

DEVON COUNTY COUNCIL

FIRE SAFETY POLICY

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Policy:	Fire Safety Policy
Reviewed:	September 2019
Review Date:	September 2021

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Date:	September 2019
Replacing previous Policy dated:	January 2018
Review Date:	September 2021
Policy Type:	County Health, Safety & Wellbeing Policy
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Sponsors:	Dr Phil Norrey, Chief Executive Jan Shadbolt, County Solicitor and Chief Officer for Legal, Communications and Human Resources
Associated policies and guidance:	• Devon County Council's Health & Safety Policy • DCC HS18 Fire Safety Arrangements • RA08 Fire Risk Assessment

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1. POLICY STATEMENT

1.1 Devon County Council (DCC) 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 manage 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 HS18 Fire Safety Arrangements which details the measures 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 DCC 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 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. RESPONSIBILITIES

- 3.1 The Chief Executive, Chief Officers and Heads of Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the Devon Health & Safety Policy. This accountability cannot be discharged by delegation.
- 3.2 The Devon Health & Safety Panel are responsible for the development of this policy and for monitoring its implementation.
- 3.3 Managers and supervisors at all levels are directly responsible for ensuring this policy is known and acted upon.
- 3.4 Responsibility for various aspects of fire safety within DCC premises depends on the type of establishment.
- 3.5 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
- 3.6 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

4. IMPLEMENTATION

- 4.1 This policy applies to all services within Devon County Council.
- 4.2 Services are provided with guidance to support them in implementing and integrating this policy into their working practices.
- 4.3 The standards that form part of this policy will be used to monitor service practices and management of fire safety issues.
- 4.4 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

5. AUDIT, MONITOR AND REVIEW

- 5.1 All services within DCC 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 DCC 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 H&S Service 01392 382027	October 2008	July 2009
July 2009	Reviewed – No change	Devon H&S Service 01392 382027	July 2009	July 2011
September 2011	Reviewed and minor textual changes to reflect DCC structural change	Devon H&S Service 01392 382027	September 2011	September 2013
September 2013	Reviewed, textual changes only	Devon H&S 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 H&S Service 01392 382027	September 2015	September 2017
April 2016	References to the Wellbeing@Work Service removed	Devon H&S Service 01392 382027	April 2016	September 2017
January 2018	Change of Health & Safety Manager to Simon Bates; wording amendments to bring in line with DCC policy arrangements	Devon H&S Service 01392 382027	January 2018	September 2019
September 2019	Reviewed with minor textual changes, Jan Shadbolt has joint sponsor	Devon H&S Service 01392 382027	September 2019	September 2021