

# Fire Safety Review Update 2022-2027

## A. Calderdale Council Corporate Estate-

### 1. Responsibilities

- A. The “Lead for Corporate Asset and Facilities Management (CAFM)” holds primary responsibility for the corporate estate. It is the Council’s policy that this responsibility is discharged by area facilities officers working in CAFM in association with the representatives of the occupying service. Each fire safety risk assessment must specify two officers who are discharging the responsibilities of the duty holder with the Lead for Corporate Asset and Facilities Management. In the educational estate, the Head Teacher will hold primary responsibility for fire safety. Each fire safety risk assessment must identify the person/s responsible for each building.
- B. In addition, the Council will ensure that appropriate procedures and processes are in place and that there are appropriately trained staff within the authority to meet its obligations and duties to ensure fire safety under the Order.
- C. Calderdale Metropolitan Borough Council has a legal duty under Section 2 and 3 of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health safety and welfare of their employees and the public they may affect as a result of their undertakings

### 2. Corporate Fire Safety Policy

The Council will meet the requirements the Regulatory Reform (Fire Safety) Order 2005 as follows: -

- A. All Council buildings must be proactively managed to ensure that adequate and appropriate levels of fire safety are provided and maintained at all times to ensure the safety of all persons in and about the premises.
- B. All Council buildings must be subject to a sufficient and suitable fire safety risk assessment that is subject to an annual review process.
- C. All fire precautions and safety measures for each Council building must be maintained and recorded within premises copies of the appropriate volumes of the Council’s Fire Register.
- D. All Council buildings must be provided with appropriate numbers of Fire Wardens to maintain safe and effective premises and to ensure the effective and efficient evacuation of the occupants during a fire emergency.
- E. All Council buildings with accessible multiple storey’s or which are occupied by vulnerable people must be provided with appropriate numbers of suitably trained staff to ensuring the safe, effective evacuation of any disabled or vulnerable occupants during a fire emergency.

- F. All Council buildings must be provided with appropriate levels of firefighting equipment and trained members of staff, to operate the firefighting equipment.
- G. Any Council buildings (being workplaces or being occupied by people) where the authority control the premises, must undertake regular fire drills to ensure that the occupants are aware of the actions to take during an emergency situation. Toilets and open shelters are exempt.
- H. The Council must ensure that when changes are made to existing fire precautions in corporate premises that the adapted premises continue to provide an appropriate early warning of a fire together with adequate means of escape to support the safe evacuation of the building. Documentation should remind specifiers, contractors and installers of the need to preserve fire safety when removing, altering or replacing passive fire protection.
- I. All Council Services are expected to follow CMBC Guidance and documentation on Fire Safety:
  - i. CMBC Fire Safety Risk Assessment
  - ii. CMBC Fire Register (Volume 1,2 and 3 as required)
  - iii. Information regarding the duties of a premises Site Contact & CAFM
  - iv. Information regarding the duties of the Head Teacher as the Responsible Person
  - v. The role of Fire Wardens and those assisting people with disabilities to evacuate
  - vi. Standards of Fire Fighting equipment and the numbers of trained personnel available in the premises, together with details of how and when to undertake fire drills
  - vii. Will notify the Principal Health and Safety Advisor & Building Control Manager of any fire events within or about CMBC premises.

This policy is a supplement to the Council's general Health and Safety Policy Statement.

### **3. Future Action for the Corporate Estate**

It is recommended that:

- A. The Council continue to address fire safety issues in all premises used by the Council (including those used by the Council but owned by a third party). Priority should be given to issues that pose a potential risk to life.
- B. Building Control and the Health and Safety Manager to continue a rolling programme of visits and assessments to all property used by the Council giving priority to sleeping risk premises. This should include assessment of Personnel Evacuation Plans

- C. A fire safety action plan shall be provided and updated for all Calderdale premises.
- D. Additional resources will be sought to enable premises to continue to be used after necessary alterations. Where this is not possible within a reasonable budget action shall be taken to close the premises and find a safer alternative.
- E. Where premises are built or acquired without meeting appropriate fire standards, their omission should be subject to risk assessment documentation by project managers signed off by the Service Director.
- F. The Council's current Fire Safety Policy should be continually reviewed to ensure future minimum standards for fire safety and access to all new buildings and acquisitions. Examples might include: minimum category L2 automatic fire detection and alarm systems incorporating auto-dial to the fire brigade, provision of alternative escape routes, installation of evacuation lifts and provision of automatic water fire suppression systems.
- G. Continue to provide Area Facilities Officers and site contacts to IOSH "Fire Safety for Managers" accredited training delivered in house via the Health and Safety Team.
- H. Continue to support the development of the IDOX spatial database management system within budgetary frameworks to provide cloud-based information about Council premises to WYFRS.
- I. Fire suppression in the corporate and educational estate:
- All new residential properties or existing residential properties subject to the Fire Safety Order that become unoccupied for refurbishment (or any other reason) are fitted with an automatic fire suppression sprinkler system (for Residential Premises BS 9251:2005).
  - In accordance with agreed policy and concordat the Local Authority will consider providing sprinkler installations to provide automatic fire suppression (to BS 12845:2004 inc A2:2009) to all newly built schools, major extensions and works of significant refurbishment.
- J. Evacuation Lifts  
Consider the installation of evacuation lifts in new projects to assist equality evacuation: These are to be installed in the New Leisure Centre, Victoria Theatre and will be recommended in future projects. Where evacuation lifts are not possible consideration should be given to means of evacuation of occupants particularly disabled persons and staff trained in their use.
- K. Cooking Appliances  
Reviewing the type of cooking appliances used to change to appliances that have less risk of causing a fire e.g.

## 4. Working with Partners for Fire safety:

### Partnership Working

- A. The Council and its partners should continue to meet regularly to share intelligence and experience with regards to fire safety particularly with that relating to residential accommodation.
- B. As opportunities arise, council services and WYFRS should collaborate with and share learning and good practise with wider sectors including academies, other high risk/profile buildings and the business/ retail sector.
- C. The Council and its partners should continue to monitor the horizon for potential or proposed changes to building regulations or enforcement regimes. In particular:
  - Review the impact of the Building Safety Bill for the Councils Fire Safety Policy and that of its partners
  - Review the implications of the findings and recommendations of the Grenfell Tower enquiry when it is published.
- D. As opportunities arise, council services and WYFRS should collaborate with and share learning and good practise with wider sectors including academies, other high risk/profile buildings and the business/ retail sector.
- E. Offer fire safety training to managers in partner organisations, private landlords and letting agencies
- F. The Council should develop a local emergency resilience and response plan to respond to potential evacuation of high-rise build based on the historic experiences of Dodge Holme court and the learning from Grenfell.
- G. All council services that work in vulnerable people's homes should discuss fire safety with residents, check for fitted working smoking alarms and make referrals (if required) to the Fire Service using the Safe & Warm Homes referral scheme for further assistance. Key target residents include:
  - Those with physical or sensory impairments or learning difficulties.
  - Older people.
  - Young person's homes.
  - Substance misusers.
  - Smokers.
  - Those dependent upon oxygen for health.
  - Those with a hoarding problem.

#### H. Private Rented Sector

- i The Council and its partners should continue to work together to build intelligence on the profile of the private rented housing sector, particularly mill conversions, permitted conversions and HMOs.
- ii The Council, WYFRS and other relevant partners should continue to meet and share best practice with landlords and communities to help them understand their roles and responsibilities in managing and maintaining fire safety.
- iii In line with regulatory requirements ensure that in all new private residential lets:
  - At least one smoke alarm is installed on every storey of private rented property used as living accommodation and;
  - That a carbon monoxide alarm is in any room used as living accommodation where solid fuel is used.
  - That all alarms are in working order at the start of each new tenancy.
- iv. Continue and develop educational programmes for landlords and tenants with WYFRS.
- v. Require that where vulnerable individuals are referred to private rented property by the Council (for example those at risk of homelessness) that those premises meet fire safety requirements and if necessary, there is a person-centred management plan in place.
- vi. With Environmental Health take well-publicised enforcement action against premises which present clear fire risks and where landlords have been unwilling to rectify problems.
- vii. Ensure that all private tenanted accommodation is provided with an appropriate early warning of a fire together with adequate means of escape to support the safe evacuation of the building.
- viii. The Council should consider the benefit of introducing a discretionary housing licensing scheme in areas of concentrated private let residential accommodation.

### 5. Recommendations for Partners :

- A. Operational firefighters are authorised under the Fire and Rescue Services Act 2004 to gather risk information regarding buildings and to establish if Responsible Persons understand their fire safety obligations. They should be provided with additional training and authorisation to enable them to undertake fire safety inspections and audits on lower risk premises as a priority.
- B. Ensure that Fire Risk Assessments are undertaken in line with regulatory requirements and by a competent person who has appropriate training

and/or experience in carrying out fire risk assessments associated with the nature of the occupancy and type of building(s) in question.

- C. When undertaking fire safety risk assessments in multi storey and high-rise residential accommodation carry out rigorous checks to ensure that compartmentation of dwellings is in good order and has not been compromised by authorised or unauthorised building modifications or utility upgrades.
- D. Ensure the fire safety assessment methodology includes consideration of additional fuel loads present in the building (e.g., oxygen cylinders etc.), that existing housekeeping arrangements and procedures are satisfactory and that the necessary equipment and facilities are available.
- E. Retain 'stay put' advice for multi-storey and high-rise residential accommodation and communicate this clearly to all residents. Continue to review and update evacuation policies in light of risk assessments and recommendations from Government.
- F. Identify and ensure all existing vulnerable residents and those with mobility impairments, sensory impairments or learning difficulties, living in multi-storey and high-rise residential accommodation covered by a fire risk assessment have a personal emergency evacuation plan (PEEP) in place, together with the means of delivering that plan.
- G. Ensure that systems are in place to produce personal emergency evacuation plans (PEEP's) where necessary for residents living in multi-storey and high-rise residential accommodation where material changes in personal circumstances or tenancy changes occur that impinge upon their efficacy of evacuation.
- H. Link evacuation of multi-storey and high-rise residential accommodation to effective management arrangements as part of the landlord's emergency plan. Such an evacuation plan should not rely upon the intervention of the Fire and Rescue Service to make it work.
- I. Review letting policies for multi-storey and high-rise residential accommodation in Calderdale to ensure that they are satisfied that any new placement of vulnerable residents, (specifically those residents who are infirm or have mobility impairments or learning difficulties) would not place them at additional risk in the event of a fire.
- J. Whilst acknowledging the primacy of good building management and compartmentation, automatic water fire suppression 'sprinkler' systems or

alternative suppression systems should be fitted in existing and new build high rise residential accommodation with representation made to central government to provide funding for retrofitting measures.

- K. Ensure that all residents are provided with fire safety awareness including prevention and the action to be taken in the event of fire. Ensure information is available to residents whose first language is not English or who require information in alternative formats.

## **6. Monitoring of the policy**

- A. The Fire Safety Review will be monitored by the Fire Safety Working Group at regular intervals. Any changes to the arrangements for dealing with Health and Safety have significant implications these will be reported to Cabinet.
- B. An annual report will be made to Cabinet on progress in implementing the Fire Safety Review
- C. A further review of recommendations shall take place after publication of the Grenfell Report and the Royal Assent of the Building Safety Bill