

Committee:	Safety Committee	Agenda Item No.:	8.
Date:	22 nd February 2013	Category	
Subject:	Fire Procedural Rules	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder			

RELEVANT CORPORATE AIMS

COMMUNITY SAFETY – Ensuring that communities are safe and secure
 REGENERATION – Developing healthy, prosperous and sustainable communities
 STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Should a fire occur, an efficient and effective evacuation should follow. Improved management of mobility impaired persons in a fire.

Minimising false alarms thus diverting the fire service away from real issues

Minimising damage to buildings from Fire to help maintain customer service

TARGETS

None.

VALUE FOR MONEY

Reduced likelihood of fine from the fire service for call out to false alarm

THE REPORT

Due to the recent relocations, Fire Procedures have been created or updated for the Arc and Sherwood Lodge.

The key changes are:

- Fire Warden to check their designated area for signs of fire and ensure people have left the building
- Roll calls have been dropped except for visitors (departments may continue if they wish at their discretion) thus dropping the roll call officer positions
- The evacuations are no longer being co-ordinated/ controlled by the Senior Management but other managers/ members of the facilities team
- To prevent the fire service from being called where there is no confirmed fire, a person (investigator) will enter the building to check for the presence of fire/ try to determine the cause of the activation

There has been some concerns raised by Fire Wardens at the Arc such as with regards to responsibilities surrounding mobility impaired persons which have been addressed.

Contact Centre Management have raised concern of the Investigator roll for those remaining at Sherwood Lodge who by default will fulfil this duty. The Facilities team from Arc have agreed to assist in carrying this role out on behalf of the Contact Centre as an interim measure, however, consideration needs to be taken for the medium to longer term (such as with the new building to house the Bolsover Contact Centre when built) due to impracticalities of the Facilities team supporting from such a distance.

ISSUES FOR CONSIDERATION

The progress in relation to the new fire procedure for the Arc and Sherwood Lodge.

IMPLICATIONS

Financial : Potential fines by the fire service for being called out for false alarms

Legal : Potential breaches of the Regulatory Reform (Fire Safety) Order 2005

Human Resources : None

RECOMMENDATIONS

1. With regard to the Fire Investigator role
 - a. A decision is taken for the Contact Centre to fulfil the duty following further training in the medium to long term; or
 - b. A decision is taken for the Facilities team to continue to provide cover on a permanent basis for both Sherwood Lodge and the new build.
2. The remainder of the Fire Evacuation procedures are approved.

ATTACHMENT: Y
FILE REFERENCE: ***The Arc Fire Evacuation Procedure***
SOURCE DOCUMENT: http://ericsrv.bolsover.gov.uk/intranet/images/Repository/T/The_Arc_Evacuation_Procedure.doc

ATTACHMENT: Y
FILE REFERENCE: ***Sherwood Lodge Fire Evacuation Procedure***
SOURCE DOCUMENT: http://ericsrv.bolsover.gov.uk/intranet/images/Repository/S/Sherwood_Lodge_Evacuation_Procedure.doc