



Fire Safety Management Policy

1. Introduction

Fire is a significant hazard to the safety of both buildings and their occupants. Bracknell Forest 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 Council buildings and to minimise fire damage should a fire occur.

2. Policy Statement

Bracknell Forest Council (BFC) has a responsibility to protect employees, members of the public and others who may be affected by its' operations or services against the risk from fire, arising from plant, equipment, facilities, work or work-related activities. It will implement the procedures described in this document to ensure that this responsibility is met.

In the workplace the provisions of the Regulatory Reform (Fire Safety) Order 2005 (RRFO) and the Management of Health and Safety at Work Regulations 1999 apply. It is the intention of this policy to comply in full with those documents and the associated guidance documents which cover all types of premises and can be downloaded at:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>.

3. Policy Standards

The following standards shall be adopted to discharge this policy.

3.1 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.
- Comprehensive and relevant information and adequate training for staff will be provided.

4. Management and Responsibilities

BFC hold a wide ranging property portfolio where the lines of management vary. Whilst the duty to maintain and implement this policy falls under the remit of Property Services, which is part of the Resources Directorate, the responsibility for various aspects are devolved to specific managers.

The following sets out levels of responsibility for fire safety across the organisation:

4.1 The Chief Executive

The Chief Executive is the Duty Holder and has a responsibility to support this policy by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training.

In particular they will make arrangements to:

- Identify and assess sources of risk
- Eliminate risk where possible
- Appoint appropriate 'Responsible Persons' to oversee, control and coordinate the control of the risk of fire
- Keep suitable records
- Ensure that there are adequate resources available to control the risk of fire

4.2 Corporate Management Team (CMT)

CMT take responsibility for the 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 any significant findings and deficiencies identified in the fire risk assessments, insurance surveys or by the Fire & Rescue Service.

4.3 Strategic Risk Management Group (SRMG)

The SRMG receives reports from Corporate Health & Safety of significant fire safety issues identified during the periodic audits conducted by the Health & Safety Advisers and report to CMT.

4.4 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 they should appoint the most senior officer of the Council in regular occupation of that building.

- Ensure policies are clear about responsibilities; including clarification in Responsible Manager's Job Descriptions and include details on mandatory training requirements.
- Maintain a register of Responsible Managers.
- Prepare responsibility diagrams for each type of establishment used by the department.
- Ensure robust monitoring arrangements are in place to check compliance by and competency of 'Responsible Managers' within their department.
- Ensure departmental guidance on the 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 Guidance 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.
- Ensure agreed actions are communicated back to Responsible Managers to feed into local fire safety action plans.
- Support the Health & Safety Advisers audit process and ensure significant findings identified are addressed.

4.5 Responsible Managers

- Ensure that a Fire Safety Management Plan is prepared, maintained and communicated to all staff for the building they are responsible for in compliance with the relevant sections of the Corporate Health & 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.
- Appoint fire marshals/floor marshals or designate other staff to have a role in either fire evacuations or monitoring and maintaining fire safety arrangements.
- So far as reasonably practicable ensure remote monitoring of fire alarms is in place.
- 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.
- Ensure that any work is undertaken by an appropriate qualified professional (such as works on gas or certain electrical matters).

- For extensions or alterations to existing buildings ensure certification or approval is sought from Building Control.
- Communicate to Property Services any significant findings which are landlord responsibilities or are covered by service level agreements.
- In the event of a fire immediately inform the Council's Health & Safety Advisers, Insurance Officers and fully cooperate with the Fire and Rescue Service.
- Ensure an emergency evacuation plan is produced for those premises.
- Ensure monitored fire drills are undertaken, evaluated and issues addressed where necessary for those premises with records maintained of relevant details and remedial actions.
- Ensure that 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 are to be 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.
- 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.

4.6 Staff

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

4.7 Disabilities

- Any member of staff who believes they may be unable to respond to an evacuation of the building either due to a mobility or sensory disability, must make known to his/her line manager or host so that they can organise a personal emergency evacuation plan (PEEP).
- Any member of staff hosting a meeting of members of the public or personnel from other organisations should check beforehand if any of the attendees will require a PEEP.

4.8 The Landlord

Property Services will provide cross cutting technical support and specialist fire safety advice to Council employees across the Borough. In their role as Landlord to the Council's buildings, Property Services 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 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 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 Council where it is agreed the 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 and 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 for Responsible Managers to incorporate into their action plans local management arrangements to cover shortcomings in physical fire precautions where they have been identified.
- When carrying out projects on existing buildings or for new builds; ensure a fire risk assessment is budgeted for and included as part of the project.
- Ensure certification or approval is sought from Building Control for extensions or alterations to existing buildings
- So far as reasonably practicable ensure remote monitoring of fire alarms is in place.

4.9 Corporate Health & Safety

- Ensure periodic audits and monitoring visits are conducted in every Council building to measure compliance and record the results.
- Ensure those results are reported to the Responsible Manager/HeadTeacher for action where appropriate, and to departmental management teams via their individual health & safety management meetings.
- Ensure any significant findings are reported to SRMG.

5. Council Owned and Maintained Schools

Council owned and maintained schools are an integral part of the Council and all of the duties, strategies and procedures contained within this document apply to them equally. Although the HeadTeacher is the Responsible Manager they may choose to delegate these functions to others in their school.

6. Training

Council officers and others acting on their behalf must be competent to undertake the tasks associated with their specified duties and responsibilities. This will be demonstrated by ensuring that the minimum levels of training described below are undertaken by the relevant duty holder.

6.1 Responsible Manager

1. Building (Health & Safety) Issues for Appointed Persons
2. Fire Safety Awareness

7. Definitions

Landlord

- Where Bracknell Forest Council has adopted a Landlord and Tenant model, the Landlord is Property Services, Resources Directorate.

Responsible Manager

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

Fire Marshal (Floor 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.

8. Further Information

Further guidance which should be used by managers and building staff to produce procedures specific to their locations is available in the following links:

- [Emergency Procedures](#)
- [Fire Safety](#)

9. Policy Audit and Review

The Responsible Manager has overall responsibility for taking all reasonable steps to ensure that this policy is complied with. With the assistance of BFC Health & Safety Advisors, periodic audits will be conducted at all BFC sites to measure compliance and record the results. Those results will be reported to the Responsible Manager for action where appropriate, and to departmental management teams via their individual health & safety management meetings.

The policy will be formally reviewed following any material change to the arrangements for its' management or implementation. This is to include changes to key personnel including the Duty Holder, Responsible Person or Responsible Manager.

9.1 Policy Review Record

Reviewed by:	<i>Name and position</i>
Review Date:	
Detail reasons for review and any changes made:	

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Review Date:	
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Review Date:	
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DIAGRAM 1
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)

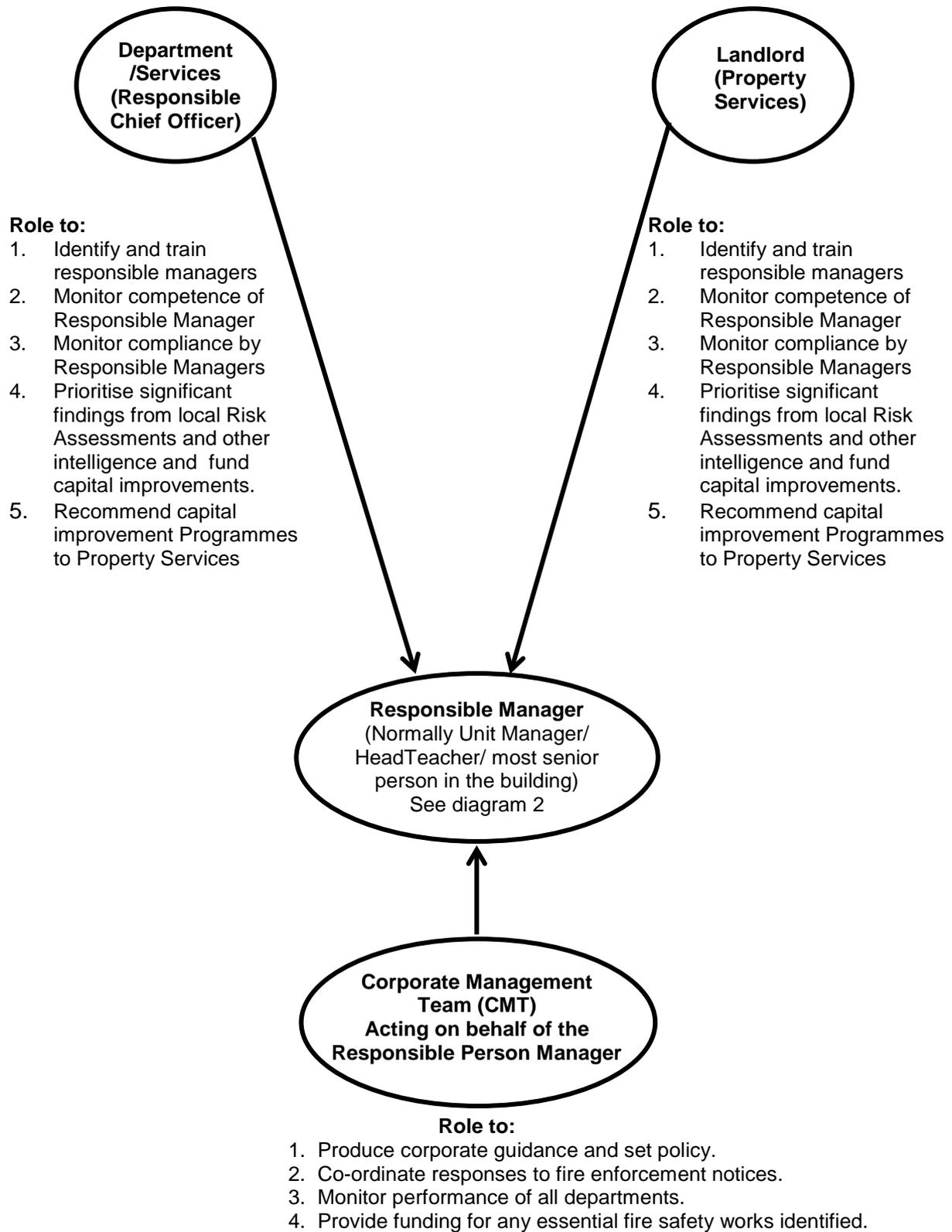


DIAGRAM 2
Action required upon identifying "significant findings"

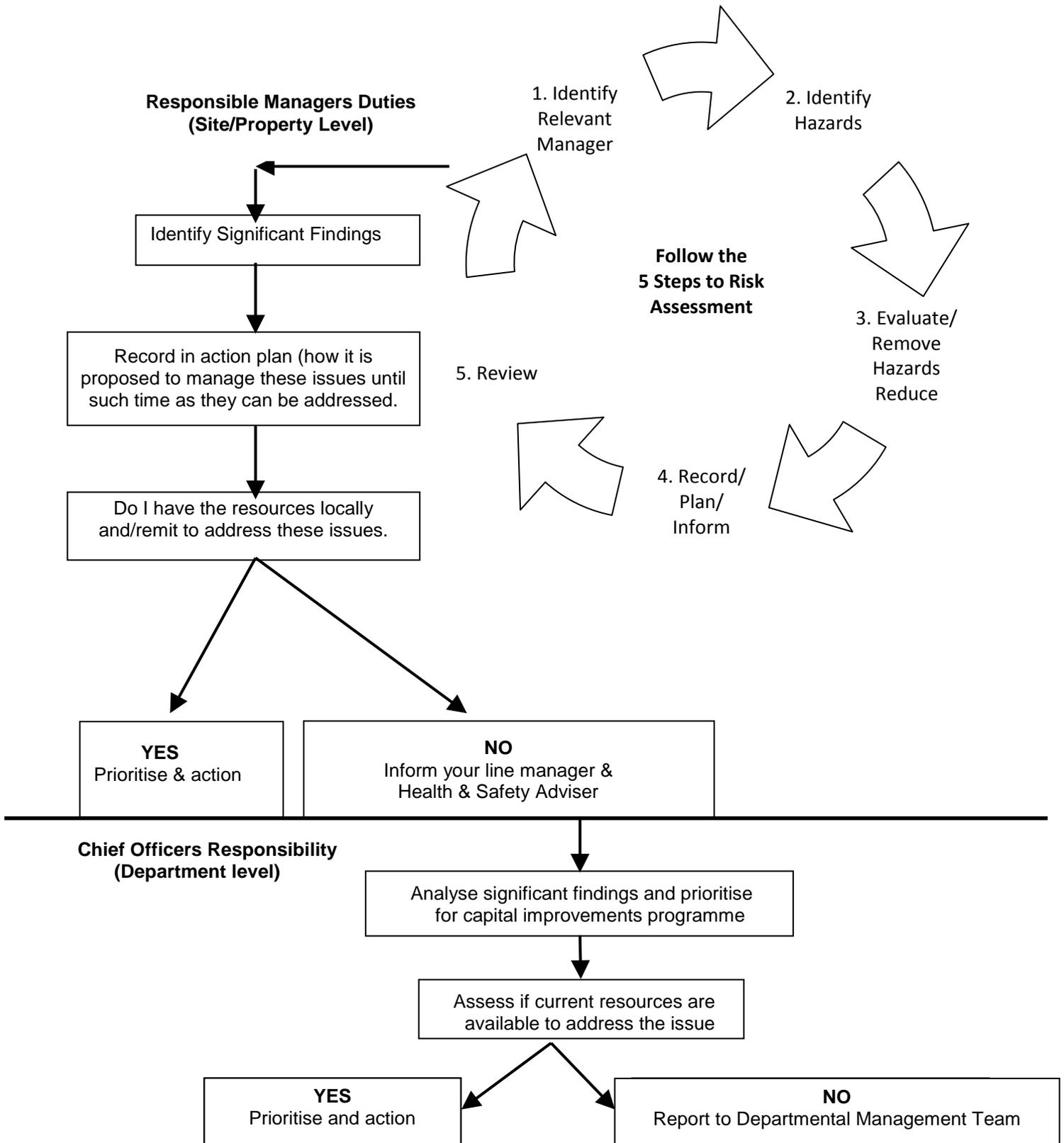


DIAGRAM 3
Reporting Framework for Fire Management for Compliance with the Fire Safety Order (2005)

