

## Lancaster City Council - Fire Safety Policy Health and Housing Service (Council Housing)

**This document should be read in conjunction with the Corporate Fire Safety Policy.**

### **Fire Safety Policy Statement**

It is Lancaster City Council policy to protect all relevant persons from the Fire hazards by ensuring safe premises are provided and safe systems of work followed, so far as is reasonably practicable.

Specifically, the City Council will ensure:

- Clearly defined managerial responsibilities for fire safety exist within the Authority.
- That nominated persons have the necessary skills and training to undertake their duties competently.
- The provision of compulsory training for all employees, relevant to their fire safety duties.
- The provision of adequate fire warning systems, means of escape and fire-fighting equipment (together with good housekeeping practices) in order to minimise the risk of fire.

- That all fire safety equipment and systems are tested in accordance with statutory and EN Standards.
- That sufficient records are kept and audited at appropriate intervals.
- That a system is in place for assessing structural, fire protection and management needs in premises, determining fire safety priorities, and that funds are allocated for the completion of any such works identified.

## Organisation

### Hierarchy of Control

The City Council recognises its responsibility to implement in full its duties in respect of the fire safety of its estate and to ensure that all its employees understand their role with regard to fire prevention and fire safety management.

### **Chief Officer Health and Housing Service (as Council Housing Landlord).**

The Chief Officer (Health and Housing) as corporate landlord shall act as a deputy to the Chief Executive and, as such, shall ensure the following:

- That the Fire Safety Policy is implemented in buildings under the control of the Health and Housing Service.
- The appointment of nominated persons in those buildings to carry out the statutory fire safety checks/ tests and the recording of all such actions in the Fire Safety Logbook.
- That nominated persons undertake any training deemed necessary to ensure they are competent to carry out their duties with regard to fire safety.
- The correct implementation and monitoring of the fire safety management system for those buildings, including the Fire Risk Assessments and Fire Action Plans.

- The appointment of duty holders and nominated persons in each building and to ensure that staff know and understand their duties in relation to fire safety.
- That Health and Housing Service staff are trained and competent to carry out their duties with regard to fire safety.

### **Repairs and Maintenance Manager**

The Repairs and Maintenance Manager shall:

- Implement the fire safety management system and ensure its effectiveness.
- Advise on the implementation of fire safety legislation and other guidance relevant to premises and building management.
- Ensure that notices and advice issued by the Fire Brigade are complied with in a timely manner
- Ensure that staff under their control are adequately trained and competent to carry out their duties with regard to fire safety.

### **Contracts Maintenance Officer**

The Contract Maintenance Officer shall:

- Arrange for the appointment of competent contractors and consultants.
- Arrange for the maintenance and inspection of fire safety equipment in accordance with the relevant British Standards.
- Arrange for repairs and remedial measures relevant to fire safety to be undertaken in a timely manner.

- Co-ordinate such work with the Scheme Managers/Caretakers or other authorised person.
- Liaise with the Fire Brigade on repair and maintenance matters relevant to fire safety.
- Receive reports from contractors and consultants and report the significant findings of such to relevant persons.
- Advise on the implementation of fire safety legislation and other guidance relevant to premises and building maintenance issues.
- Assist the Compliance Officer to maintain the fire safety logbooks for all relevant buildings.

### **Neighbourhood Housing Manager**

The Neighbourhood Housing Manager in relation to premises where there is a caretaker shall:

- Ensure that fire drill are carried out on a 6monthly basis where deemed necessary with the Fire Action Plan.
- Ensure that staff under their control are trained and competent to carry out their duties with regard to fire safety.

## **Supported Housing Manager**

The Supported Housing Manager in relation to the sheltered housing schemes (Glebe Court, Beck View, Melling House, Ripley Court, Kingsway Court and Parkside Court) shall:

- Ensure that fire drills are carried out on a 6 monthly basis.
- Monitor the statutory fire safety checks, tests and logbooks on a 3 monthly basis and report deviations to the Contract Maintenance Officer.
- Ensure that staff under their control are trained and competent to carry out their duties with regard to fire safety.

## **Scheme Managers**

Scheme Managers shall:

- Ensure that fire safety devices and systems are in place and that all the statutory safety checks are carried out and recorded in the Fire Safety Logbook.
- Undertake and attend fire drills on a 6 monthly basis.
- Carry out fire safety checks and tests and record the results in the Fire Safety Logbook on weekly basis and ensure that any deviations are dealt with in an appropriate manner.

## **Estate Managers**

Estate Managers shall:

- Monitor the communal areas for fire safety issues and inform the Communal Area Compliance Officer of any arising issues.

## **Communal Area Compliance Officer**

The Compliance Officer shall:

- Carry out periodic fire safety checks on all communal areas. Ensure that all fire safety devices and equipment is in place and is fully operational, carry out statutory tests within the communal areas and record information in the fire safety log book.
- Report faults with fire safety equipment to the Contracts Maintenance officer. Report cases of non-compliance in accordance with Lancaster City Councils Fire safety policies to Council Housing Management.

## **Planning and Implementation**

A Fire Action Plan (Appendix 2) shall be prepared for all blocks of flats where there are fire alarms systems and/or fire-fighting equipment by the Contract Maintenance Officer.

The Contract Maintenance Officer shall then devise a timetable (including identification of resources) for the implementation of the fire safety management system including Fire Risk Assessments and Fire Action Plans.

## **Measuring Performance**

The Fire Risk Assessment will be used as a measure of fire safety performance, with the number of outstanding issues measured on a periodic basis. The aim is to achieve a “clean sheet” of Fire Risk Assessment actions (Appendix1) within a maximum time span of 3 years.

The EDPA process will be used to measure an individual's progress against the training requirements laid out in the Policy. This should ensure all staff with fire safety duties and responsibilities are appropriately trained and competent.

## Performance Review

### Policy

The Policy will be reviewed every two years.

### Fire Safety Management System

The Repair and Maintenance Manager shall review the Council's fire safety management system annually.

This shall be on the basis of information provided by the Contract Maintenance Officer.

### Individual Buildings

An overview of progress on fire safety issues is to be undertaken by The Repair and Maintenance Manager at 2 yearly intervals. This shall include the establishment and setting of priorities, where appropriate.

The Compliance Officer/Contracts Maintenance Officer shall review the completeness of the Fire Safety Logbook on a 3 monthly basis. The Contracts Maintenance Officer shall review the Fire Risk Assessment and Fire Action Plan on a 2 yearly basis.

A review of staff training needs (in order to identify any further requirement to develop competence with regard to fire safety duties) shall be established via the EDPA process.

### Auditing

The Chief Officer (Health and Housing) will ensure that the fire safety management system is audited through the Council Housing ISO procedures.

The Chief Officer (Health and Housing) will also advise on the implementation of fire safety legislation and other guidance relevant to premises and building management.

## Appendix 1 – Fire Risk Assessment

### The Fire Risk Assessment

The Fire Risk Assessment is carried out by an external consultancy and shall consist of the following elements, *all of which must be of specific relevance to the building to which the assessment refers*:

- Identification of fire hazards
- Identification of those at risk, especially young, elderly, disabled, visitors
- Consideration of current controls including - fire detection and warning systems; means of escape; means of fighting fire; maintenance and testing procedures; information, instruction and training for staff etc.
- Evaluation of risk posed and further control measures needed, if appropriate.
- Recording of findings
- Preparation of an action plan, if appropriate
- Review and revision arrangements



## Appendix 2 – Fire Action Plan

### The Fire Action Plan

The Fire Action Plan shall consist of the following elements, *all of which must be of specific relevance to the building to which the plan refers;*

- A hierarchy of control, showing the duties and responsibilities of named/ nominated persons involved in the fire safety management of the building or workplace.
- Written instruction for nominated staff so that they are made aware of their duties with regard to fire safety, together with the practical implementation of such.
- Arrangements for the removal and control of fire hazards identified by the Fire Risk Assessment process including:
  - The operation, maintenance, inspection and testing of facilities within the building or workplace provided for the safety of staff, public and others.
- Emergency procedures to be followed in case of fire, including:
  - Sounding of the alarm.
  - Notification of the Fire Brigade.
  - Instruction of occupants on procedures to be followed when the fire alarm sounds.
  - Evacuation of the building/ workplace, including special provision for the disabled.

- Arrangements for the holding of fire drills.
  
- Procedures for reporting incidents of fire, arson and false alarms.
  
- Procedures to assist the Fire Brigade with access into the building and to identify the location of a fire within the building.
  
- A diagrammatic plan of the building (with supplementary notes),  
 showing the following, where applicable:
  - The name and address of the building or workplace
  - The name, address and contact details for the owner of the building
  - The name, location and contact details of any tenants occupying the building
  - The buildings location in relation to nearby streets and buildings etc.
  - A vertical projection of the building, showing its principal dimensions and the number of floors above and below ground level.
  - The maximum number of persons normally occupying the building at any one time.
  - A horizontal projection of each floor, showing its principal dimensions.
  - The maximum number of persons normally occupying each floor at any one time.
  - The location of all fire escapes, fire exits, stairways, elevating devices, main corridors and other means of exit.
  - The location of all fire protection equipment.

- The location of the main electric power switches for the lighting system, elevating devices, principal heating, ventilation and air-conditioning equipment and other electrical equipment,
- The names, locations and contact details etc. of those persons nominated with fire safety management duties under the plan

# Council Housing

## Contact Information

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Our office hours are 9.00 am to 5.00 pm weekdays.  
(10.00 am to 5.00 pm Wednesdays)

### Emergency Call Centre:

When the office is closed, if there is an emergency ring the Council's Emergency Call Centre – open 24 hours a day, 365 days a year.

Tel: 01524 67099

Calls may be recorded to help improve our standard of service and accuracy of information.

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