



# **DEVON COUNTY COUNCIL**

## **FIRE SAFETY POLICY**

Policy Date:	June 2007
Policy:	Fire Safety Policy
Reviewed	September 2015
Review Date:	September 2017

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<b>Date reviewed:</b>	September 2015
<b>Policy dated:</b>	June 2007
<b>Formal Review Date:</b>	September 2017
<b>Policy Type:</b>	County Health, Safety and Wellbeing Policy
<b>Approval:</b>	Devon Health & Safety Panel
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<b>Sponsors:</b>	Dr Phil Norrey, Chief Executive John Smith, Head of Services to Communities
<b>Associated policies and guidance:</b>	<ul style="list-style-type: none"><li>• Devon County Council's Health, Safety and Wellbeing Policy</li><li>• DCC HS0018 Fire Safety Guidance Note</li><li>• All work and operational related activities policies</li></ul>

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## FIRE SAFETY POLICY

### CONTENTS

1.	Policy Statement	page 4
2.	Context	page 4
3.	Implementation	page 5
4.	Responsibilities	page 5
5.	Audit, Monitor and Review	page 6
6.	Equality Statement	page 7
7.	Policy Review	page 7
	Policy History	page 8

## 1. POLICY STATEMENT

- 1.1 Devon County Council is committed to ensuring the health, safety and welfare of all of its employees. We will therefore promote a positive workplace culture that:
- Complies with legal requirements and best practice including guidance from the Department for Communities and Local Government
  - Identifies the hazards and effectively manages the risks associated with fire in all premises controlled by Devon County Council and to work with the responsible person in premises under the control of other organisations where DCC employees are located
  - Enables managers and staff to carry out fire safety risk assessments that are accurate, understandable, and consistent
  - Manages identified risks with solutions that are reasonably practicable
  - Sees the provision of information and appropriate training as a core element
  - Enables managers to address issues raised by staff and anyone who is affected by our services
  - Fully supports the active participation of staff representation by recognised Trade Unions in the development and implementation of health and safety related policies and procedures
- 1.2 The successful implementation of this policy can only be achieved by co-operative effort at all levels within the organisation.
- 1.3 This policy should be read in conjunction with **HS0018 Fire Safety Guidance Note** which details the arrangements to be followed.

## 2. CONTEXT

- 2.1 The Regulatory Reform Order (Fire Safety) 2005 simplifies the law relating to fire safety in the workplace.
- 2.2 The law now requires any person who has some level of control over premises (known as the 'Responsible Person') to take reasonable steps to reduce the risk from fire and make sure people can escape if there is a fire. This includes a requirement to carry out a fire safety risk assessment and consider others who may be affected including neighbouring properties.
- 2.3 Devon County Council is committed to providing a safe environment that is free from all reasonably foreseeable and significant risks to our employees and those affected by our activities. This policy and guidance supports the Devon Health, Safety and Wellbeing Policy with information enabling the effective management of fire risks.

2.4 While the legislation and this policy are primarily concerned with the protection of people rather than property, effective arrangements to prevent fires will achieve benefits in both respects.

### **3. IMPLEMENTATION**

3.1 This policy applies to all services within Devon County Council.

3.2 Services are provided with guidance to support them in implementing and integrating this policy into their working practices.

3.3 The standards that form part of this policy will be used to monitor service practices and management of fire safety issues.

3.4 Services must ensure that those with responsibilities under this policy:

- Are trained to an appropriate level
- Have access to competent advice and support
- Have access to the resources necessary to meet the issues identified with this policy and the associated implementation plan requirements
- Have sufficient time allocated to carry out the necessary tasks associated with this policy

### **4. RESPONSIBILITIES**

4.1 The Chief Executive, Strategic Director and Heads of Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the Devon Health, Safety and Wellbeing Policy. This accountability cannot be discharged by delegation.

4.2 The Devon Health & Safety Panel are responsible for the development of this policy and for monitoring its implementation.

4.3 Managers and supervisors at all levels are directly responsible for ensuring this policy is known and acted upon.

4.4 Responsibility for various aspects of fire safety within council premises depends on the type of establishment.

4.5 A key responsibility is to carry out a fire safety risk assessment. The essential elements of such an assessment are:

- Identify fire hazards
- Identify people at risk
- Evaluate the risk
- Remove, reduce and protect from the risk
- Record the findings of the assessment and action taken
- Ensure an effective emergency plan is in place
- Inform, instruct and train
- Review the assessment

#### 4.6 All employees must:

- Take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work
- Follow precautions identified in fire safety risk assessments
- Follow procedures relating to fire safety for their workplace
- Inform their line manager / supervisor of any concerns regarding fire safety
- Participate in fire safety training, as agreed with their manager / supervisor
- Comply with the fire safety arrangements of host organisations when visiting or working at their premises

## 5. AUDIT, MONITOR AND REVIEW

5.1 All services within Devon County Council must be able to demonstrate compliance with this policy in accordance with the DCC Health and Safety auditing arrangements

5.2 This includes providing confirmation on:

- How services have reviewed existing arrangements and carried out steps for implementation where necessary
- How those with responsibility for premises, the 'Responsible Person', (establishment managers, head teachers, etc) are fulfilling their responsibilities
- How fire safety risk assessments for premises are being carried out incorporating the essential elements
- How services are meeting the responsibilities outlined in section 4

## 6. EQUALITY STATEMENT

6.1 The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

6.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

## **7. REVIEW OF THE POLICY**

7.1 The Devon Health & Safety Panel will review this policy every two years or sooner if changes are made to current legislation and the guidance issued from the Department for Communities and Local Government.

## POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
September 2008	Re-formatted	Devon HS&W Service 01392 382027	October 2008	
July 2009	Reviewed – No change	Devon HS&W Service 01392 382027	July 2009	July 2011
September 2011	Reviewed and minor textual changes to reflect DCC structural change	Devon HS&W Service 01392 382027	September 2011	September 2013
September 2013	Reviewed, textual changes only	Devon HS&W Service 01392 382027	September 2013	September 2015
September 2015	Inclusion of 'Responsible Person', change of head of services to John Smith; wording amendments to bring in line with DCC policy	Devon HS&W Service 01392 382027	September 2015	September 2017