



Derby City Council

FIRE SAFETY POLICY GUIDANCE DOCUMENT

Derby City Council

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1. SCOPE AND OBJECTIVES

1.1. Scope

- 1.1.1 The scope of this document is designed to provide guidance and information to colleagues of Derby City Council (DCC) in the background to and methods to achieve fire safety in buildings within the city. It provides information on the legal basis of the requirements to make sure all our customers, colleagues and visitors are kept safe from fire and to protect our assets (portfolio of buildings) as well as giving direct guidance to managers on day-to-day duties and responsibilities to achieve compliance.
- 1.1.2 The document applies to all DCC owned and controlled premises including those leased to any associated subsidiaries and any operating businesses. It is applicable to schools and corporate buildings (offices, plant rooms, warehouses, compounds, stores, and commercial premises); both managed, owned and leased properties, where DCC have an element of control of the premises. From this point forward these will be referred to as DCC premises.
- 1.1.3 Schools that have gained academy status are no longer the direct responsibility of DCC, although some of these organisations may have in place a formal agreement ('in package') with DCC to manage their fire safety arrangements, for which there too will be joint responsibility to ensure cooperation and coordination as required by article 22 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) (hereafter referred to as the Fire Safety Order or the FSO).
- 1.1.4 Derby Homes is an Arm's Length Management Organisation (ALMO) of DCC; this policy excludes premises under their control unless there is joint responsibility as outlined above in paragraph 1.1.3.
- 1.1.5 Derby City Council as the 'Responsible Person' must take reasonable steps to make sure that individuals and premises are safe from fire by, applying principles of prevention to reduce the risk of fire occurring, making sure general fire precautions are in place and that people can escape quickly and safely.
- 1.1.6 Reference will be made to relevant legislation, nationally available guidance documents and DCC documents – these will wherever possible, be accessed by hyperlink.
- 1.1.7 Additionally, this document underpins the stated aims and intentions of the DCC Fire Safety Policy June 2023 (revised) and is intended to provide directed guidance on how to comply with the policy. This guidance document will be subject to annual review in line with the above policy.
- 1.1.8 This guidance document does not include security or bomb threat protocols, however some of the strategies and procedures put in place to achieve fire safety may assist in the safe management of such incidents.

1.2. Objectives

1.2.1 The objective of this document is to underpin the DCC Fire Safety Policy and to ensure that the council is complying with its legal obligations and mitigating risk so that individuals and premises are safe from fire; this will be achieved by applying principles of prevention, reducing and managing the risks from fire and making sure people can escape quickly and safely in the event of fire, at all times.

1.2.2 Fire safety arrangements

In order to meet the above objectives, managers will achieve this by:

- Identifying a clear chain of ownership, delegation, and responsibility for fire safety
- Detailing the means to comply with legislative requirements, in respect of management and maintenance of our building stock by the vigilant use of the premises fire safety logbook. The fire safety logbook will identify the required frequency for inspection and testing together with test details, results record, and actions taken.
- Managing risk proportionally whilst securing service continuity
- Identifying a programme of fire safety training throughout the organisation and maintaining records of training undertaken
- Identifying a programme of operational and managerial checks and means of recording actions taken.
- Identifying the internal enforcement mechanism, should shortcomings in our processes and procedures be highlighted.
- Documenting our business continuity process and contingency plans.

1.2.3 DCC must take reasonable steps and make sure that general fire precautions are always in place and kept serviceable. These precautions are:

- a. Measures are taken to reduce the risk of fire occurring on premises (principles of prevention)
- b. Measures must be taken to reduce the spread of fire.
- c. Suitable means of escape are provided in all premises.
- d. The means of escape can be effectively and safely used at all times.
- e. Fires can be swiftly detected, and warnings raised.
- f. Measures are available for fighting fires.
- g. Colleagues and any other relevant people are trained and instructed in safety arrangements to be followed in the event of fire.
- h. Measures are taken to mitigate the effects of fire.

1.2.4 The extent to which 'a' to 'h' above are implemented will vary with each premises and will be dependent upon the nature of the occupancy, the risk profile of the building and the outcomes of the fire risk assessment. Table 4 of BS 9999:2017 (page 6) identifies the risk profile; this risk profile is determined by the combination of the occupancy characteristic and the expected fire growth

rate within each building. The risk profile will be determined by fire risk assessment.

Additionally, the different type and levels of fire safety apparatus installed within a building may also affect the risk profile.

Table 4 – Risk Profiles		
Occupancy Characteristic (from Table 2)	Fire Growth Rate (from Table 3)	Risk Profile
A (Occupants who are awake and familiar with the building)	1. Slow 2. Medium 3. Fast 4. Ultra-fast	A1 A2 A3 A4
B (Occupants who are awake and unfamiliar with the building)	1. Slow 2. Medium 3. Fast 4. Ultra-fast	B1 B2 B3 B4
C (Occupants who are likely to be asleep)	1. Slow 2. Medium 3. Fast 4. Ultra-fast	C1 C2 C3 C4

- 1.2.5 Fire safety management requires a holistic risk-based approach for which no one solution always has clear priority over another. This requires a thought process to identify those methods best suited for the circumstances encountered. For every building there must be:
- i. A suitable and sufficient fire risk assessment in place to identify the general fire precautions to be taken.
 - j. A risk assessment in place of any hazardous or flammable substances to ensure they are stored and used in compliance with applicable legislation and guidance to reduce risk to acceptable levels.
 - k. A consideration of matters to be taken into account in the respect of the employment of young persons (aged under 18 - as defined in article 2 of the fso).

The objectives defined in the FSO are designed to protect life and persons from injury by fire; they are not specifically directed to property protection; however, measures may be taken to additionally protect property (and therefore business continuity), as well as the environment.

1.3. DCC Buildings

- 1.3.1 The organisation's physical assets are broadly defined into categories of either corporate or school assets. These buildings are either owned by the council or leased in. The Council will generally have responsibilities for schools which are community, voluntary controlled, voluntary aided and foundation schools.
- 1.3.2 Academy schools, free schools and those that are part of the Council PFI scheme are generally outside the control of the Council. However, each school (whose status it is acknowledged may change over time) must have responsibilities clearly identified as to where the Council maintain any element of control, such as retaining the right to approve alterations or undertake maintenance, as we (DCC) may be accountable as a Responsible Person under the FSO, in as far as their control extends.
- 1.3.3 There are also assets with more complex or multiple occupancies. It is essential that a responsibility plan which defines those responsible for fire safety is clearly understood and mapped for each of these arrangements; this should be monitored regularly and updated when managerial, material, or physical alterations take place. Generally speaking, DCC will have the responsibility for all common areas of multi-tenanted buildings with the tenant having responsibility for their tenant area including ensuring a Fire Risk Assessment has been carried out for their area, if more than 5 workers are employed in the area this must be in writing. In all multi-tenanted buildings where the above legal requirements are in place the landlord must receive a copy of the tenant FRA to ensure it synergises with the building FRA and no concerns or conflicts exist. Article 22 FSRRO 2005. Where a verbal or demonstrative FRA is provided (less than 5 employees) an acceptance (or otherwise) of the procedures must be recorded. Any vulnerable persons who may require assistance to evacuate should be identified in the FRA and details entered in the P.I.B. see section 5.5.2.
- 1.3.4 Where a site or building is subject to a mixed use of live construction works and a live operational service on the same site, agreement over who is controlling what element must be in place before construction works commence with clear responsibilities agreed. This is because the construction works will fall under Health & Safety Executive (HSE) ([The Construction \(Design and Management\) Regulations](#) – the CDM reg's for fire safety, but the operational service live site will remain subject to the FSO and it is essential, again, that duplications are reduced and any gaps are overseen with co-operation and co-ordination.

2. PRINCIPLES OF PREVENTION

- Every effort must be made to prevent a fire occurring (principles of prevention).
- Fire needs to be detected early so the relevant emergency evacuation arrangements at the premise can be actioned and implemented (automatic smoke or heat detection).
- Fire should not be allowed to grow and spread to other areas (fire resistant construction).
- Individuals should respond and act as soon as the alarm is raised (training and awareness).
- Escape routes should be readily identifiable, available, accessible, and easy to navigate (kept hazard free).
- Quick access should be available to occupants to a place of relative safety (fire protected route) and then speedy progress must be available to a place of ultimate safety (refuge areas and safe assembly points).

These are the basic principles of fire safety in occupied premises.

- **Fire Prevention** (Preventing fires from starting)
- **Fire Protection** (Preventing fires from spreading) both (active and passive)
- **Fire Precautions** (Prevention of injury or death from fire by ensuring safe procedures and safe egress)

Additional detailed guidance on the management of fire safety in occupied buildings can be found in section 9 of BS 9999 – 2017.

3. LEGAL CONSIDERATIONS

3.1. Legal responsibilities

3.1.1 Under the Health and Safety at Work etc. Act 1974, DCC have a legal duty to protect their employees and any other relevant persons who may be affected by their work operations. This includes employees, tenants, visitors, customers, contractors, and sub-contractors working on their behalf. Refer to DCC Health & Safety Policy Roles and Responsibilities document.

3.1.2 The Corporate Body (Chief Executive) retains ultimate responsibility for making sure the legal requirements are complied with; however, delegated responsibility may be made to Directors, Heads of Department and building managers in line with this procedure document.

3.1.3 Further to this, the FSO also places a duty upon employers to carry out a suitable and sufficient Fire risk assessment to all its premises for which it is responsible. These assessments must be recorded and documented for each property for which it has responsibility and be available and accessible on site and subject to regular review.

Under the Equality Act 2010 employers and service providers must make sure disabled people can get out of the building safely in an emergency and that Personal Emergency Evacuation Plans and General Emergency Evacuation Plans are completed.

3.1.4 Additionally, all employees, tenants, visitors, customers, and contractors (and sub-contractors working on their behalf) visiting or operating in council premises are required to comply with the requirements of the Fire Safety policy and all the associated site-specific risk assessments and procedures.

3.1.5 Where premises are legislated by the Construction Design and Management Regulations 2015 (CDM 2015) they will remain under the control of the principal contractor until such time as it is formally handed over to DCC. In situations where premises are undergoing partial or minor refurbishment, and the building remains occupied the CDM Regs will continue to apply covering the works although the FSO will also apply whilst the building is occupied requiring close cooperation and coordination between the project manager and the building manager.

The FSO is NOT designed to protect buildings from fire; however, measures applied to protect life safety in buildings are likely to have 'spin off' benefits to help ensure damage to a building by fire will be reduced, e.g. by early detection and suppression.

3.1.6 The FSO does not apply directly to those parts of premises used as private dwellings*; however, cognisance must be taken of residents ('relevant persons' as defined in article 2 of the FSO) who may be affected by a fire in the building in which they reside. Where residents are present in a tenanted commercial building if any works planned may affect the common areas of the building such

as re-directing an escape route, then residents must be consulted and provided with advice and guidance.

*The Fire Safety Act 2021 has adjusted this in certain high-rise residential premises and imposed certain general duties on responsible persons of any building which contains more than one domestic dwelling. The Fire Safety Service Manager should be contacted for more guidance.

<https://derby4.sharepoint.com/sites/PropertyProjectsTechnicalServices/Shared%20Documents/Technical%20Services/Fire/Policy/Document1fsa.docx>

3.1.7 Where premises are shared or leased, (whether on a temporary or permanent basis) there is likely to be more than one responsible person, for which joint responsibility and duties will exist. Refer to section 4 below for more details of roles and responsibilities. Co-operation and coordination between all responsible people, (as identified by [Article 22](#) of the FSO) is required to identify and agree the extent and scope of those duties specific to the use of the premises to comply with the fire safety order.

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3.2. Enforcement

3.2.1 The Enforcing Authority (EA) (usually the fire & rescue service of the local authority in which the building is located; in the case of Derby City Council, this will be Derbyshire Fire & Rescue Service) will use the legislation to determine what enforcement measures or actions are to be taken when non-compliance is found.

3.2.2 Just as there is no definition in law for 'suitable and sufficient', likewise, there is no minimum standard or function of fire safety management. The management plan should be commensurate with the risk. The use of a defined system(s) to manage fire safety, demonstrates to the EA that DCC is committed to reducing fire risk to a level as low as reasonably practical.

3.2.3 The enforcement of other areas of fire safety will be determined following an audit by the EA. Initially, if shortcomings or deviations from good practice are found, the EA will open dialogue to give advice and direction on the potential offence. In most cases, if goodwill is shown by the responsible person and steps are taken to improve matters, a prosecution is not always made. However, if steps are not taken, an Improvement Notice is likely to be served; if this is not completed within a given timeframe for which good reason cannot be found, then prosecution is likely to follow.

Additionally, if a fire in a property covered by the FSO results in injuries or deaths, (or if serious shortcomings are found which contributed to the incident), again prosecution is likely to follow.

3.2.4 Much of the prosecution case will revolve around 'who is responsible' for the alleged offence. If it is deemed a corporate failure, for example there is no suitable and sufficient FRA in place, the corporate body (Chief Executive) would be prosecuted. If the alleged offence was properly delegated to an employee within the organisation, that person (from director level down to a grade 1 employee) would be named on the prosecution.

4. ROLES AND RESPONSIBILITIES

4.1. Organisational

4.1.1 Organisational Responsibilities

The Chief Executive of any organisation accepts overall responsibility for all matters relating to Health & Safety and Welfare, including the management of fire safety. The Chief Executive officer should nominate an Executive Director to oversee policy implementation and compliance in this area. For DCC this is the role of Director of Property Services.

Within DCC, the Corporate Health and Safety committee is chaired by the cabinet lead for health and safety; it comprises employer and employee representatives. A key function of the committee is to ratify H&S policies.

- The Council's H & S policy statement clearly defines the roles and responsibilities of each level with the council. The main aim being to: identify a clear chain of delegation, ownership, and responsibility for fire safety, encompassing the spectrum of responsibilities from the Chief Executive to individuals at any council asset.
- ensure that duplications are avoided where there are overlapping management functions within various departments, for example property projects & technical services, facilities management, health and safety or strategic asset management, whilst ensuring all aspects are covered.
- identify multi-occupancy premises and those responsible for each individual area to meet obligations under the FSO.

4.2. Duties of the Responsible Person(s)

4.2.1 More than one person can be a Responsible Person and could be held accountable in so far as they had influence and control. The following roles are all classed as Responsible Person(s), and must comply with the following fire safety duties:

4.2.2 Employers

- Appoint one or more competent persons to assist in undertaking preventative and protective measure. (A person is to be regarded as competent for the purposes of this guidance where they have sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures).
- Appoint person/s to be in control of the premises/part thereof (as applicable) for everyday fire safety.
- Understand their duties under the FSO and associated health and safety legislation.

- Provide colleagues with relevant information on the risk to them.
- Provide information on the preventative and protective measures provided.
- Maintain adequate records on fire safety related matters.
- Provide suitable and sufficient fire safety training to all employees commensurate with their duties.
- Before employing a young person (under 18 years old) or allowing work experience for 14–16-year-olds:
 - Provide the parent or guardian with clear and relevant information on the risks highlighted in the young person's risk assessment and confirm what measures the employer has put in place to negate or limit risk to that young person from fire.
 - Inform any other responsible person of any risks to that young person arising from their being on the premises.
- Inform non-employees such as visitors or contractors of the potential risks to them and provide them with relevant information regarding fire safety matters whilst on the premises.
- Where two or more responsible persons share, or have duties in respect of premises (whether on a temporary or a permanent basis) each such person must:
 - Co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under the FSO.
- Where DCC have control of premises which contains one or more employers, , the council will be responsible for making sure the requirements of the FSO are complied with, in those parts over which the council has control. Tenants as individual employers have responsibilities as an employer under the FSO. They are responsible for the complying with the FSO in their tenanted area and are also required to cooperate with the DCC as the building responsible person.
- Recognise the legal rights of trade union and health and safety representatives in the workplace as outlined in the Corporate Health & Safety Policy Statement, paragraph 12.

4.2.3 Person in control of the premises

Any person who has control in any way of a building must take ownership of the role and recognise their duties and responsibilities under the FSO. They must:

- Produce a Fire Safety Management Plan, for the individual sites of which they have control, with assistance from accountable managers. Section 5.2
- Inform the DCC Fire Safety Team of intended changes to the use of the building including:
 - Change of use of spaces within the building
 - Change operational activities and processes carried on
 - Changes in the nature of the occupants (abilities/disabilities)
 - Addition/increase in flammable/hazardous materials stored or used
- Co-operate with the Fire Safety Service Manager and approved technical staff to ensure fire safety measures are addressed.
- Make sure suitable arrangements are in place to inform all visitors to the premises of the safety features and hazards on site.
- Take the lead in the event of a fire.
- Make sure that planned, monitored, and recorded evacuation drills are carried out at suitable intervals in accordance with the premises fire safety management plan.
- Be aware of the fire evacuation strategy for the premises for which they have control, for example simultaneous evacuation, phased horizontal evacuation (used in residential care homes) or a 'stay put policy' in accordance with the premises fire safety management plan.
- Ensure a copy of the most recent fire risk assessment for the premises is accessible on site and that all findings of the assessment are addressed in priority order. (Technical/maintenance matters will generally be managed by the appointed technical advisor. Operational matters, such as removal of door wedges, will be dealt with by on-site managers.
- Make sure all training needs of the staff are identified, addressed, and reviewed periodically, for example evacuation procedure, fire warden duties, fire-fighting equipment etc. See section 6.
- Make sure all scheduled operational checks of fire safety systems are undertaken and recorded as required in the fire logbook for the building.
- Make sure, where necessary, sufficient Fire Wardens/Marshalls are in place at all material times, including cover for absences, with periodic reviews of training and procedures in accordance with the premises fire safety management plan.
- Ensure that suitable general emergency evacuation plans (GEEP's) are in place for any visitors who may need assistance to escape from the building and that they are subject to review at appropriate intervals.
- Make sure assessments are undertaken for individual vulnerable employees needing assistance to escape from the building and put in place appropriate personal emergency evacuation plans (PEEPs). and that they are subject to review at appropriate intervals. See section .4 for further details.
- Ensure that, false alarms or near misses, as well as any incidents of fire are reported in line with the current DCC procedure.
- Ensure that the contents of the "Premises Information Box" are always maintained and up to date.

Accountable Teams/Managers

The following Accountable Managers are responsible for executing the following duties relating to fire safety:

- **Fire Safety Service Manager (PCS)** Be the accountable manager for the Council's Fire Safety Policy acting as a critical friend to the organisation in scrutinising implementation of the policy.
- Providing expert technical advice on fire safety matters regarding all buildings including new builds, extensions, modifications, alterations, and repairs.
- Provide expert advice to multi-occupancy tenants about fire safety matters to ensure common areas are considered, to make sure that where we are Landlord and Employer, we are fulfilling our duties to those employees and relevant people.
- Implement and manage the programme of fire risk assessments and monitor the competency of external providers of fire risk assessments to ensure it is meeting the scope of delivery identified for competency.
- Make sure significant findings from fire risk assessments are addressed, notified, and closed out, or escalated proportionally according to risk to life.
- Make sure that any control measures applied are proportionate, risk-based, and reflect best practice in fire safety.
- Assist in identifying appropriate levels of fire safety training regarding the different use(s) and risks within each building.
- Ensure proactive liaison and interaction with statutory bodies to meet fire safety objectives and swiftly address any actions raised either formally or informally.
- Serve internal Safety Notices (prohibition and improvement notices) concerning significant breaches in duty under the council's Health and Safety and Fire Safety Policies.
- Provide support to DCC services to address the breaches identified in any the Safety Notice issued within specified time scales.
- Maintain an awareness of developments in fire safety legislation and industry best practice.
- Identify the need, and co-ordinate where necessary, with specialist fire safety practitioners where it is recognised that higher expert involvement is required.
- Review all incidents of fire on Council premises to determine the cause and reduce the risk of repetition to a reasonably practical level.
- Review all incidents of frequent unwanted fire calls (false alarms) on Council premises to determine the cause and reduce the risk of repetition to a reasonably practical level.

Corporate Health and Safety Team

- Support the Fire Safety Team to promote and maintain effective safety, health, and welfare services in relation to fire safety.
- Work with the FST to develop, promote, review, and consult on H&S policies and procedures.
- Be consulted on the production of Directorate fire safety policy and codes of practice.
- Carry out audits and inspections to monitor compliance and advise on improvements.
- Deliver internal training on certain fire safety matters such as evacuation equipment training.
- Advise on H&S competence and training requirements in relation to fire safety.
- Lead Health and Safety consultation by providing advice and guidance to the Corporate Health and Safety Committee, Directorate Joint Consultative Committees and Workplace Health and Safety Development Group by identifying any trends or problems.
- Fulfil the Council's statutory accident reporting responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).
- Liaise with the FST to investigate or assist in the investigation of accidents or instances of all fire related ill health at work.
- Liaise, in conjunction with the FST with the enforcement and regulatory authorities, for example Derbyshire Fire and Rescue Service (DFRS) and other regulators as appropriate.

Facilities Management

- Carry out compliance checks in relation to fire safety alongside other compliance checks in as far as their involvement in the premises extends.



Caretakers - Sites
May 2023.xlsx

- A list of buildings which the mobile caretaker is responsible for is available here
- Provide assistance in meeting operational checks in as far as their involvement in the premises extends.
- Notify, assist, and cooperate with the Fire Safety Service Manager when identifying areas of concern about breaches in fire safety.
- Cooperate and coordinate with the Fire Safety Service Manager when serving safety notices, in as far as their involvement in the premises extend.
- To report issues found such as change of use of space, faulty equipment, or incorrect practices.
- Make sure emergency evacuation equipment is regularly checked to make sure it's working.

Estates and Property Review

- Ensure any planned changes of occupancy or use of any asset is communicated to the Fire Safety Team at the earliest stage and it's recorded in the corporate asset management system (CAMs).
- Provide advice on, and regularly update the Fire Safety Team on future intentions for assets.
- Provide clarity and sufficient detail on those responsible for fire safety and ensure CAMs responsibility tables are kept up to date.
- Liaise between DCC Fire Safety Team and landlord or tenants in relation to fire safety matters.
- Carry out compliance checks in relation to fire safety on leased in or out properties as directed and as stated in the lease agreement.

Property Managers

- Property Managers may by right be the responsible person in a building by virtue of being the landlord/employer or person in control of the building, they also may be delegated such responsibility. It is unlikely that Facility Management caretaker staff will be in such a position and will be most likely responsible for inspection, testing and recording as a designated competent person and reporting to the property manager whilst they are working on that premises.

Employees

All employees are required to be continuously aware of their own safety and that of their colleagues and others who may be affected by what they do or fail to do. In particular, they must:

- Cooperate with the organisation on all fire safety matters.
- Not interfere or restrict fire safety measures.
- Attend and engage with any fire safety induction and periodic refresher training.
- Report any potential fire safety omissions or hazards.

5. FIRE SAFETY MANAGEMENT IN DCC BUILDINGS

5.1. Introduction

5.1.1 Effective management of fire safety measures is as important as the actual physical fire safety provision installed to a building. During an audit of the fire risk assessment, the enforcing authority will inspect (audit) the management policy, procedures, emergency action plans, equipment maintenance and staff training with equal rigor as the physical inspection of the building and its fire safety facilities. Therefore, the organisation must have in place for all the buildings to which it has some control, effective and properly implemented fire safety management plans and documents.

5.1.2 There must be a clear organisational structure, documenting roles and responsibilities relating to control of premises and fire safety – see section 4 above. This structure will clearly indicate:

- Who the responsible person is for the building. (DCC)
- Who is the designated Fire Safety Manager for the site. (Delegated manager or deputy)
- Who are designated as having a degree of control on the site and the degree of that control. (Caretaker, Security)
- Who are designated competent persons on the site or on contract. (Fire alarm engineer, FRA assessor).

5.2. Fire Safety Management Plan

5.2.1 The fire safety management plan is a site-specific document dealing with all aspects of the arrangements in place for the building in question. Items to be included are:

- l. Measures to reduce the probability of a fire breaking out (principles of prevention, such as, enforcement of the no smoking legislation, making sure all electrical equipment is tested and used in accordance with the manufacturer's instruction, reducing to an absolute minimum, the presence of naked flames, making sure all processes that use heat (including cooking) are carried out in accordance with all accepted good practice guidance.
- m. Good building security, which will reduce the chances of unauthorised access and the potential for subsequent deliberate ignition (arson). Effective control (as far as is reasonably practical) of who uses or enters the building not only helps to reduce access by people who may be intent on causing harm or damage, it also will enable a roll call to be taken in the event of a fire or fire drill. This may require signing-in procedures, supervision and/or the wearing of ID badges whilst maintaining security across all sites as necessary. However, this will vary depending on the size and complexity of the building and the use to which the building is put.
- n. Effective arrangements for the maintenance of fire safety equipment and apparatus installed; this will entail a full programme of planned preventative

- maintenance (PPM) to all fire related equipment, including evacuation equipment for disabled people.
- o. Correct safety measures for the use and storage of hazardous materials; with risk assessments carried out by competent people to satisfy, for example, The Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) and/or The Control of Substances Hazardous to Health Regulations (COSHH).
 - p. Effective measures in place to ensure that all people can safely evacuate at all times, with consideration given to any special measures necessary to aid individuals who may be unable to reach a place of safety unaided or within an adequate amount of time. General emergency evacuation plans (GEEPS) must be produced for all buildings where visitors/customers may enter, and personal emergency evacuation plans (PEEPS – [follow link here to DCC Occupational health webpage](#) :).
 - q. Effective and fully tested procedures to be carried out in the event of fire, for example written fire procedures backed up with planned, coordinated, monitored, and debriefed fire drills.
 - r. Colleagues (and volunteers) fully trained in those procedures. All people in control of the building must have fire safety induction training and periodic refresher training. Fire wardens and/or fire marshals may need to be appointed who will receive a greater degree of training, particularly in the methods to assist disabled people.
 - s. The roles and responsibilities of those on site must be clearly identified and communicated, for example all staff and visitors must know their responsibilities in relation to fire safety and should understand the need to report any potential fire safety hazards, acts, or omissions to senior management and/or the responsible person for fire safety matters.
 - t. The management plans must be subject to testing and regular review to ensure their veracity and suitability for the conditions encountered.

5.3. Fire Risk Assessments

5.3.1 The fire safety provision for each building is based on the fire risk assessment (FRA); these are carried out by our outside contractor. There is no legally enforceable or preferred format for an FRA but, it is generally accepted that the assessor will follow the 'five step process'* of risk assessment, for example:

Step 1: Identify the (fire) hazards – ignition sources and fire loading (fuel):

Step 2: Identify those most at risk.

Step 3: Evaluate the risks – this will be a subjective assessment of the risk and will take into consideration items such as processes carried on, the existing fire safety provision to the building including the means of escape, training of staff and procedures in the event of fire, maintenance of fire safety equipment etc.

Step 4: Formulate and record an emergency plan to address any significant findings and to inform and train occupants.

Step 5: Make sure the assessment is subject to periodic review.

*As stated, the 'five step process' is not legally enforceable. It may vary and some assessors may use a seven or even a nine step process. However, any method used should contain the elements listed above and be based upon the format detailed in *PAS 79 Fire Risk Assessment – Guidance and a recommended methodology (as amended - December 2020)*.

5.3.2 A copy of the FRA must be held on site in the Fire Safety Logbook held in the Premises Information Box. A copy will also be held on the council's data management system. This document will form the basis for fire safety management in the building(s) and assist site managers to comply with fire safety law. All FRA's include an Action Plan – a document detailing areas in need of attention; some will be construction or technical and some will be items that can be dealt with by the managers of the premises.

5.3.3 Once the FRA has been issued to the relevant premises, it must be subject to periodic review. The interval between review is not specified in law but must be carried out when:

- a. Material alterations to the building take place.
- b. A significant change occurs from when the original FRA was carried out.
- c. A significant change in the fire precautions occurs.
- d. There is any other reason to suspect that it is no longer valid.
- e. Following a (fire related) near miss incident – including when a fire has occurred on the premises.
- f. A period of time which should be mentioned in the original FRA, has elapsed.

It cannot be over emphasised that whenever a manager becomes aware of any of the above changes to conditions, they must immediately contact the Fire Safety Team to ascertain next steps to be taken by the council, for example to commission a review of the FRA or to put in place additional fire safety measures or control procedures.

5.3.4 As stated there is no legal definition of the period to elapse between FRA and review; therefore, if the responsible person is confident that none of the six points above have occurred, there is no requirement for a further (formal) assessment to take place. However, the FRA is a 'live' document in that the conditions recorded must be continuously monitored and DCC will conduct a Full Baseline FRA after a period of 5 years on the review cycle.

5.3.5 DCC currently commissions the services of an outside contractor to carry FRA's on properties for which it is responsible. At a pre-determined period, the FST will conduct an FRA Review of the property. Property Projects, and Technical Services section of the Corporate Resources directorate is responsible for commissioning and managing the FRA programme in both corporate and local authority school buildings.

A	DCC
	document
	detailing
	the

5.3.6 CRITERIA USED IN DETERMINING TYPE AND FREQUENCY OF FIRE RISK ASSESSMENT:

Fire Risk Assessment – Criteria for establishing intervals and instances where a full baseline Fire Risk Assessment may be required on a premises and where an FRA Review might be appropriate.

A Full Baseline Fire Risk Assessment will be required on DCC premises where the following circumstances have occurred.

- a. A new building following handover and on occupation of the premises
- b. Any building which has undergone substantial or material changes to its structure or layout.
- c. Any building which has undergone change to of management regime or change of use.
- d. Any building which raises significant concerns during the FRA review and in the opinion of the assessor and confirmed by the Fire Safety Manager would benefit from a Full Baseline Assessment.
- e. Any building returning to the DCC compliance register after a period of 12 months or more of absence.
- f. In any case all buildings which have been subject to FRA review for a period of 5 years will be subjected to a new Full Base Line FRA from the date of the last Full FRA.

Fire Risk Assessment Review:

All buildings having a Baseline Fire Risk Assessment in place will then be placed on the DCC FRA Review programme to be conducted by the FST. The FRO requires the FRA on all properties to be reviewed regularly. During the review the Baseline Full FRA will be used for reference and the corrective action plan checked for progress. As stated below should there be any cause for concern the FST may commission another Full FRA through their external contractors.

The interval between the FRA Review cycles will depend upon the premises risk profile with guidance obtained from Table 4 bs 9999 2017 together with the following criteria.

- a. Is the building residential or sleeping risk? I.e. care home if so: 12 months review.
- b. Is the building a school or education facility with daytime hours? If so: 24 months review.
- c. Is the building a commercial property of ordinary risk? If so: 24 months review.
- d. Is the building a commercial property of special interest or high risk? If so 12 months review.
- e. Is the building a commercial property of occasional use and/or low risk? If so: 36 months review.

The FST may dependant on circumstances modify these criteria to meet a particular need or to address shortcomings in Fire Safety performance. Should this be the case the responsible person will be given advance notification of the change and the reason for it.

5.4. Remedial Works FRA

- 5.4.1 Any significant findings identified in the fire risk assessment will be communicated to the relevant managers and responsible persons as well as being made available for all relevant employees and volunteers in line with the legislation.
- 5.4.2 Works in relation to fire safety will fall into two basic areas: either, construction and maintenance, or 'management' items. These will be dealt with by the P&CS department and service or premises managers respectively. They must be undertaken by those who are competent to manage and perform such works, whether they are delivered internally within DCC or by external partnerships. All stakeholders need to be capable and competent in producing the required outcomes, considering quality, value, and efficiency. There also needs to be an audit process to monitor, review and document information of any such works undertaken. All technical/structural works will be planned following consultation with stakeholders. Works that are considered capital expenditure will be added to the Capital expenditure programme. Maintenance work will be limited by available budget and will be escalated to the service director. During any delays in budget allocation for such works mitigation measures and controls may need to be established in the property and the FST should be contacted for advice.

5.5. Site Fire Safety Management

- 5.5.1 Each property must have a manager designated as Responsible Person for the site – see paragraph 4.2 for the principles of the role. The responsible person must ensure that:

- A site-specific fire safety management plan is held on site and be subject to periodic review.
- The fire risk assessment document is maintained on site and accessible through the CAMs client portal.
- The Premises Information Box contains all the relevant up to date safety information; see 5.5.2
- All site staff are suitably trained and are familiar with the actions to be taken in the event of fire and training is recorded in an appropriate manner, for example the fire logbook

<https://derby4.sharepoint.com/sites/ComplianceTeam/Shared%20Documents/General/Fire%20Safety/DCC%20-%20Fire%20Log%20Book%20Project%20-%202023/Live%20Fire%20Log%20Book%202023/DC%20Master%20-%20%20Fire%20Log%20Book%20-%202023.docx?web=1>

- Suitable provision is made for the safe evacuation of occupants in an emergency – including any special arrangements for disabled occupants.
- All fire safety provision is checked, tested, and maintained in accordance with the requirements of the Fire Safety Logbook.
- Regular planned, monitored, and de-briefed fire drills are carried out and recorded in the Fire Safety Logbook.
- All defects to fire safety related equipment and apparatus are reported to the P&CS department or the organisations' professional advisor where organisations have not bought-in to the DCC package.

- Effective security arrangements to deter unauthorised access are maintained and that there is no build-up of combustible materials available to intruders (this must include timber sheds being located at a suitable distance away from buildings).

Assessment for: Derby City Council, Derby

RIA	Arson - Safe/Segregated Storage of Combustible Waste and Material			Important
RIA ID 00197	Completion Status	Not yet actioned		
	Onsite Date	19 Oct 2021	Target Implementation Date 25 Apr 2022	
Description	<p>Arson is the main cause of fire and accounts for approximately 40% of all fire losses.</p> <p>Combustible materials located close to school buildings are frequently targeted by arsonists to maximise the damage, and disruption, to the school. Such materials can include for example, play equipment, climbing frames, sheds, litter bins, plant pots, waste tyres, pallets, buildings materials, waste skips and so on. In many cases, an accelerant is used to start and fuel the fire.</p> <p>Transportable waste bins are also frequently targeted, by being moved close to buildings and set alight.</p> <p>As the schools assessed comprise largely of CLASP building construction, they are potentially at increase risk of fire damage resulting from an arson attack, so the fire inception risks attributed to externally located combustibles needs to be robustly controlled.</p> <p>Please check with schools to ensure the following apply;</p> <p>01. Transportable waste bins are kept at least 10 metres away from the buildings - the bins are to be secured by one of the following methods: a) The bins are to be securely anchored into position by stout chains and padlocks. b) The bins are to be contained within a secure compound, the gates to which are closed and locked except when in use;</p> <p>02. All small external litter and wheelie bins are to be relocated a minimum of 5m from school elevations. a) Where practical, the bins are to be anchored in place to prevent them being moved closer to the school. b) All such bins are to be emptied daily;</p> <p>03. All combustible items and materials are to be kept at least 10 metres away from the buildings, out of school hours. This includes building materials and contractor waste skips</p>			
Update				
Cost Classification	Operation Expenditure /	Customer Category		

- All escape routes are kept free of obstruction and combustible materials and that escape doors are always available without the need for a key.
- That weekly fire alarm tests are carried out and recorded in the fire logbook

- That fire resisting doors and exit doors are subject to routine checks and these checks should be recorded in the fire logbook.
- Site managers are required to complete the operational fire risk assessment self-audit tool every six months as part of their own H&S assurance.

Where, in special circumstances, keys are permitted to be issued to staff to operate fire alarm call points or door release mechanisms, (or any other situation where locks are provided for safety reasons e.g., drug cabinets) consideration must be given to a 'key register' whereby sets of keys are tabulated and issued to staff and signed for – then handed back in at end of shift in

5.5.2

Fire Safety Premises Information* boxes.(previously called “The Red Box”) PIB’s are a legal requirement for residential premises over 18m under regulation 4 of the FSR 2022 but are recommended for use in other premises and are likely to become a legal requirement under the FSO. DCC has been utilising the P.I.B. for 12 years and will continue to advocate its use.

Information must be provided to make sure that in the event of an emergency, first responders** will have all necessary information available on site to assist with an emergency. Such information must be displayed in a prominent area to ensure it is available in the event of a critical incident. DCC currently use the 'Premises Information Box' system at its premises; these are provided to ensure all the relevant information that may be needed in the event of an emergency incident at the property can be readily located.

Information to be contained in the Premises Information Box should include:

- Scaled floor plan drawings of the building(s) showing important information such as:
-
- Location of main fire alarm panel and any repeater panels
- Location of gas and electric shut-off points
- Location of sprinkler stop valves
- Location of lifts
- Copies of any PEEPS’s or GEEP’s if required or details of any.



PIBS_Guide_06-21_V
2.pdf

- Vulnerable persons requiring assistance with locations marked on floor plans.
- Fire compartmentation lines
- Location of rising fire main inlets and outlets
- Location of disabled people’s refuges
- Location of smoke control systems
- Location of any agreed firefighting water supplies
- The location and nature of any hazardous materials and processes on site - to include, where appropriate, hazardous material safety data sheets
- The contact details of responsible people and keyholders

- Business continuity management plan
- Asbestos register

It is important that the Premises Information Box is used for the purpose intended (to hold essential information for use by DF&RS on arrival at an incident) It should not be used to hold outdated records and general non-essential information.

5.5.3 The enforcing authority will need to see evidence that DCC have established procedures by asking questions such as:

- a. Have people been given specific roles during evacuation?
- b. Have relevant people been informed of a hazard and the steps to be taken?
- c. What training have employees received to operate the procedures?
- d. Are practice drills taking place and evidenced?
- e. What additional measures are in place if necessary?

6. Fire Safety training and Emergency Procedures

6.1. Fire Wardens / Marshalls

6.1.1 In the UK there are no legal guidelines that differentiate between the roles of fire warden and fire marshal. Both are a designated civilian who has been delegated the role of added responsibility within their workplace. Ultimately it depends on the individual workplace whether fire marshal/wardens are needed and which term they will use. Generally, in larger occupancies, the organisation may appoint fire warden/fire marshals to carry out additional duties.

6.1.2 The responsible person will need to nominate people with special duties to perform and implement the required emergency procedures in the event of fire. The number of fire marshals and the extent of those procedures will vary from site-to-site dependant on the nature of the occupancy of the building.

6.1.3 These staff members will receive additional training in, and be expected to carry out:

- Daily checks to their allocated area of fire safety items - refer to section 5 in the premises Fire Logbook.
- Marshalling of occupants to escape routes in the event of a fire alarm activation.
- Assisting disabled people and children to escape.
- Making sure their allotted area is free of occupants (sometimes called a 'sweep search')
- Making sure the fire service has been summoned (if necessary).
- Attacking a fire with extinguishers if safe and appropriate to do so.
- Marshalling of occupants to the correct assembly points.
- Assisting with the roll call.

6.2. How and when to call the fire service.

6.2.1 On discovering a fire, dial 999 to call the fire service and raise the alarm. Please note, 112 may also be used. In a fire situation, any person may call 999 to summon the fire service, it must not be assumed someone else has already made the call; it is better the fire service receive multiple calls than for an emergency call to be delayed.

Be aware of the need to 'obtain a line' on some landline telephone systems – usually in larger more corporate buildings. Instances have been recorded where an individual attempting to call 999 whilst under stress caused by the situation could not connect to the emergency operator as they had first forgotten to dial a 9 to obtain the line. This must be written into the fire procedure where this is the case.

- 6.2.2. Following an alarm activation, if no signs of fire are found, the senior person in charge of the situation may decide that the emergency services do not need to be called; this is an acceptable course to take (in non-high life-risk premises) to avoid unwanted calls to the fire service. However, if the fire alarm re-activates or there are even the slightest signs of a fire, the fire service must be called immediately to investigate the cause.
- 6.2.3 The fire alarm may be connected to a remote alarm receiving station; this will cause the fire alarm activation to be automatically transmitted to the receiving station; staff there will either call the fire service on behalf of the premises concerned or, depending on the protocols previously decided upon, may call back to the premises involved (if is occupied) to ascertain the situation before summoning the fire service. In un-occupied (closed) premises - for building protection purposes, the call will normally be made as a matter of routine procedure.

6.3. Evacuation Plans for those requiring assistance

- 6.3.1 Assistance to disabled people and children is especially important as special procedures are likely to be needed. The introduction of the Regulatory Reform (Fire Safety) Order 2005 (RRO) places the duty on employers or organisations to ensure that everyone, including those at additional risk, such as disabled people, can evacuate safely in the event of a fire or emergency. To comply with legislation, a personal emergency evacuation plan (PEEP) or general emergency evacuation plan (GEPP) needs to be devised by the responsible person.
- 6.3.2 A PEEP is tailor-made to secure the safety of a specific person in the event of an emergency evacuation and must be drawn up with the individual and their manager so that the method of evacuation can be agreed. The PEEP will detail the escape routes and identify the people who will assist in carrying out the evacuation and training. It must be remembered that the PEEP will include the expectation that the person to which it applies must expect to be assisted from the building in line with the plan whenever an emergency incident is communicated, for example activation of the fire alarm. If an individual wishes to vary the plan, it must be expressly agreed between all relevant parties, for example the person's manager, the H&S representative and where applicable, facilities management. The [Disabled employees safe evacuation questionnaire](#) is intended to gather all the information needed to help managers and individuals draw up a comprehensive [Personal emergency evacuation plan](#).

- 6.3.3 The plan should be regularly tested during evacuation drills to ensure that all staff are aware of the procedures and are competent as well as capable of using any evacuation equipment. A disabled person does not necessarily have to evacuate the building in a test situation, but it can be used to benefit the buddies supporting the disabled person. A copy of the relevant PEEP should be distributed to everyone involved and be filed accordingly with a copy held in the Risk Information box for use by the F&RS on arrival.
- 6.3.4 In buildings used by the public or places of work with a transient workforce, a GEEP is required. These are focused on disabled visitors to a building who may not be able to evacuate a building unaided. They help the individual become familiar with the building layout, evacuation procedures and the equipment. The designated responsible person needs to ensure there are adequate procedures, staffing and equipment in place to facilitate everyone's prompt and safe egress.
- 6.3.5 In other instances, refuges for disabled people may need to be considered; these will take the form of an area, usually on a landing, which will be protected by a minimum of 30 minutes fire resisting construction, where people may take refuge whilst they await assistance to make their escape. In most instances, a communications device will be provided for those in the refuge area to contact a fire marshal or a fire officer on the ground floor for not only advising where they are but also for them to receive reassurance.
- NB** These refuges are not somewhere where disabled people are left to await rescue by the fire service; they are designed as a refuge from the initial effects of fire whilst the arrangements put in place by management for assisted evacuation by other members of the organisation, can be put in motion.
- 6.3.6 In other settings where numbers of disabled people may be living in a residential care home, particular procedures will need to be put in place such as progressive horizontal evacuation (PHE) – see below.
- 6.3.7 PHE is used where complete (simultaneous) single stage evacuation of occupants is not feasible due to their impairments. All staff must be fully trained and practised in the procedure. If a fire is discovered, staff will begin to first move occupants nearest to the fire area along a corridor (horizontal evacuation) in an agreed and practised way to a place of relative safety, for example through a set of fire resisting self-closing (FRSC) doors – before other occupants are moved. In this way, the resources of the establishment are focused on those most at risk. Once the area of highest risk is clear of occupants (and due to the developing fire), arrangements can then be made to commence vertical evacuation (down to lower floors) either by evacuation lifts (if installed) or by special devices such as evacuation chairs or 'Evacmats'.

Top Tip

When carrying out a pre-planned fire evacuation exercise in buildings with more than one escape route, it is useful to simulate a real fire by closing off from use, one escape route; this will not only test peoples' understanding of the alternative escape routes to use but also whether the routes have the capacity to take the numbers involved.

6.3.8 A lounge or dining room on the ground floor may be used as a 'holding area' to avoid the need to take residents out of the building (especially in poor weather) until the seriousness of the fire is established. Pre-arranged plans should be put in place to take occupants to a suitable nearby building such as a community centre, should the fire be serious enough to warrant full evacuation.

6.3.9 Organisers of fire drills should take into consideration serious inclement weather before carrying out the fire drill. This is to avoid unnecessary discomfort to those taking part but more importantly, to avoid the risk of trips and falls in snow or freezing conditions.

A de-brief must be held to discuss any problems and learning points. The debrief form should be recorded in the fire logbook.

6.4. Training in the use of fire extinguishers.

All staff must receive some awareness training in the use of fire extinguishers. However, the type and 'level' of training will depend on the type of occupancy and the perceived risk. For example, office staff in a large building (with 'normal' fire risk) and with fire wardens in place, may need less intensive training than people who work with more hazardous materials (such as in a vehicle garage or a school kitchen) and where there are fewer people to assist. The level of training may range from online e-learning, a session in a training room, to 'hands-on' with the devices setting them off outdoors, to live fire training extinguishing fires in a controlled situation. The responsible person must decide what level of training is appropriate in the circumstances.

6.5. General Emergency Action and procedures

6.5.1 Actions to be taken in the event of fire are again, a crucial part of the fire safety package for an occupied building. Managers must ensure that not only are plans appropriate for the building, its contents, and the nature of the occupancy, they should be available to all relevant persons and be subject to regular review. The emergency actions that should be included in the emergency action plan include:

- a. Action on discovery of a fire.
- b. Warning and evacuation signals.
- c. Calling the fire service, providing information, and advising them.
- d. Evacuation procedures.
- e. Fighting the fire and other staff activity.
- f. Meeting the external fire service on arrival and providing them with relevant information.
- g. Re-entry to the building.
- h. Actions to be taken after the incident.

7. CRITERIA FOR CARRYING OUT AN FRA AND WHEN AN FRA REVIEW MAY BE REQUIRED

PAS 79 Is the approved guidance on FRA's and Reviews and since 2020 has moved its status from a Guide to a Code of Practice giving it improved status in respect of legal compliance although not assuring legal compliance or indemnity from prosecution.

The terminology used in PAS 79 is vague and attempts to cover all eventualities whilst ultimately leaving it to the Responsible Person to decide on the regime for Full and Review intervals/cycles. The test in respect of compliance and adequacy will only be decided in court should a challenge be made which is why the default suggestion in the document is to carry out a Full FRA (Fire Risk Assessment) every 12 months. The FSRRO states that the FRA should be REGULARLY Reviewed stating the intention that the FRA should not be an event, more so an ongoing process checking that conditions that might warrant either a cursory review (such as minor alterations) or warrant a further Full assessment following major Fire protection works or significant change in numbers using the premises and means of escape. There is also the question of degradation of existing Fire precautions/protection and how this would be discovered without regular visits/reviews.

PAS 79 makes one clear statement which infers that there should be no more than 2 review cycles before a fresh FULL FRA is carried out. If we accept that a Fire Risk based approach based on the guidance in table 4 BS (British Standards) 9999 Fire Risk Profile is the most formal route to take, then the following FRA FULL/REVIEW process is suggested.

HIGH RISK PREMISES List to be provided predominantly in Category C sleeping risk plus others – FULL FRA IN YEAR ONE FOLLOWED BY A REVIEW IN YEAR TWO AND AN FRA IN YEAR 3 - Continuing

MEDIUM RISK PREMISES List to be provided predominantly in category A and B TO INCLUDE SCHOOLS. – FULL FRA IN YEAR ONE FOLLOWED BY A REVIEW IN YEARS TWO AND THREE AND AN FRA IN YEAR 4 - Continuing

LOW RISK PREMISES List to be provided predominantly in category A and B TO INCLUDE LOW USE SAFE PROCESS TBD – FULL FRA IN YEAR ONE FOLLOWED BY A REVIEW IN YEARS TWO, THREE AND FOUR AND AN FRA IN YEAR 5 - Continuing

The distinction between which properties would fall into medium and low risk categories would be further determined by reference to BS 9999 occupancy and hazard criteria.

Risk Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
High	FRA	Review	FRA	Review	FRA	Review	FRA	Review
Medium	FRA	Review	Review	FRA	Review	Review	FRA	Review
Low	FRA	Review	Review	Review	FRA	Review	Review	Review

The audit benefit of this process is that every property will be visited every year and provide a clear audit trail.

Examples

High: Any residential sleeping risk/care homes/children's homes/ plus buildings of special interest/value/risk i.e., council house/Derby Arena/heritage buildings.

Medium: Day schools/nurseries /industrial buildings and commercial buildings of ordinary risk and ordinary hazard process/some heritage buildings not falling into high-risk category and car parks.

Low: Parks and cemeteries outbuildings and properties not continually occupied or frequented including some industrial premises categorised as low risk based on its occupancy or process

Criteria for invoking a new FRA.

e.g., Significant changes to the building fabric leading to a material alteration.

Significant change in the “given factors” identified in the FRA i.e., Use, management, culture etc.

Significant change in numbers of relevant persons particularly in relation to means of escape.

Proposed use of the premises by vulnerable groups of employees or other relevant persons.

Deterioration in the fire precautions or fire safety management in the building.

Hazardous processes are introduced.

When the original FRA may no longer be valid i.e., following a fire.

When a period of time has elapsed and at the date specified on the FRA or the policy

Inclusive property risk lists are to follow together with estimated projected costs of the FRA cycle.

Colin Moffatt Fire Safety Services Manager