

Name of meeting: Cabinet

Date: 21st August 2018

Title of report: Kirklees Council Fire Safety Policy

Purpose of report

To seek approval for a refreshed and updated Council Fire Safety Policy.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes. The Policy will apply across the whole Council and therefore affects all wards.
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes 17/07/2018
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 6.08.2018
Is it also signed off by the Acting Service Director for Finance, IT and Transactional Services?	Eamonn Croston - 10.08.2018
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft - 13.08.2018
Cabinet member portfolio	Cllr Graham Turner – Corporate

Electoral wards affected: All

Ward councillors consulted: None

Public or private: Public

1. **Summary**

- 1.1 A Fire Safety Policy is a fundamental requirement in order for the Council to comply with its legal obligations, meet the expectations of the Fire Prevention Concordat with West Yorkshire Fire and Rescue Service and to create and nurture a fire safety culture that provides a safe environment for employees and other persons affected by the Council's activities.
- 1.2 The new revised and updated Policy document, **which is attached at Appendix A**, sets out how the Council will discharge its responsibilities in relation to fire safety including a policy statement, details of organisational structure, roles and responsibilities and the status of supplementary documentation.
- 1.3 Cabinet are asked to consider and approve the new refreshed Fire Safety Policy and delegate the approval of supplementary documentation to the Strategic Director for Economy and Infrastructure.

2. **Information required to take a decision**

- 2.1 The aim of the Policy is to enable the Council to discharge its legal obligations and in particular those contained in the Regulatory Reform (Fire Safety) Order 2005 (the Order). The Order requires the Council, as "Responsible Person", to take "general fire precautions" and other fire safety duties. This includes: carrying out Fire Risk Assessments and reviewing them regularly; telling persons about identified risks; putting appropriate fire safety measures in place; designing emergency evacuation plans and providing fire safety information and training for staff.
- 2.2 The responsibilities of all levels of the organisation are clearly explained, with particular emphasis placed on the role of Directors and Heads of Service in ensuring that fire safety precautions are embedded within workplaces that they are responsible for; that staff are nominated and trained (if volunteers do not come forward) for key fire safety roles and that co-operation occurs in multi occupancy buildings to ensure that the Council's legal duties in relation to fire safety are effectively discharged.
- 2.3 Whilst the Policy itself is relatively short, a detailed supplementary guidance note has been produced as the Council is very large and a "one size fits all" approach will not work, therefore the supplementary guidance will provide more background information and guidance for Services, alongside other site-specific documents such as bespoke Fire Log Books and Emergency Evacuation Plans. As the supplementary guidance is expected to be a living document that is regularly updated as working practices change and evolve, it is recommended that approval of the supplementary guidance is delegated to the Director of Economy and Infrastructure, along with the ability to amend the documents as circumstances require.

3. **Implications for the Council**

3.1 **Legal**

The approval and implementation of this updated policy will ensure that the Council meets its duties in relation to the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974.

3.2 Financial

In order to implement the new policy additional resources will be required in terms of capital and revenue. Capital resources of £3m have been identified in the Council's February 2018 Capital Plan and a detailed report on the planned expenditure of this funding will be brought to Cabinet in October 2018.

Existing revenue budgets will be used to implement changes associated with the new policy in Financial Year 2018/19 and additional funds of around £230K per annum for 2019/20 onwards will form part of the Council's Revenue budget plan to be presented to Council in February 2019.

4. Consultees and their opinions

The Council's Health and Safety Oversight Board and Executive Team have been consulted and fully support this policy.

5. Next steps

If Cabinet approve the new updated Fire Safety Policy, officers will implement the roll out across the Council from September 2018.

6. Officer recommendations and reasons

Members are requested to:

- Approve the new updated Corporate Fire Safety Policy and authorise officers to implement the policy;
- Delegate approval of the Supplementary Fire Guidance to the Director for Economy and Infrastructure;
- Note the legal and financial implications of the policy.

Officers make these recommendations as a new, refreshed and updated Fire Safety Policy is required to ensure that the Council continues to meet its legal obligations and protect the safety of staff, visitors and residents using Council facilities.

7. Cabinet portfolio holder's recommendation

I fully endorse this report and the contents of the new refreshed and updated Council Fire Safety Policy.

8. Contact officer

David Martin – Head of Capital Delivery and Facilities Management – david.martin@kirklees.gov.uk

Jonathan Quarmby – Corporate Facilities Manager – jonathan.quarmby@kirklees.gov.uk

9. **Background Papers and History of Decisions**

None

10. **Strategic Director responsible**

Karl Battersby – Strategic Director for Economy and Infrastructure – karl.battersby@kirklees.gov.uk

Joanne Bartholomew – Service Director for Commercial, Regulatory and Operational Services – joanne.bartholomew@kirklees.gov.uk

11. **Appendices**

Appendix A - Proposed new refreshed Fire Safety Policy for Kirklees Council

Kirklees Council Corporate Fire Safety Policy

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Issue Date:	July 2018
Review Date:	July 2019

Foreword by Chief Executive

Here at Kirklees Council, the way we do things is crucial in creating a high performing organisation.

The Council is very different to how it used to be and it is important that our policies keep up with these changes and perhaps, more importantly, that we translate these Policies into tangible action.

Moving forward as we implement this refreshed and updated policy as part of the “We’re Kirklees” culture, we will see investment in our staff resources and development to ensure that our services are fit for purpose, are compliant with fire legislation and good practice and provide quality outcomes for our users and the environment.

I hope that we can all embrace this Policy and work together to provide fire-safe environments to the public, our service users, people in our care, our employees, volunteers, elected members and to all others affected by the Council’s activities.

Jacqui Gedman

Chief Executive

Kirklees Council

1. Introduction

- 1.1. This document outlines how Kirklees Council (The Council) discharges its responsibilities in relation to fire safety. It sets out the Council's policy, organisational structure, roles and responsibilities and arrangements for managing and minimising fire safety risks to all employees and other persons lawfully using or in the vicinity of Council premises other than school buildings.
- 1.2. The aim of the Policy is to enable the Council to discharge its legal obligations and in particular those contained in the Regulatory Reform (Fire Safety) Order 2005 (the Order). The Order requires the Council, as "Responsible Person" to take "general fire precautions" and other fire safety duties. This includes: carrying out a Fire Risk Assessment and reviewing it regularly; telling persons about identified risks; putting appropriate fire safety measures in place; designing emergency evacuation plans and providing fire safety information and training for staff.
- 1.3. The Policy applies to the fire safety arrangements in all workplaces, communal areas of premises under the Council's control and to all other premises including community buildings, business parks, and non-domestic leased premises where the Council retains elements of control. There is a separate Fire Safety Policy for those schools where the Council is the employer of staff and which therefore constitute Council workplaces.
- 1.4. Both Kirklees Active Leisure and Kirklees Neighbourhood Housing have duties under the Order and have developed their own fire safety policies and/ or procedures.
- 1.5. The Policy should be read in conjunction with the supplementary documentation (referred to in Section 5) and the Council's Corporate Health and Safety at Work Policy.

2. Policy Statement

- 2.1. Kirklees Council is committed to ensuring the health, safety and wellbeing of all its employees and relevant persons who may be affected by its activities. This includes matters relating to fire safety.
- 2.2. The Council will discharge its duties and obligations in relation to fire safety legislation including those required by the Order, other regulatory requirements and the Council's Corporate Health and Safety at Work Policy.
- 2.3. The Council will ensure that arrangements are in place to minimise the likelihood of a fire occurring and, in the event of a fire, to minimise injury and loss.
- 2.4. The Council will ensure the delivery of high standards in fire safety performance and in particular will:
 - a) Manage fire safety in all Council workplaces and in any other non-domestic Council premises and other relevant premises where the Council has an element of control so as to ensure that risks are reduced as far as is reasonably practicable.
 - b) Safeguard all persons from death or injury due to fire through the effective management of fire safety.

- c) So far as is reasonably practicable, minimise the risk and limit the spread of fire and the potential for fire to disrupt services, damage buildings and equipment, or cause harm to the environment.
- d) Maintain a fire-safe and healthy environment in all premises where the Council is the employer and in other premises where there are fire safety matters within the Council's control.
- e) Comply with legislative requirements, guidance documents and recognised best practice in relation to fire safety.
- f) Provide adequate resources to secure and maintain standards in relation to fire safety.
- g) Undertake all required Fire Risk Assessments in accordance with legislation and ensure that significant findings are recorded and communicated and that the necessary actions identified are undertaken in a timely fashion.
- h) Provide employees with suitable and sufficient training, instruction and supervision in relation to fire safety.
- i) Ensure that fire safety procedures and information are in place and are reviewed if there are changes to legislation or working practices.
- j) Explain how fire safety measures are organised, managed and communicated and, where appropriate, identify persons who are assigned specific responsibilities together with the nature of those duties and responsibilities and ensure that all persons are aware of their individual and collective responsibilities in terms of managing fire safety.
- k) Ensure, in respect of fire safety matters, that there is effective co-ordination and co-operation with other persons as is necessary.
- l) Ensure, in respect of fire safety matters, that there is effective co-ordination and co-operation with others where there are shared facilities and/or multi occupied sites including those that are occupied but not necessarily managed by Council services.
- m) Ensure that premises are routinely inspected to ensure maintenance of fire safety standards and that fire detection, alarms, emergency lighting, sprinklers and other systems are checked and tested in accordance with best practice and relevant standards.
- n) Undertake emergency evacuation exercises on a regular basis.
- o) Provide access to competent fire safety advice.
- p) Investigate all fire events and accidental activations and take appropriate action to eliminate or minimise the likelihood of a recurrence.
- q) Monitor and report on the Council's fire safety performance.
- r) Take appropriate steps to ensure support and co-operation from those contractors and partners that also work in our workplaces and encourage and

seek similar from volunteers, service users and visitors who use Council services, facilities or premises.

- s) Seek to ensure all partners and other persons appointed to deliver Council services have adequate arrangements in place to achieve compliance with legislation.

3. Organisational Structure, Roles and Responsibilities

3.1. To ensure that this Policy is effectively implemented throughout the Council, the fire safety duties and responsibilities of management, employees and other persons are specified in this section. These responsibilities may be supplemented in order to make them service-specific; however in all cases, any amendments or additions must at least meet or improve on the standards set out in the corporate documents.

3.2. It is recognised that some responsibilities may need to be applied collectively. For example, whilst the Chief Executive has ultimate responsibility for fire safety and in setting strategic direction, this in practice is achieved through the whole Executive Team.

3.3. Roles and responsibilities:

a) The Council

Duties as a "Responsible Person":

Under the Order, the corporate body of Kirklees Council is, when it constitutes the "Responsible Person", the primary duty holder to discharge the requirements to take fire precautions under the Order.

The corporate body of Kirklees Council is the Responsible Person in the case of all Council workplaces and also all other non-workplace premises which are under the control of the Council (to the extent that matters in other non-workplace premises are within the control of the Council).

Duties as an "Other Person":

Whilst the Responsible Person is the primary duty holder under the Order, "Other Persons" can also be under obligations to take fire precautions if they have any repairing, maintenance or responsibility for fire safety under any leases or tenancies.

The corporate body of Kirklees Council therefore owes a duty to discharge the requirements to take fire precautions under the Order where it has leased out premises (generally in multi-let buildings) but has retained the responsibility for repair and/or maintenance and/or fire safety.

The scope and extent of this duty as an "Other Person" only applies to the extent that it falls within the responsibility for repair and/or maintenance and/or fire safety.

More detail of the interpretation of "Responsible Person" and "Other Person" and how it applies to the Council is contained in the supplementary document.

b) Chief Executive

The Chief Executive provides effective leadership, sets the strategic direction and has overall accountability for ensuring that the Council discharges its obligations and duties under fire safety legislation, in ensuring that adequate resources are made available to achieve high standards of fire safety and that arrangements are in place for such standards to be monitored and reviewed.

c) Strategic Directors and Service Directors

All Directors support the Chief Executive in providing strategic direction and oversight and are responsible for effective leadership of fire safety within their sphere of influence. Directors hold responsibility for providing adequate resources to enable the discharge of fire safety duties placed upon the Council under legislation and in particular those contained in the 2005 Order.

Directors are accountable for ensuring robust fire safety management systems and arrangements are in place and that measures are taken to ensure compliance with statutory requirements, Council procedures and guidance in respect of fire safety.

Strategic and Service Directors are responsible for:

- Demonstrating clear commitment to achieving high standards of fire safety through positive leadership.
- Ensuring, within their area of responsibility, that adequate fire safety information, instruction, training and supervision is provided and communicated, as appropriate, to all employees and other relevant persons to ensure that employees, and others, are aware of their responsibilities.
- Providing sufficient resources including financial resources to meet all foreseeable fire safety requirements within their area of responsibility.
- Ensuring that suitable and sufficient written records are made and kept for all fire safety arrangements.
- Ensuring that that arrangements are made for joint consultation with all employees.

d) Heads of Service

Heads of Service (HoS) provide support and are responsible to the Chief Executive, Strategic Directors and Service Directors for all operational matters relating to fire safety within their Service and for ensuring resources are in place to effectively undertake fire safety duties and to implement emergency evacuation plans.

Heads of Service are responsible for:

- Providing support to the Chief Executive and Directors in implementing and discharging their duties under this Policy and the 2005 Order.
- Ensuring that managers, supervisors and others in the Service including those with specific roles undertake their respective fire-safety duties.

- Ensuring that all service-specific actions identified in Fire Risk Assessment Action Plans are undertaken in a timely manner.
- Ensuring that there are suitable and sufficient Emergency Evacuation Plans in place and that, where necessary, the arrangements are co-ordinated. In most cases, this will involve liaison with the Head of Service with responsibility for corporate buildings.
- Ensuring that sufficient staffing resources are in place to implement the Emergency Evacuation Plans including the identification and appointment of a sufficient number of Fire Wardens and Fire Marshals and that they receive suitable and sufficient information, instruction, training and supervision to fulfil their role. The number of wardens and marshals needs to be sufficient to cover holidays and other absences and for working outside of normal office hours.
- Where necessary, appointing persons to assist in fire safety matters for example routine checking of fire alarms and emergency lighting and, where appropriate, in the use of firefighting equipment.
- Ensuring that fire safety information including corporate arrangements, instructions and specific guidance relating to fire safety is disseminated within all areas of their responsibility and that the information is acted upon appropriately.
- Taking steps to ensure that fire safety arrangements are maintained when workplaces are reorganised or when systems of work are changed or when new plant or machinery is introduced.
- Taking steps to ensure that information (in respect of fire safety risks and the preventative and protective measures taken) is provided to the employer of any person from an outside organisation who is working in Council premises (e.g. lessees, contractors).
- Taking steps to ensure that third parties (e.g. building hirers, friends of and volunteer groups) are provided with appropriate instructions and relevant information about preventative and protective measures and the fire safety risks to persons in their control.
- Taking steps to ensure that employees, volunteers, contractors and, as appropriate, other visitors sign in and out or use other systems as identified in the Emergency Evacuation Plan so as to ensure persons are accounted for in the event of an evacuation.
- Ensuring that in multi-occupied buildings, service representatives participate in Building User Group (or equivalent) meetings.
- Where services are commissioned in premises that are outside the Council's direct control, the HoS responsible for the commission shall seek to ensure that the Council discharges all its necessary obligations under the Order.

e) Head of Service with Responsibility for Corporate Buildings

In addition to the general Head of Service duties, the Head of Service with responsibility for corporate buildings has further fire-safety duties in respect of buildings within the control of the Council. This includes responsibility for:

- Assisting and supporting the Chief Executive and Directors in ensuring that the responsibilities in respect of the Fire Safety Policy are met.
- Maintaining a Corporate Fire Safety Team to provide expert advice, guidance and training including the appointment of Competent Person(s) to carry out general fire precautions under the Order.
- Making arrangements for the completion of suitable and sufficient Fire Risk Assessments and providing appropriate guidance in relation to achieving compliance with Fire Risk Assessment Action Plans.
- Making arrangements to ensure that Fire Risk Assessments and Action Plans are regularly reviewed and updated to reflect changes in the building and operation of the premises.
- Monitoring compliance with the Fire Safety Policy through appropriate audit programmes and by way of other monitoring activities and reporting of critical exceptions to the Chief Executive in a timely manner.
- Ensuring that Heads of Service have appointed sufficient Fire Wardens and Marshals, that suitable and sufficient Emergency Evacuation Plans are in place and are practiced and tested and that, where necessary, the arrangements are co-ordinated.
- Making suitable arrangements for the inspection, servicing, repair and maintenance of fire protection equipment as required by the Order.
- Making suitable arrangements to ensure that ignition sources and all other equipment, for example, gas boilers and electrical equipment is serviced and tested as appropriate.
- Maintaining regular liaison with the West Yorkshire Fire and Rescue Service including the upkeep of the Fire Protection Concordat.
- Providing guidance in relation to fire safety training packages for all levels in the organisation and providing advice as to the frequency of training.
- Ensuring that Building User Groups are established in multi-occupied buildings that are in the Council's control and that they are used for communicating fire safety information to building occupiers.

f) Corporate Facilities Management Team

A number of duties assigned to the HoS with responsibility for Corporate Buildings are discharged through the Corporate Facilities Management Team (Corporate FM). These include:

- Developing, maintaining and reviewing corporate fire safety documentation including Policy and supporting documents and the site-specific Fire Log Books.
- Managing a rolling programme of Fire Risk Assessments (FRAs).
- Commissioning relevant building-related remedial fire safety works arising from FRAs.
- Ensuring that all matters identified in FRA Action Plans are actioned in a timely manner, including liaison with individual Services and other building occupiers.
- Commissioning the maintenance, repair and servicing of plant and equipment critical to maintain a fire-safe environment such as gas and heating appliances, ventilation and ductwork, electrical installations, portable appliances etc.
- Providing assistance and practical advice to Services including support with the production of Emergency Evacuation plans including the number and roles of Fire Wardens and Marshals.
- Undertaking inspections, audits and other compliance monitoring.
- In main Council buildings undertaking the routine testing of fire alarms, emergency lighting and other equipment.
- In main Council buildings undertaking fire evacuation drills.
- Ensuring that Services have made adequate provision for the routine testing of fire alarms, emergency lighting and are undertaking fire drills in any other Council buildings that they occupy.
- Co-ordinating Building User Groups in main Council buildings.
- Maintaining a register of Fire Wardens and Fire Marshals including details of training.
- Assisting the Fire Safety Team with the investigations into fire-related matters.

g) Fire Safety Team

Certain duties assigned to the HoS with responsibility for Corporate Buildings are discharged through Competent Person(s) in the Fire Safety Team. These include:

- Assisting the Council in undertaking Preventative and Protective Fire Safety Measures as defined in Article 2 of the Order.
- The provision of expert advice and guidance
- The provision of fire safety training.
- Working with Services, Corporate FM and clients to provide practical and effective fire safety solutions and in particular to help ensure that the actions set out in the Fire Risk Assessment Action Plan are carried out.

- Working with Corporate FM to manage a programme of commissioned Fire Risk Assessment inspection and monitoring progress in respect of Fire Risk Assessment Action Plans.
- Arranging for the inspection, servicing and maintenance of equipment including firefighting equipment, fire detection, sprinklers and fire alarms as commissioned by Corporate FM.
- Investigating and providing advice and recommendations in relation to fire events.
- Notifying the Corporate Safety Unit of any reportable dangerous occurrences involving fire as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Working in collaboration with the West Yorkshire Fire and Rescue Service including the upkeep of the Fire Protection Concordat.

h) Managers and Supervisors

Kirklees staff who line-manage others are responsible for fire safety in respect of their employees and other persons affected by activities over which they have day-to-day control. This includes responsibility for:

- Ensuring that they are familiar with the Corporate Fire Safety Policy, guidance, procedures, organisation and arrangements documents, and other fire safety rules or codes of practice.
- Ensuring that the measures outlined in the above are effectively implemented within their area of control.
- Maintaining and updating their own skills, information and knowledge in relation to fire safety matters in accordance with corporate guidance.
- Taking responsibility for fire safety matters within their sphere of control including the provision of Personal Emergency Evacuation Plans (PEEPs) for staff and other persons in their care who may have a disability and require assistance with any evacuation.
- Providing access to suitable and sufficient information, instruction, training and supervision to all employees, volunteers and relevant persons in respect of fire safety in line with corporate guidance.
- Ensuring that employees under their control are capable and have adequate skills, knowledge and experience to undertake any fire safety tasks expected of them.
- Ensuring that the appointed Fire Wardens and Marshals and other staff with fire safety responsibilities undertake their respective duties (e.g. emergency evacuations, monitoring and maintaining fire safety arrangements, fire alarm and emergency lighting tests).

- Ensuring that the appointed Fire Wardens and Marshals and other staff with fire safety responsibilities have access to relevant training and this is discussed at their appraisal and that this is recorded in accordance with corporate guidance.
- Ensuring that records of all fire safety activities including details of risk assessments, action plans, records of fire equipment testing, hot work, alarm actuations, emergency evacuation drills etc. are up-to-date and kept in the Fire Safety Log Book.
- Ensuring that there are safe working procedures in place for the storage and handling of any Dangerous Substances as defined by the Order and, where necessary, seek expert advice from the Fire Safety Team and/or the Corporate Safety Unit.
- Ensuring that procedures are in place to inform non-employees (e.g. volunteers, visitors, room hirers) of the fire safety arrangements within the building, of the relevant risks to them, and to provide information about the nominated fire safety personnel, and fire safety procedures for the premises.
- Ensuring that employees, volunteers and visitors under their control comply with safe working arrangements and systems at work in so far as they relate to fire safety.
- Ensuring that staff members and others as appropriate, sign in and out or use other systems as identified in the Emergency Evacuation Plan so that persons can be accounted for in the event of an evacuation.
- Undertaking visual building inspections in accordance with guidance in the Fire Safety Log Book and the reporting and recording any concerns.
- Working closely with the others in respect of matters that may affect the fire safety of their employees.

i) Fire Wardens and Fire Marshals

The 2005 Order requires the Responsible Person to nominate sufficient numbers of Competent Persons (as defined by Article 15) within the organisation to implement the fire procedures so far as they relate to the evacuation of the relevant persons from the premises. In Council buildings, the responsibility for the appointment of Fire Wardens and Marshals rests with the Head of Service.

All Fire Wardens and Marshals shall familiarise themselves with the locations of fire exits, the designated assembly point, the position of firefighting equipment and any other arrangements in relation to fire safety including procedures for alerting the emergency services.

When the fire alarm is activated Fire Wardens and Marshals shall, without putting themselves in danger, facilitate the safe evacuation of the building in accordance with relevant procedures and guidance.

The Fire Marshal is responsible for notifying the Fire Safety Team of all fire-related events and all fire alarm actuations.

In addition to the above, Fire Wardens and Marshals may also undertake inspections of the workplace and report any fire safety hazards identified during normal operations to their line manager.

j) Corporate Safety Unit

In addition to responsibilities outlined in the Corporate Health and Safety Policy, the unit will:

- Provide competent health and safety advice as required.
- Undertake audit compliance with this Policy as part of reviewing and evaluating the performance and effectiveness of the Council's health and safety management systems.
- Formally report all RIDDOR notifiable events involving fire or explosion.

k) Other Persons to Assist in Fire Safety Matters

In addition to Fire Wardens and Marshals, a sufficient number of "Competent Persons" (as defined by Article 13 of The Order) must, where necessary, be appointed to use any fire-fighting equipment that has been provided for the purpose of fighting fire in that particular premises.

Other persons may be given fire safety responsibilities such as the testing of fire detection and alarm systems, emergency lighting and checking means of escape.

In all cases it is the responsibility of the Head of Service to ensure that persons appointed to these roles have sufficient training and experience, knowledge or other qualities to be able to implement the duties required of them.

l) All Council Employees

All employees have a responsibility to:

- Co-operate so far as is necessary, to enable the Council to secure compliance with its legal obligations.
- Work in accordance with the information, instruction and training provided.
- Take reasonable care of their own health and safety and the health and the safety of any other person who may be affected by their acts or omissions at work.
- Sign in and out or use other systems so as to ensure persons can be accounted for in the event of an evacuation.
- Follow control measures including adhering to safe systems of work; not to intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety.

- Report without delay to their line manager any work situation that presents a serious or immediate danger or any identified shortcomings in the Council's arrangements for fire safety.

m) Recognised Safety Representatives

The Council recognises the importance of employee involvement in fire safety matters. Where such representatives are appointed in accordance with legislation and the Council's Corporate Health and Safety at Work Policy the Council will work with representatives in accordance with current and future legislation.

4. Training

- 4.1. Training is a means of achieving competence and is a specific requirement laid down in the Order. The Council recognises the importance of having well-informed and well-trained employees in achieving a fire-safe working environment.
- 4.2. The Head of Service with responsibility for Corporate Buildings will provide general guidance in relation to fire safety training packages for all levels in the organisation and providing advice as to the frequency of training.
- 4.3. All Council employees will receive basic induction training on commencing employment. Basic fire safety information should be included within the individual service's induction pack given to all employees.
- 4.4. All Council employees are required to complete mandatory fire safety training. This is delivered through the MiPodXtra system, however employees who do not have access to a computer will be provided with an alternative covering the contents of the mandatory training. Employees are required to refresh this training on an annual basis.
- 4.5. Where activities undertaken by a Service present a specific risk, for example workshops and where Dangerous Substances are stored or used, the Head of Service shall ensure that staff are appropriately trained in relation to fire safety.
- 4.6. Other persons with specific responsibilities, such as Fire Wardens/Marshals; those appointed to assist with specific fire-safety roles and those responsible for checks to emergency lighting, fire alarms etc., will be provided with appropriate training.
- 4.7. Details of all fire safety training will be recorded.
- 4.8. Fire safety training may be supplemented with specific awareness initiatives.
- 4.9. Heads of Service shall ensure that their employees and those with particular fire safety duties are provided with the necessary information, instruction, training and supervision.
- 4.10. Managers and Supervisors shall ensure that employees are given access to such information, instruction and training and that they receive adequate supervision.

5. Supplementary Documentation

- 5.1. This Policy is supported by a number of supplementary documents, guidance and procedures that address specific fire safety issues. This includes the following:
- a) Supplementary Documentation to the Policy detailing responsibilities and mandatory fire safety arrangements.
 - b) Fire Risk Assessments and associated Action Plans for individual buildings.
 - c) A Fire Safety Log Book and Information Manual containing building-specific fire safety information and log sheets for recording fire safety actions.
 - d) Building-specific Emergency Evacuation Plans.
 - e) Training information and records including MiPodXtra.
- 5.2. Services may supplement corporate fire safety documentation. These may take the form of policies, guidance and procedures that are specific to that service and will be necessary where operations have specific fire risks such as workshops or storage of flammable materials.
- 5.3. In all cases, supplementary documentation must at least meet or improve on the standards set out in the corporate documents and copies shall be provided to the Fire Safety and Corporate FM teams.

6. Review

This Policy will be reviewed annually or more frequently after any significant fire event.