

# **Hampshire County Council Policy Statement**

## **Fire Safety**

Fire is a significant hazard to the safety of both buildings and their occupants. Hampshire County Council acknowledges and accepts its responsibilities under current fire legislation (Fire Safety Order 2005) and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of employees and others from County Council buildings and to minimise fire damage should a fire occur.

## **Policy standards**

The following standards shall be adopted to discharge this policy.

## **Fire Precautions**

- Suitable and appropriate means for giving warning in case of fire will be provided.
- Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting will be provided where necessary.
- Suitable fire signage will be provided.
- Sufficient and suitable fire fighting equipment will be made available.
- Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current good practice in the construction industry with the control measures to be adopted based on risk assessment.
- Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
- Provision of comprehensive and relevant information and adequate training for staff.

## **Management System**

The County Council has a health and safety management system which is set out in the Health and Safety Policy. The arrangements for fire safety are included in the health and safety arrangements.

## **Monitoring and Review**

- A monitoring and review system will be established with a two way reporting process operating throughout the management chain.
- The Corporate Management Team and Elected Members will be suitably and sufficiently informed on the findings of monitoring and the recommended actions.

# Fire Safety Policy – Procedural Guidance

## Roles and Responsibilities

### Hampshire County Council

1. The County Council is the ‘responsible person’ as set out in the Regulatory Reform (Fire Safety) Order 2005 in relation to all its own workplaces be these part of or the whole of a premises.
2. Any third party who has to any extent control over a part or whole of a premises will be the Responsible Person for those premises or relevant part regardless of whether the County Council owns, are sub letting, leasing or in any other way handing over control of the premises to the third party.
3. The County Council is the ‘responsible person’ in premises they own which are under the control of another person but not in connection with that persons trade, business or other undertaking.

### The Chief Executive

- The Chief Executive is ultimately responsible for ensuring that the requirements of the Regulatory Reform (Fire Safety) Order 2005 and of this policy are adequately implemented across the Council.

### Corporate Management Team

Take board level responsibility for the County Council’s compliance with the Fire Safety Order 2005 including:

- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions.
- Ensure that robust fire safety management systems, arrangements and organisation exist in each department.
- Support the Chief Executive in meeting his safety responsibilities for the Council as a whole.
- Ensure that there is an appropriate and resourced response to the joint County Council/Hampshire Fire and Rescue Services audits.

### Risk Management Board

- Monitors the arrangements in place at departmental level. Departments in turn monitor the performance of Responsible Managers.

### Directors/Chief Officers

- Appoint or nominate a ‘Responsible Manager’ for each of the buildings occupied by employees of their department. Where these buildings are in shared occupation appoint the most senior officer of the County Council in regular occupation of that building.
- Maintain a register of Responsible Managers.
- Prepare responsibility diagrams for each type of establishment used by the department compliant with the model set out in the Corporate Fire Safety Manual.
- Ensure robust monitoring arrangements are in place to check compliance by and competency of ‘Responsible Managers’ within their department.

- Ensure departmental guidance on fire safety policy is published and available to Responsible Managers within their department. This guidance should be incorporated into or linked to the Corporate Fire Safety Manual and updated as and when appropriate.
- Ensure a process is in place to capture, review, priorities and respond to 'significant findings' which are identified by Responsible Managers which fall within the remit of Departmental control and can not therefore be addressed locally. This process needs to also given due consideration to significant findings from detailed fire precaution surveys.
- Establish an annual capital programme of improvements to address significant findings in priority order. Where capital programmes can not address the significant findings report to the Corporate Risk Management Board.
- Ensure agreed actions are communicated back to Responsible Managers to feed into local fire safety action plans.
- Support the County Council and Hampshire Fire and Rescue Service joint audit process and ensure significant findings identified or enforcement actions are addressed.
- Prepare an annual report covering the department compliance with the Fire Safety Order 2005 for the Corporate Risk Management Board.

## **Responsible Managers**

- Ensure that a Fire Safety Management Plan is prepared and maintained for the building they are responsible for in compliance with the Corporate Fire Safety Manual.
- The Responsible Manager for each workplace or other premises will ensure a risk assessment is completed by a competent person for those premises and information of significant risks brought to the attention of employees and others at risk.
- On behalf of Hampshire County Council as Responsible Person, appoint a fire safety co-ordinator and ensure that they are suitably trained, unless they undertake that role themselves, in which case they will ensure they are themselves suitably and sufficiently trained.
- Appoint fire marshals or designate other staff to have a role in either fire evacuations or monitoring and maintaining fire safety arrangements.
- Ensure that any significant findings are recorded in their fire safety management plan and establish an action plan to address those findings which can not be immediately rectified.
- Ensure that any significant findings are prioritised and action those findings which fall within their remit.
- Ensure that they inform their line manager/departmental health and safety manager of those significant findings which fall outside of their local remit.
- Communicate to The Property Business and Regulatory Services Department any significant findings which are landlord responsibilities or are covered by service level agreements.
- Cooperate with the Hampshire Fire and Rescue Service audits.
- The Responsible Manager for each workplace or other premises will ensure an emergency evacuation plan is produced for those premises.
- The Responsible Manager for each workplace or other premises will ensure monitored fire drills are undertaken, evaluated and issues addressed where necessary for those premises with records maintained of relevant details and remedial actions.

- A fire safety training programme will be made available for all employees covering routine fire safety arrangements and relevant issues identified from the fire risk assessment and evacuation plan. Records maintained of who gave the training, what it covered and duration of training. The Responsible Manager for each building or premises will ensure all employees are suitably trained.
- The Responsible Manager for each workplace or other premises will ensure fire safety equipment is maintained and tested by competent people with suitable and sufficient records kept of relevant details.
- The Responsible Manager is responsible for liaising with other 'responsible persons' in any building or premises shared with other organisations.

## **Staff**

- Adhere to fire safety instructions and procedures and bring defects and matters of concern to the attention of their fire safety co-ordinator or their line manager, who should ensure the fire safety coordinator or unit manager/headteacher has been advised.
- Cooperate with the fire safety arrangements in any other organisation or building in which they have need to work.

## **The Landlord**

- The Property Business and Regulatory Services Department will provide cross cutting technical support and specialist fire safety advice to Council employees across the County. In their role as Landlord to the County Council's buildings the Property Business and Regulatory Services Department will conduct the following Corporate functions:-
  - Complete and maintain a structural fire precautions risk profile across the built estate.
  - Continue with the detailed fire precaution surveys of the County Council's premises following the running of order of the risk profile. It is anticipated detailed fire precaution surveys of all premises will take several years to complete and will need to be a continuous process but should progress at a pace which does not outstrip the County Council's ability to address the significant findings of such surveys. Such an approach will ensure those resources which can be identified to improve structural precautions are used to address the highest perceived risks at any one time.
  - Inform user departments and other non-council occupiers of premises shared with the County Council where it is agreed the County Council is the Responsible Person of the findings of any detailed surveys undertaken.
  - Respond to requests for maintenance to structural fire precautions, fire alarm and emergency lighting installations as identified during local fire risk assessment processes as applicable within SLA agreements and landlord responsibilities. The landlord will not have the resources to respond to all such requests immediately and it will be important Responsible Managers incorporate into their action plans local management arrangements to cover shortcomings in physical fire precautions where they have been identified.
  - Support the joint programme with the Hampshire Fire and Rescue Service.

## **Definitions**

### **Landlord**

- Where Hampshire County Council has adopted a Landlord and Tenant model, the Landlord is Property, Business & Regulatory Services Department.

### **Fire Safety Practitioner**

- A competent person appointed by Hampshire County Council to provide specialist advice and guidance to assist the Council to comply with its obligations under fire safety legislation.

### **Responsible Manager**

- A unit manager/headteacher or the most senior County Council Officer in regular occupation of a building.. Each department of the County Council is required to identify the Responsible Managers in each building which is a workplace for staff in there employment.

### **Fire Safety Co-ordinator**

- The competent person appointed by the Responsible Manager to administer, on their behalf, the fire safety management system identified in the Fire Safety Policy Standards with sufficient experience and knowledge of fire safety to undertake the local fire safety risk assessment

### **Fire Marshal**

- The person appointed to be responsible for the safe evacuation of designated areas of the premises and to assist the fire safety coordinator as and when necessary with other fire safety matters.

### **Significant findings**

- Includes hazards or other conditions that could give rise to increased risk of fire or to increased likelihood of injury or death in a fire, details of any individuals or groups identified by the assessment as being especially at risk, and control measures to eliminate or reduce the risks, which are in place or need to be put in place.

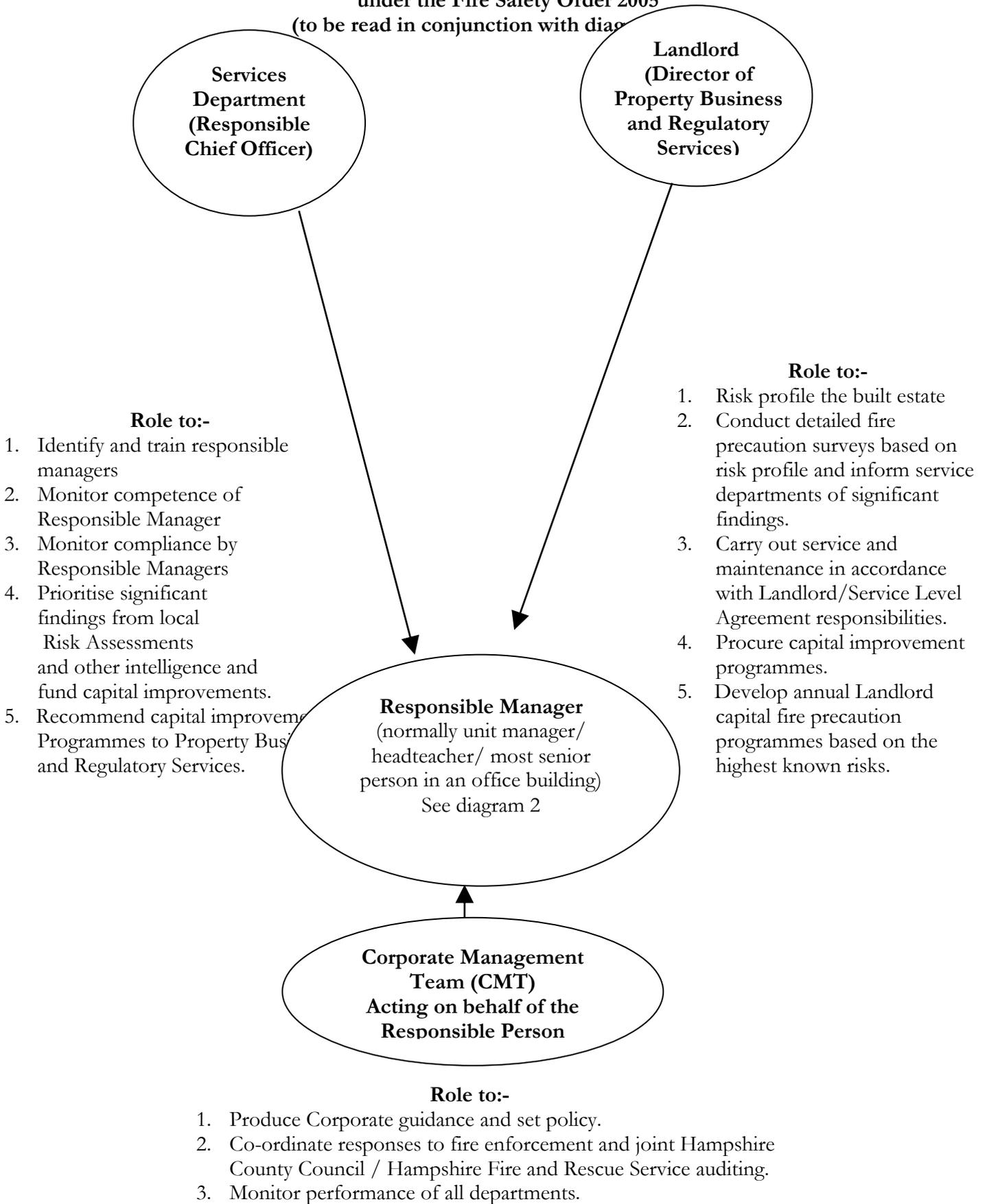
### **Workplace**

- For the purpose of the Fire Safety Policy, the workplace can be a single building or group of buildings and includes areas shared with other departments or organisations, where there is a need for co-operation to secure effective fire safety arrangements.

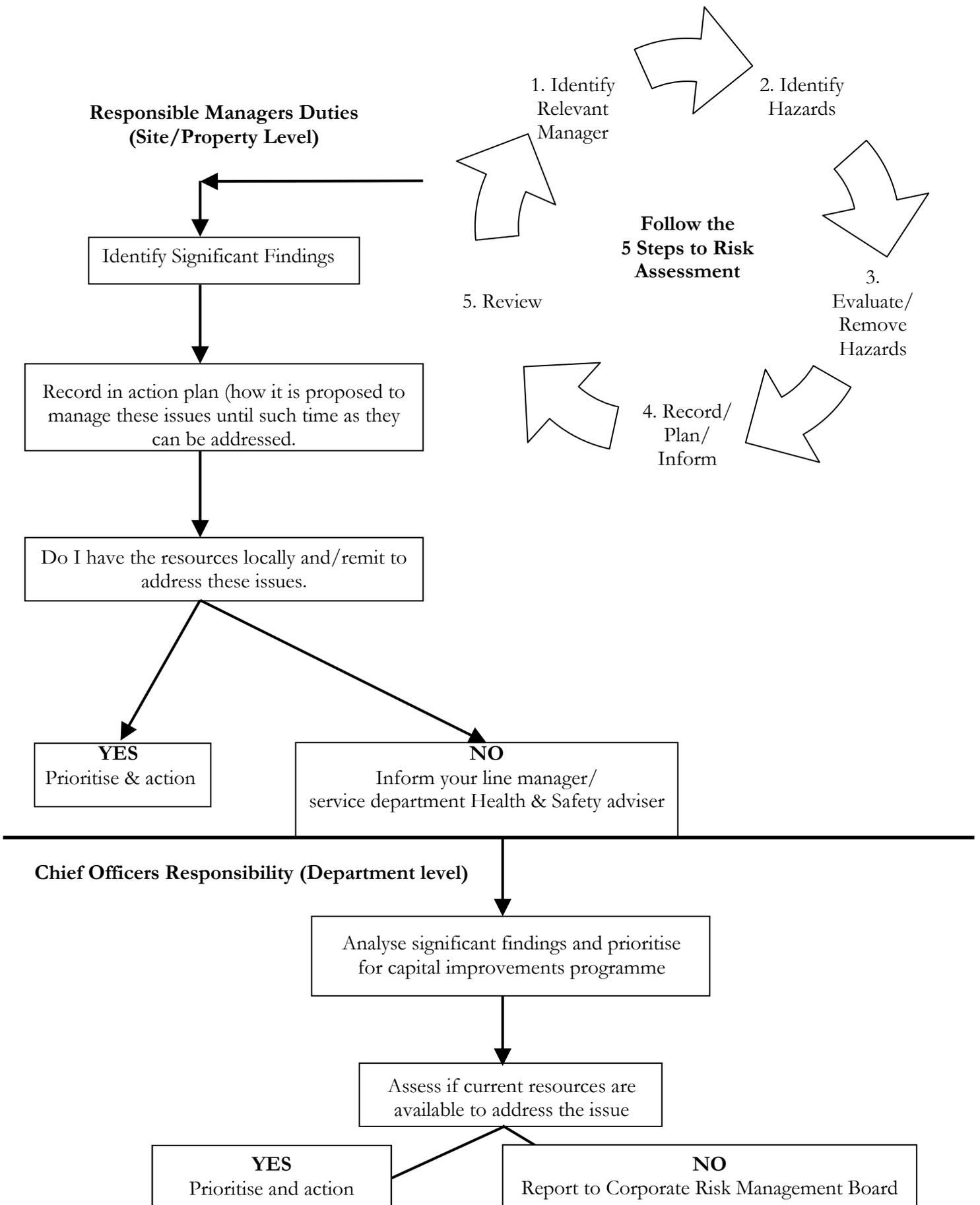
**DIAGRAM 1**

**Hampshire Model of Respective Duties in relation to fulfilling the role of "Responsible Person" under the Fire Safety Order 2005**

(to be read in conjunction with diagram 2)



**DIAGRAM 2**  
**Action required upon identifying "significant findings"**



# Reporting Framework for Fire Management for Compliance with the Fire Safety Order (2005)

