

General Fund Assets Landlord Compliance Fire Safety Audit

Nick Darbyshire

Head of Strategic Asset Maintenance & Facilities Management

Ashley Byers

Interim Head of Health & Safety

Audit Objective

To provide assurance that all Council-owned General Fund Assets are safe and compliant with policy and legislation in relation to Fire Safety

Audit Scope

- The Council's policy framework for fire safety checks and records to ensure compliance with the Health & Safety at Work Act and Buildings Safety Act
- Records are held to support compliance with fire safety checks
- Fire risk assessments and routine evacuation procedures are conducted and responsible persons, such as Site Managers, are appropriately trained for each site
- Management oversight, reporting of KPIs and breaches of regulations
- Contract management, monitoring and reporting, including assurance over the competency of staff undertaking the checks

Executive Summary

There are significant gaps, weaknesses, or instances of non-compliance.

Governance, risk management and control requires improvement



Organisational Risk Assessment – **HIGH**

Management Action Plan

Fire Safety Policy

Priority	3	Reference	AP#4556	Timescale	31/01/2025
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Finding

- The Fire Safety Policy applicable to the general fund assets is out of date and overdue a review.
- This is deemed to be a low priority as the policy remains fit for purpose
- Gaps Identified in the governance of some of the operational aspects of fire safety

Action

- No progress has been made on the review of the Fire Risk policy until the wider update of the corporate H&S policy has been completed.
- Establishment of local Responsible Persons under way

Management Action Plan (2)

Fire Safety Records

Priority	3	Reference	AP#4616	Timescale	31/12/2024
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Finding

- A Fire Risk Assessments are recorded in the concerto system.
- Remedial actions from FRAs are not individually recorded and itemised.

Action

- Remedials Module in concerto has been redesigned.
- FRA remedials are now entered into concerto and recorded.
- Additional resource (2 x FTE) has been recruited into the Compliance team to carry out work

Management Action Plan (3)

Fire Safety Officers

Priority	2	Reference	AP#4660	Timescale	31/12/2024
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Finding

- FRAs internally provided by Building Control via 1 FTE who is off sick at the point of the Audit
- Lack of integration between provider of FRAs and updates to the system.

Action

- Building control have allocated additional resource to clear back log
- Joint work has been undertaken to improve process flow and interactions with the concerto system rather than using spreadsheets
- A number of external providers have been commissioned to provide sample FRAs while considering outsourcing
- Compliance and building control working on improving the quality and consistency of recommendations stemming from FRAs

Management Action Plan (4)

Fire Safety & Evacuation Procedures

Priority

1

Reference

AP#4709

Timescale

31/12/2024

Finding

- Inconsistent fire risk assessment record keeping
- Lack of consistent fire drills and record keeping
- No clear delegation or process for weekly fire testing
- Corporate H&S Policy does not clearly define asset related responsibilities

Action

- H&S Policy currently under review with clear premises responsibility outlined
- Workbook created to record Fire Safety activity pending permanent solution
- Creation of '**Local Responsible Person**' & training programme

Staff	Service
Chief Executive	Chief Executive
Director of Service	Director of Service
Head of Service	Head of Service
Service Managers / staff	Service Managers / staff
Personal safety / Manual handling / Specific to roles, service, customers / training	Operational risks / risk assessments / service-related equipment, tools, PPE / training

Land/Property Asset		
Chief Executive	Chief Executive	Chief Executive
Director of Service (Main user of building)	Director of Assets	Director of Assets (Landlord)
Head of Service	Head of Corporate H&S	Head of SAM&FM
Local Responsible Person	H&S Advisers	Specialist Responsible Persons FM Technical Staff
Building H&S / Fire Safety / compliance activity / training	Corporate Policy / advice / auditing / policing / corporate training	Building compliance / servicing and maintenance / compliance training

'Local Responsible Person' – Duties & activities

<p>Fire Safety</p>	<ul style="list-style-type: none"> - 'Fire-aware' - flammable products, build-ups of materials, sources of ignition - Hold copies of Personal Emergency Evacuation Plans (PEEP) for all disabled or mobility impaired staff - Hold copy of Fire Risk Assessment and ensure it is available to staff and contractors - Annual/6-monthly Evacuation Drill (supported by Corporate H&S Team) - Monthly 'Flick' test of emergency lighting - Weekly Fire Alarm Test - Daily visual checks of <ul style="list-style-type: none"> - Fire Exits – ensure they are not blocked - Fire Extinguishers – in the correct place - Signage – in the correct place - Fire Alarm Panel – no warning lights - Record all checks
<p>Legionella</p>	<ul style="list-style-type: none"> - Hold copy of Legionella Risk Assessment and ensure it is available to staff and contractors - Routine flushing of low usage water outlets (frequency determined by Risk Assessment) - Record all checks
<p>Asbestos</p>	<ul style="list-style-type: none"> - Hold copy of Asbestos Survey and Register and ensure it is available to staff and contractors - Ensure contractors attending site have seen and signed the Asbestos Register
<p>General</p>	<ul style="list-style-type: none"> - Undertake periodic inspection of the site/property and report any concerns.