise needs to ensure the safe evacuation of all.

Pregnancy, temporary impairments / disabilities and illness must also be considered with action taken as appropriate.

Refer to and comply with the WCC's Procedure and Guidance on Producing a Personal Emergency Evacuation Plan for People with Disabilities / impairments.

4.3.2   Evacuation specialist roles

As part of the BEEP a premise may need to identify and assign specific roles and responsibilities to enable a building to be evacuated safely. Such roles may include fire wardens, fire fighting marshals, evac chair trained employees, calling the emergency services, etc. It is the Site Responsible Persons responsibility to identify who will undertake a specialist role and to provide the necessary training. Please refer to the WCC Building Emergency Evacuation Plan Guide and section 4.4 below.

4.4   Training

All employees have a responsibility to take reasonable care for their own health and safety and not to put others at risk; and to cooperate with WCC on the fire prevention, protection

and control measures. The information, instruction and training will be identified / provided dependant on roles and responsibilities, and as detailed within this section.

The below matrix provides a brief overview to the training requirements, with the following sections providing more detail.

	Employees	Managers, Head teachers, supervisors	Fire Wardens	Fire Extinguisher Marshalls	Appointed person(s) as per PEEP	Site Responsible Person	Appointed person as per BEEP	Competent Fire Risk Assessor (contracted to WCC)
Employee new starter induction See section 4.4.1	*	*	*	*	*	*	*	
Annual Fire Safety Briefing See section 4.4.1	*	*	*	*	*	*	*	
Employee Fire Safety Awareness Package (inc. fire extinguisher awareness) See section 4.4.1 & 4.4.4	*	*	*	*	*	*	*	
Practical Fire Extinguisher Training on live controlled fire situation^ See section 4.4.5				*				
Site Responsible Person Training (role and responsibilities, FRA process and review, action planning) See section 4.4.3						*		
Fire Warden Training^ See section 4.4.2			*					
Evac Chair Training See section 4.3.6					*			

	Employees	Managers, Head teachers, supervisors	Fire Wardens	Fire Extinguisher Marshalls	Appointed person(s) as per PEEP	Site Responsible Person	Appointed person as per BEEP	Competent Fire Risk Assessor (contracted to WCC)
PEEP implementation (i.e. buddying system) See section 4.4.7					*			
Responding and confirming fire to WF&RS See section 4.4.8							*	
FRA training and experience, CPD and membership of FIA, ideally third party accreditation, etc See section 4.4.9								*
Fire risk assessment annual local review	The Site Responsible Person will accompany the Competent Person for FRA's when undertaking the initial FRA and then subsequently at the 3 yearly formal review. This will inform the local Site Responsible Person of the remedial actions, and areas to consider as part of their own annual review (for example, have any changes occurred?) See section 4.4.3							
All training sessions are provided by Physical Assets and advertised on the Corporate Training Menu for employees to book onto as appropriate and required. ^ - Training denoted with are chargeable.								

4.4.1 Employees

As part of the employee new starter induction process, all new starters will be informed about the fire safety arrangements for their workplace by their line manager in accordance with the HR induction checklist and health and safety induction checklist. As part of this process, the Site Responsible Person must ensure that all employees are made aware of all relevant information on the risks to them identified by the fire risk assessment, about the measures taken to prevent fires, and how these measures will protect them if a fire breaks out. This information is disseminated through managers.

All employees will therefore need to make sure that they are aware of the fire precautions / controls, and the emergency evacuation arrangements for their building which should

include raising the alarm, evacuation routes, and alternative means of escape (i.e. primary and secondary exit points), and familiarisation with the location of fire fighting equipment and basic operating procedures for the equipment provided, in case they need to use it. This information is provided via the annual fire safety briefing document and annual employee fire safety awareness package. This information is required for their normal place of work and for any sites they are visiting. This information needs to be provided at induction and annually thereafter. In conjunction with managers, the Site Responsible Person must identify a method for ensuring this information is provided annually (the use of the fire safety annual briefing document can be utilised).

Employees are required to abide by all local arrangements for fire and thus in the event of an incident evacuate the building in an orderly manner and gather at the assigned assembly point.

All employees will be required to take part in fire drills for the premise when they take place (unless exceptions have been identified within a Personal Emergency Evacuation Plan (PEEP) for a particular employee).

All employees are required to undertake the WCC Fire Safety Awareness training package and cooperate with any additional training provided, as appropriate.

Safety signs and signals will also be in place around the building to inform occupants of the emergency evacuation arrangements (these include, for example, fire exit signs, notice of action signs, etc…). These signs and signals will be in accordance with the relevant British Standard. All employees must adhere to safety signage and signals in place and follow instructions as marked.

4.4.2   Fire Wardens

Fire Wardens are individuals who have been assigned with specific responsibilities for the purpose of emergency evacuation. In addition to the training, information and instruction given to all employees, Fire Wardens must attend the appropriate initial WCC fire warden training course and any refresher training as indicated by the Site Responsible Person; and must attend any meetings arranged by the Site Responsible Person and raise any issues.

The arrangement / procedure for the fire warden evacuation system will be dependent upon the findings of the FRA, as the location, number of wardens (and deputies) and their roles will depend on the size and risks of the building. Local Building Emergency Evacuation Plans will stipulate arrangements in place for that building and the Fire Wardens within it.

Refer to and comply with the accompanying WCC General Duties of Fire Warden's guidance document which details roles and responsibilities of Fire Warden's and how they can be implemented within the workplace.

4.4.3 Site Responsible Person

Site Responsible Persons will be required to attend "WCC Site Responsible Person Fire Training Course" and attend any refreshers / updates as required.

The training will include the following areas:
- Roles & Responsibilities.
- Fire Risk Assessment Process
- Action planning Process
- Contacts and sign posting to support services
- Annual Reviews
- Fire Safety Manual
- Building Emergency Evacuation plans (BEEPs) and Personal Emergency Evacuation Plans (PEEPs) requirements.
- Understanding on the changes in use of the premise that would require any assessment of risk.

4.4.4 Fire Extinguisher Awareness & Instruction for all Employees

All employees will receive fire extinguisher awareness and general instruction via the WCC fire safety awareness training package. This level of information is provided to employees as they should be familiar with the location and basic operating procedures for the equipment provided in their workplace, in case they need to use it should their escape be blocked (because employees are not expected to extinguish fires, they should evacuate upon hearing the alarm or upon identifying a fire).

This awareness package will be available in hardcopy from the Property Risk Team and electronic format on AtlasWeb.

This needs to be undertaken upon appointment and annually thereafter so as to provide a refresher. A record of completion must be retained.

4.4.5 Fire Extinguisher Practical Training

The Competent Person undertaking the FRA will identify areas within the premise that would require employees to undertake a practical 'hands-on' fire extinguisher training session. Employees requiring this training will usually be located within areas of the premise that are identified as being at an 'enhanced risk of fire' and be termed 'fire extinguisher marshals'. Refer to glossary for definition. The Competent Person will advise on the number of employees to be trained within that particular area as part of the risk assessment process.

This approach will ensure employees receive the relevant training to ensure their safety as well as providing WCC with a proportionate approach to fire risk management.

This training will be provided by Property Risk Team. It is the Site Responsible Persons responsibility to ensure those relevant employees are informed and attend a session in a timely manner.

4.4.6 Evacuation 'Evac' Chair training

The requirement for a building to have evacuation chairs will be identified through the FRA process. If evac chairs are deemed appropriate and necessary for a building due to the nature of its use, then the Competent Person will advise on the location and type. Evac chair training needs to be provided to relevant employees in accordance with the Building Emergency Evacuation Plan and Personal Emergency Evacuation Plan's (PEEP's).

Refresher training must be undertaken on an annual basis. Records of training, including refresher training, must be kept. A logbook is available within the Fire Safety Manual.

For information on how to complete PEEP's, refer to and comply with the WCC Procedure and Guidance on Producing a Personal Emergency Evacuation Plan for People with Disabilities / impairments.

4.4.7 PEEP Implementation Training

Where people with special needs use or work in the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures.

Therefore a 'personal emergency evacuation plans' (PEEPs) may need to be developed. Please refer to the WCC Guidance on evacuation of people with disabilities for information.

The PEEP may identify that additional arrangements need to be in place to assist in the evacuation. Information, instruction and training may therefore be required (for example, if buddying, using an evac chair, etc).

4.4.8 Responding and confirming fire to Emergency Service

WCC will comply with Warwickshire Fire and Rescue Service's (WF&RS) protocol. WF&RS require verbal confirmation of a fire. As part of the BEEP, each premise must identify how this will be implemented safely.

4.4.9 Competent Person – Fire Risk Assessment Consultant

There are currently no nationally recognised and accepted qualifications for fire risk assessors. To ensure a suitable and sufficient assessment of fire risk, the Resources Group will assess potential consultants to ensure that any person contracted to carry out Fire Risk Assessments on behalf of WCC has suitable and sufficient training, experience and knowledge to undertake the task. The Competent Person will be required to have:

- up-to-date knowledge and a good understanding of legislation for which fire safety and assessment relates.
- training, knowledge and experience in: a) the principles of fire safety; b) fire hazards, c) fire risk, d) risk groups; and e) have building/structural understanding for the types of building they will be assessing with regard to fire spread, prevention and protection.
- an understanding of fire development and the manner in which people behave when exposed to fire.
- training and experience in undertaking fire safety risk assessments for a diverse range of premises / activities, and large premises.
- continuing professional development and be a member of the Fire Industry Association.
- Third party accreditation as preference.

Training must be at an academic level whereby a qualification has been awarded.

The FRA consultant will be selected by those working under the instruction of the Responsible Person. The FRA Consultant will be required to:

- Liaise with the Site Responsible Person to ensure the property use and activities are considered as part of the FRA process

- Undertake site inspections of WCC premises and their fire safety management arrangements including compliance with WCC Fire Safety Policy, Arrangements and Guides.

- Produce FRA for the premises, using the current WCC Fire Risk Assessment template and in accordance with the procurement specification.

- Provide a local (management), building (corporate), and structural (fire barrier) action plan in a prioritised order with information on risk minimisation

- Communicate the findings of the assessment to the Site Responsible Person and forward a copy of the FRA to the Property Risk Team for inclusion on the AtlasWeb database

- Provide information based on the relevant legal requirements and British Standards.

4.5   Fire Safety during Construction / Maintenance Works

Fire safety can become compromised during construction or maintenance works if adequate precautions are not taken. Good planning, management and effective communications on health and safety matters is essential for safe working by contractors and to avoid adverse impacts / risk(s) on other site occupants / activities. The work carried out by the contractor may introduce new or increased risks into the workplace and therefore appropriate controls need to be implemented to ensure no harm occurs to the contractors, employees and site occupiers or anyone else who may be affected by the works.

To ensure the safe management of contractors refer to and comply with WCC's Safe Management of Contractors Policy and Guidance.

It is the Site Responsible Person's responsibility to ensure that fire safety is not compromised during any construction or maintenance works.

This can be achieved through employing the relevant competent professionals, and through the works planning stage and risk assessment development so as to ensure suitable control measures are in place to manage fire risks in relation to contractor activity and to fire evacuation arrangements.

On completion of works a new FRA may be required due to any significant changes with the building use, occupancy and layout. This new assessment will be carried out as part of the project and submitted to the Property Risk Team to enable records to be maintained and updated.

To assist the Site Responsible Person construction and maintenance works can be procured via Physical Assets who will develop the appropriate documentation applicable to the works.

For Site Responsible Persons not procuring works via Physical Assets, reference and compliance with the WCC Safe Management of Contractors Policy is essential as the Site Responsible Person (person commissioning the work) will have an increased and high level of responsibility. This person is generally referred to as the "client". Any person or group of persons adopting the role of the client must accept full responsibility for the safe management of contractors. For further information refer to the Policy and Guide on the intranet. If further advice is required, contact your WCC Group Senior Health and Safety Advisor.

Guidance regarding compliance can also be achieved by complying with the Health and Safety Executive's Guidance Note, HSG 168: Fire Safety in Construction. 'Best Practice' may be achieved by complying with CFPA Europe's European Guideline: Fire Prevention on Construction Sites, and for large projects, The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.

The person or persons instigating the construction or major maintenance / renovation work estimated to cost in excess of £1,000,000 must ensure notification to WCC Corporate Insurance prior to commencement of the works so that WCC's insurers can be notified.
4.5.1 Servicing and Maintenance

Any maintenance, refurbishment or installation works which are likely to affect the provision of fire safety controls within any WCC premises will need to be authorised by the Property Risk Team prior to commencement of the proposed works, giving details of the changes along with details of any measures, temporary or otherwise, which will be employed to counter any changes.

4.6 Sprinkler Systems

Sprinkler systems afford greater fire protection to buildings however this does come at a considerable cost. This cost can be mitigated via possible trade off with less stringent fire compartmentation and permittance of the use of different materials in the construction of the building.

Early consultation with WCC Corporate Insurance may offer the council long term fire insurance premium and excess reductions when considering new build, extension or major renovation works.

4.7 Vacant Properties

Though a property may be vacant it will still require a FRA. The existing FRA will need to be reviewed since the use and occupancy of the property has changed and with this, the fire risk.

Estates team must notify Corporate Insurance when a property becomes vacant. WCC insurers may impose specific management requirements for vacant properties if insurance cover is to continue.

The Facilities Support Manager will be responsible for ensuring an up to date FRA on vacant properties is completed.

4.8 Specialist Contractors for Fire Safety

Resources Group has entered in to contracts with suitably qualified contractors for the installation, servicing, maintenance and decommissioning of fire safety equipment (e.g. fire alarms, fire extinguishers, emergency lighting), the list of contractors is available from the Service Contracts Coordinator. It is strongly recommended that only these contractors are used for work on fire safety equipment. Where the Site Responsible Person wishes to use an alternative contractor it is for that person to ensure suitable and sufficient levels of competency.

4.9 General Contractors and Sub-contractors

All contractors employed to work on or within any WCC managed site shall be required to comply with WCC's Fire Safety Management Policy and Arrangements.

5.0 Summaries of Responsibilities

Overall daily management responsibilities will normally be placed on and co-ordinated by the relevant manager of the premise (Site Responsible Person), however, this is intended to be a **supported responsibility** with a view to maximum overall effectiveness and efficient use of resources.

The table provided below demonstrates how the responsibilities are shared between Resources Group and the Site Management Team.

If you are unsure of how to manage fire safety, contact the Property Risk Team / Senior Health and Safety Advisor for your Group.

5.1 Table: Summary of Responsibilities

Resources Group (for overall building management)	**Site Responsible Persons** (Facilities Management/ Head teachers/Premise Representatives/ Manager)
Undertake regular Fire Risk Assessments and ensure Action Plans are up to date and that appropriate actions are being taken to minimise risks from fire (as per flow chart 1)	Ensure that a regular Fire Risk Assessment is undertaken and that appropriate local actions are being taken to minimise risks from fire (as per flow chart 1).
Review of this policy every three years	Ensure a local / management review of the Fire Risk Assessment is carried out annually.
Ensure that all Resources Group staff that hold specific responsibilities for fire safety are aware of and understand their duties.	Ensure that all staff that hold specific responsibilities for fire safety are aware of and understand their duties.
Ensure that all Resources Group staff that hold specific responsibilities for fire safety receive appropriate training and refresher courses and that a record is kept of this training	Ensure that all staff that hold specific responsibilities for fire safety receive appropriate training and refresher courses and that a record is kept of this training
Make appropriate training available to staff who have responsibilities under this policy	Ensure new members of staff are inducted in to the property and are made aware of the fire precautions
Provide advice and guidance to enable Site Responsible Persons to effectively manage fire safety to their premises.	Ensure a Site Responsible Person is identified and details are notified to Resources Property Risk Team.
Notify Resources Group, Property Risk Team of any relevant documentation/updates to enable records to be updated including schematic drawings and possible review of risk assessment etc.	Notify Resources Group, Property Risk Team of any relevant documentation/updates to enable AtlasWeb records to be updated including schematic drawings and possible review of risk assessment etc.
Report all suspected or confirmed fire safety related defects to Resources Hotline.	Report all suspected or confirmed fire safety related defects to Resources Hotline or have appropriate alternative procedures in place
Report all occurrences of any fire to Resources Hotline and WCC accident data base.	Report all occurrences of any fire to Resources Hotline and WCC accident data base.

Resources Group (for overall building management)	Site Responsible Persons (Facilities Management/ Head teachers/Premise Representatives/ Manager)
Enter in to contracts with and provide a list of suitably qualified and competent contractors for carrying out FRA's and the installation, maintenance and testing of fire safety equipment	Cooperate with Resources Group and their contractors when they attend site.
Ensure that all works carried out to any fire safety item/component conforms to current relevant standards, that only WCC contracted consultants/contractors are used and that all relevant details are incorporated into the Fire Safety Management Plan	Ensure that all works carried out to any fire safety item/component conforms to current relevant standards, that only WCC contracted consultants/contractors are used and that all relevant details are incorporated into the Fire Safety Management Plan (refer to section 4.8)
	All necessary equipment to detect or fight fire is provided, maintained and tested with details entered in to the Fire Precautions Log Book for the site. Any failures must be reported to Resources Hotline.
	Adequate fire precautions signs are displayed and maintained
	A Building Emergency Evacuation Plan is in place and communicated to all building users. Personal Emergency Evacuation Plans are in place where necessary
	Emergency evacuation drills are planned and carried out at least twice per year (termly for schools), one of which must be unannounced. Details must be entered in to the Fire Precautions Log Book for the site
	Fire exit routes are kept clear and fire exit doors are unlocked whenever the building is occupied
	Cooperate and coordinate with other occupants/building managers in multi-occupied buildings

6.0 Glossary

Competent Person - A person who is competent is considered to have the relevant skills, knowledge, attitude, training and experience in order to manage safety issues adequately under safety legislation and other standards.

For Fire Risk Assessment's Warwickshire County Council would require a Competent Person to have a nationally recognised competence in Fire Risk Assessments and adequate experience in assessing the types of property managed by WCC. Refer to section 4.4.9 for further detail.

Enhanced Risk of Fire – based on the activities within the building, an activity area(s) may be identified as having a greater potential for fire to start compared to low risk office environments, for example; workshops, kitchens, and people using the area, etc. This will be identified by the Competent Person undertaking the FRA. The purpose of identifying areas of higher fire risk is to enable a higher level of control to be identified and implemented for those areas (particularly for training purposes).

Fire Wardens – Nominated members of site based staff who have been trained to assist in the building evacuation when the fire alarm is activated.

Premises – WCC Premise as defined in the scope.

Site Responsible Person - is the person who has day-to-day management control of the premises. This will usually be a manager at the premises, but in some cases it may be a manager at a remote location e.g. a Head Teacher at a school, or an appointed manager who has appropriate responsibility for health and safety.

7.0 Primary Contact List and useful email addresses

- Property Risk Team - 01926 476850 or email propertyrisk@warwickshire.gov.luk
- Hotline - 01926 414123
- Service Contracts Coordinator – 01926 412388
- Corporate Insurance Manager – 01926 418160
- Health, Safety and Wellbeing Service healthandsafety@warwickshire.gov.uk or 01926 476803
- Warwickshire Fire and Rescue Service's Technical Fire Safety Section – 01926 410800