



# **Fire Safety Policy**

January 2024

## **Equalities Statement**

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**CONTROL SHEET FOR [policy title here]**

<b>Policy Details</b>	<b>Comments / Confirmation (To be updated as the document progresses)</b>
Policy title	Fire Safety Policy 2024-2025
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Date policy approved	
Date policy due for review (maximum three years)	February 2025
Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public)	

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## **1.0 INTRODUCTION**

- 1.1 Bolsover District Council (BDC) will make every effort to minimise the risk to occupants in Council owned housing stock/commercial buildings by complying with all relevant legislation and subsequent guidance. These include the Regulatory Reform (Fire Safety) Order 2005 (RRO), Fire Safety Act 2021, the Building Safety Act 2022 and the Housing Act 2004.
- 1.2 BDC currently own 15 low-rise blocks (1-2 floors) alongside 6 Sheltered Housing Schemes and Community Rooms. Commercial Builds include buildings up to 5 stories high. Details are shown in Appendix 1 for Housing premise locations, in Appendix 2 for Commercial locations and in Appendix 3 for Corporate locations.

## **2.0 SCOPE**

- 2.1 This policy applies to all BDC owned blocks of flats and to the communal parts of converted properties managed by BDC Housing section and Commercial Services and applies to all tenancies.
- 2.2 The main objectives of this policy are to ensure the Council has adequate measures are in place:
  - to safeguard all relevant persons from death or injury in the event of fire
  - to minimise the risk of fire and to limit fire spread
  - to minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment
- 2.3 BDC will appoint a Responsible Person as required by the Fire Safety Act as set out at section 5.1.

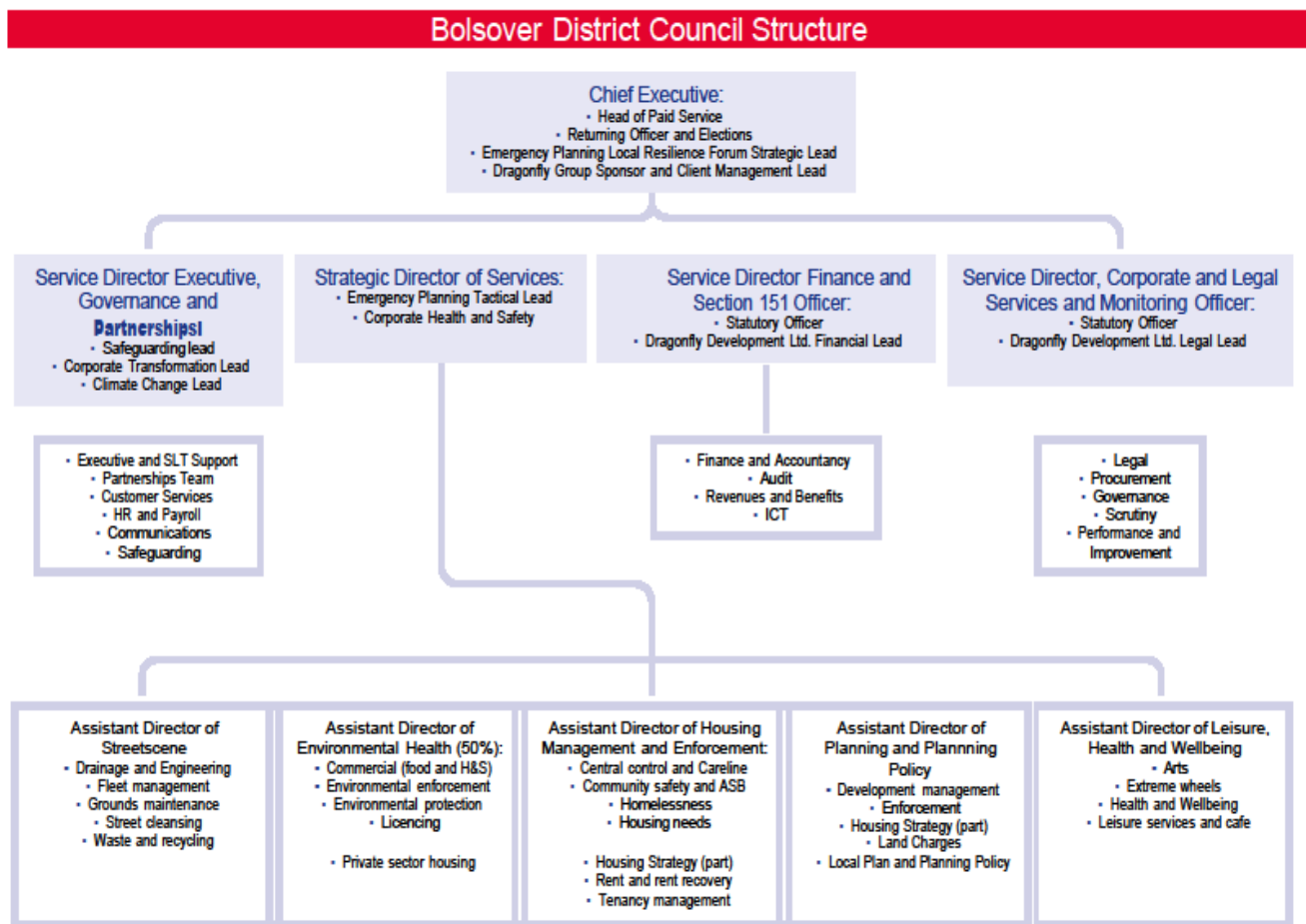
## **3.0 POLICY STATEMENT**

- 3.1 BDC aims to provide a safe environment in which our employees and tenants are assured that the risk of injury or damage property caused by fires is minimised.
- 3.2 We will foster and maintain good working relationships with partner services to help ensure the ongoing safety of our employees and tenants - this includes Derbyshire Fire & Rescue Service (DFRS).
- 3.3 In aiming to deliver this environment we will seek to identify, assess and reduce risks to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 3.4 In discharging our obligations to fire safety BDC will:
  - carry out Fire Risk Assessments (FRAs) in accordance with the Regulatory Reform (Fire Safety) Order 2005
  - facilitate fire risk audits with DFRS as requested

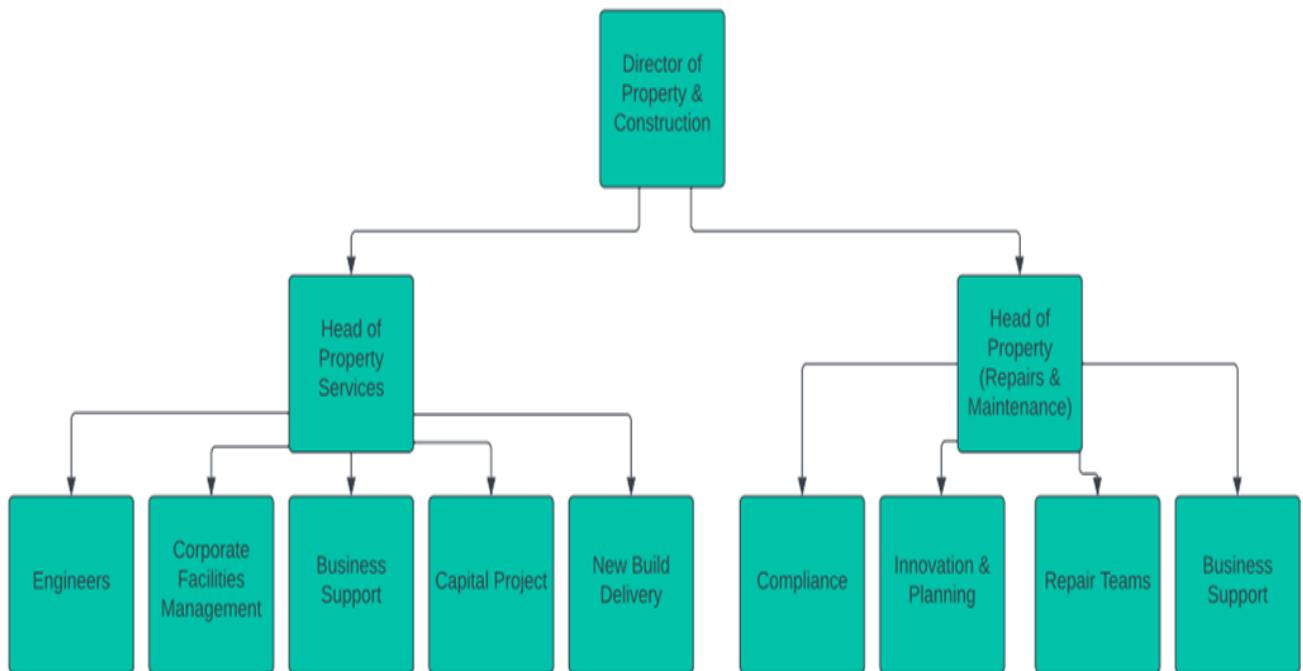
- 3.5 We will provide employees and tenants with advice and information about fire safety via a range of media including:
- newsletters
  - leaflets
  - posters
  - website
  - tenant handbook
  - during tenancy visits

## 4.0 STRUCTURES

### 4.1 Bolsover District Council



## 4.2 Dragonfly Development Ltd.



**Note:** The DDL Chief Executive Officer sits above the Director of Property & Construction and alongside the Chief Executive for Bolsover District Council. Instructions flow between both organisations via the Shareholder Board.

## 5.0 RESPONSIBILITIES

### 5.1 Chief Executive

The Council will appoint the Chief Executive (Karen Hanson) as the Responsible Person - as required by the Fire Safety Act 2021. The Chief Executive is ultimately responsible to the Council for ensuring the effectiveness and implementation of the Fire Safety Policy and management procedures.

### 5.2 Elected Members

- It is the responsibility of Elected Members to monitor the Fire Safety Policy.
- Elected Members must ensure that sufficient priority is given to the allocation of resources for the provision of fire safety issues.

### 5.3 Strategic Director, Assistant Directors and Service Managers

Strategic Director, Assistant Directors and Heads of Services are responsible and accountable for achieving the objectives within the Fire Safety Policy across their respective portfolios. In particular, they will:

- Ensure that their Officers know and accept their responsibilities under the Fire Safety Policy and that they are able to carry out those responsibilities.

- Ensure the involvement and active participation of employees at all levels, including third parties (e.g., contractors and members of the public) where appropriate.
- Ensure that appropriate fire safety management arrangements are clearly identified and that nominated Officers have sufficient knowledge and time to carry out their responsibilities effectively

**5.4 Facilities Management Service (Dragonfly Development Ltd.) will:**

- Prepare and regularly monitor the Fire Safety Policy with the Health & Safety Service
- Appoint a competent Fire Risk Assessor to undertake biennial fire risk assessments of all relevant Housing, corporate and commercial buildings.
- Whenever possible, ensure that all recommendations are actioned and closed down within specified timescales.
- Obtain the relevant fire risk assessment from each commercial tenant and ensure the appropriate assessment is available in each corporate building
- Maintain and monitor a corporate register of fire risk assessments for all relevant BDC buildings.
- Remain informed of any changes in legislation and best practice developments.

**5.5 Health & Safety Service will:**

- Jointly prepare and regularly monitor the Fire Safety Policy with the Facilities Management Service
- Assist the Facilities Management Service in implementing this Policy across all relevant Housing and corporate premises
- Remain informed of any changes in legislation and best practice developments.
- Liaise with and consult with Trade Union Health & Safety Representatives and representatives of employee safety regarding fire safety measures.

**5.6 All employees must:**

- Be aware of the duty of care to themselves and to others.
- Co-operate regarding fire safety, including complying with all fire safety rules and regulations relating to their area of responsibility.
- Undertake any fire safety training that may be required.



- Participate in all fire evacuations – whether planned or ‘live’.
- Report any fire hazards, which could put themselves or others at serious risk, to their line manager.
- Not interfere with or misuse any fire equipment provided.
- Co-operate with investigations into any fire related accidents / incidents / near misses.
- **Temporary and Agency workers** shall, for the purposes of the Fire Safety Policy, be regarded as employees of the Council.
- **Trainees and work experience student** shall be deemed to be ‘employees’ of the Council in accordance with the Health and Safety (Training for Employment) Regulations 1990

#### 5.7 **Contractors, Partner Organisations and Commissioned Services**

The Council will work together with partner organisations and other key stakeholders to ensure that fire safety is taken into account where joint working takes place. The Council will also ensure that there is proper liaison with external organisations such as enforcement and inspection bodies.

#### 5.8 **Trade Union Health and Safety Representatives**

Trade Union Health and Safety Representatives have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 and under agreed arrangements with the Council are permitted to:

- Receive information from the employer regarding matters of fire safety
- Be involved in the consultation process on the Fire Safety Policy and procedures

### 6.0 **FIRE RISKS**

6.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005) places a duty on landlords to take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity.

The main fire risks identified are:

- combustible materials, including rubbish and furniture.
- faulty electrical installations.
- Smoking.
- failures in compartmentation.
- mobility scooters and charging points.

- 6.2 BDC will mitigate the risks identified above by carrying out regular checks of all common areas and Council managed areas and by dealing with any identified issues immediately. Signage is placed within the common areas highlighting no smoking and the area being maintained as a sterile environment. Mobility scooters must not be charged or kept in any communal areas.
- 6.3 BDC will review the suitability of the accommodation against the staff and tenants needs in order to mitigate fire risks and the need to place any aids in Council managed and communal areas.
- 6.4 BDC will have inspected the compartmentation condition at the time of the fire risk assessment and at each review.

## **7.0 FIRE RISK ASSESSMENTS (FRAs)**

- 7.1 The RRO 2005 identifies BDC as the responsible person and as such we have a duty to carry out a FRA in relevant premises and take reasonable steps to remove or reduce any risks that have been identified and to act upon significant findings.
- 7.2 FRAs will be regularly reviewed as follows:
- Sheltered schemes – annually, after a fire or following any significant changes.
  - Common areas of flats – every 3 years or after significant change or a fire.
  - Community Rooms – every 3 years or after significant change or a fire
  - Commercial Buildings - every two years.

### **7.3 Fire Risk Assessor**

The fire risk assessor's role will be carried out by a competent person who shall:

- carry out FRAs.
- provide technical and expert advice.
- ensure compliance with the requirements of the Regulatory Reform (Fire Safety) order 2005.

### **7.4 The current fire risk assessment company is:**

Eyton Solution Ltd  
Regus Business Park,  
Office G26,  
Heronsway,  
Chester CH4 9QR  
Tel: (0)1244 732 449

Eyton Solutions are accredited to the BAFE Fire Safety Register and are a SSAIB registered provider (no. NWAL050)

- 7.5 The relevant FRA will be automatically shared with every commercial tenant as part of their lease pack.
- 7.6 Every commercial tenant will be required to provide a copy of their FRA to the Council's Commercial Team.
- 7.7 The relevant FRA will be filed in each corporate building's fire log book.

## **8.0 FIRE PREVENTION**

The Council's fire preventative measures are designed to protect people, property, and assets against the loss of life, injury and damage caused by fire.

- 8.1 Wherever possible measures to prevent the risk of fire will be taken, including:
- ensuring that common areas and storage areas are kept clear and by carrying out enforcement where breaches occur.
  - ensuring that staff are trained in order to identify and report any potential risks.
  - provision of information and advice to existing staff and tenants about how to reduce the risk of fires with the help of DF&RS.
  - providing leaflets and information to highlight the risks of fires and how help their prevention.
  - ensuring we identify and work with more vulnerable staff and tenants who may be at greater risk should there be a fire.
  - carrying out individual risk assessments and putting in place control measures to manage risks where identified.

## **9.0 FIRE PROTECTION**

Evacuation routes and fire exits

- 9.1 To ensure safe evacuation, routes will have adequate signage and be kept free of sources of ignition, flammable and combustible material and obstructions at all times. This will be enforced as necessary.
- 9.2 To ensure that the security of each building is maintained, fire exits will not be left open. In blocks of flats and in sheltered schemes inspections will be carried out to identify and deal with such issues.

## **10.0 EVACUATION PLAN**

- 10.1 A copy of this Policy and specific evacuation plans for all occupied corporate buildings will be kept in the site's Fire Log Book and will monitored by the Facilities Management Team.
- 10.2 All corporate sites will operate full evacuation arrangements and this will be tested annual through an evacuation exercise. See Appendix 4 for each specific corporate property procedure.

- 10.3 A copy of this Policy and each commercial tenant's bespoke evacuation plan will be retained and monitored by the Facilities Management Team.
- 10.4 A copy of this Policy and bespoke evacuation plan for each Housing group dwelling will be made available upon request received from any domestic tenant.
- 10.5 Housing sites operate various evacuation arrangements – see Appendix 5 for each specific Housing Group dwelling procedure.
- 10.6 A Personal Emergency Evacuation Procedure (PEEP) must be prepared where relevant and information must be shared with the Health & Safety Team for inclusion on the corporate PEEP register.

## **11.0 TRAINING**

- 11.1 Nominated employees (BDC & DDL) who are responsible for assessing and reviewing any fire risk assessment must be trained and competent to do so.
- 11.2 At the present time the Fire safety Act does not specify what the level of training and competencies are to be. BDC and DDL shall discuss this when Government guidance is available.

## **12.0 FIRE DOORS IN COMMUNAL AND TENANTED AREAS**

- 12.1 Fire doors are provided to help prevent the spread of smoke and fire and must be kept closed or fitted with door holders which are designed to release to closure when the fire alarm is activated.
- 12.2 Fire doors in common areas are checked regularly during FRAs and by scheme managers and other trained officers to ensure they are operating correctly and are not damaged.
- 12.3 Fire doors, including entrance doors, provide a minimum of 30 minutes fire resistance (the standard specification is FD30S).
- 12.4 Fire doors should not be propped open, tampered with or compromised in any way e.g., materials which damage or pierce a door or frame.

## **13.0 SIGNAGE**

- 13.1 Appropriate fire safety signage is displayed throughout communal areas indicating the fire exit/s.
- 13.2 Fire action notices are also present in all communal areas. Fire doors are marked to be kept shut and no smoking signs are displayed where required.

## **14.0 SMOKE ALARMS**

- 14.1 Hard wired smoke alarms are fitted within 99% of tenanted properties. This will be 100% by the end of 2023. empty or re-wired. Tenants can contact DF&RS for a home fire safety visit where they can check/fit smoke alarms as appropriate and also give a range of advice around home safety.
- 14.2 Hard wired smoke alarms are installed in all commercial and corporate properties.

## **15.0 PUBLICISING THE FIRE SAFETY POLICY**

- 15.1 BDC will publicise this policy via a range of media and in the following ways:
- tenant handbook
  - fire safety leaflets
  - staff briefings and training
  - newsletters
  - posters
  - website
  - during tenancy visits
  - upon request from Housing group dwelling tenants

## **16.0 POLICY REVIEW**

- 16.1 The Fire Safety Policy will be reviewed initially after 1 year (in February 2025) and biennially thereafter, unless a significant circumstance arises e.g.:
- fire hazards change or increase and / or new fire hazards are realised
  - In the event of a fire occurring in a corporate premise, BDC owned commercial building or Housing group dwelling
  - As a result of DF&RS enforcing action
  - Changes in Council structures

## **17.0 APPENDICES**

- Appendix 1: Housing Group Dwelling Premise Locations
- Appendix 2: Corporate Premise Locations
- Appendix 3: Specific Corporate Property Evacuation Procedures Template
- Appendix 4: Specific Housing Group Dwelling Procedures Template

## APPENDIX 1

**HOUSING GROUP DWELLING PREMISE LOCATIONS**

Housing Group Dwellings / Sheltered Schemes locations, evacuation type and fire risk assessment dates are detailed below:

<b>Property</b>	<b>Type</b>	<b>Location</b>	<b>Frequency of FRA</b>	<b>Next FRA due</b>	<b>Evacuation Policy</b>
Victoria House	Sheltered Scheme	Creswell	Every year	20.06.2024	Stay put
Parkfields	Sheltered Scheme	Clowne	Every year	20.06.2024	Stay put
Ashbourne Court	Sheltered Scheme	Shirebrook	Every year	12.12.2023	Stay put
Valley View	Sheltered Scheme	Hillstown	Every year	17.04.2024	Full evacuation
Jubilee Court	Sheltered Scheme	Pinxton	Every year	21.06.2024	Full evacuation
Woburn House	Sheltered Scheme	Blackwell	Every year	21.06.2024	Full evacuation
Mill Lane	Community Room	Clowne	Every 3 years	27.06.2026	Full evacuation
Recreation Close	Community Room	Clowne	Every 3 years	27.06.2026	Full evacuation
Queens Court	Community Room	Shirebrook	Every 3 years	27.06.2026	Full evacuation
Park View	Community Room	Barlborough	Every 3 years	27.06.2026	Full evacuation
Hides Green	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	27.10.2025	Stay put
Sandhills	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
The Paddock	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	30.01.2023	Stay put
Orchard Close	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
Pattison Street	Elderly persons Grouped Dwellings	Shuttlewood	Every 3 years	27.10.2025	Stay put
Longlands	Elderly persons Grouped Dwellings	Bolsover	Every 3 years	13.12.2025	Stay put
Lime Tree Avenue	General Needs Group Dwelling	Glapwell	Every 3 years	30.01.2026	Stay put

Brookhill Avenue	General Needs Group Dwelling	Pinxton	Every 3 years	31.01.2026	Stay put
Chestnut Court	General Needs Group Dwelling	Pinxton	Every 3 years	22.11.2025	Stay put
Woodfield Road	General Needs Group Dwelling	Pinxton	Every 3 years	31.01.2026	Stay put
Church Street	General Needs Group Dwelling	South Normanton	Every 3 years	23.01.2026	Stay put
The Croft	General Needs Group Dwelling	South Normanton	Every 3 years	23.01.2026	Stay put
High Street	General Needs Group Dwelling	Tibshelf	Every 3 years	30.01.2026	Stay put
George inn Court	General Needs Group Dwelling	Whitwell	Every 3 years	31.01.2026	Stay put
Crich View	General Needs Group Dwelling	Newton	Every 3 years	23.01.2026	Stay put

Appendix 4 details specific evacuation procedures for each Housing site.

END OF APPENDIX 1.

**CORPORATE PREMISE LOCATIONS**

Corporate premise locations and fire risk assessment dates are detailed below. All sites operate a full evacuation policy:

Site Name	Date Undertaken	Next FRA Due	Frequency of FRA
Bolsover Contact Centre	13/07/2022	17/07/2024	Every two years
Broadmeadows Cricket Pavilion	12/07/2022	17/07/2024	Every two years
Castle Leisure Park	13/07/2022	17/07/2024	Every two years
Clune Street	22/11/2022	22/11/2024	Every two years
Pleasley Vale Outdoor Activity Centre	26/10/2021	26/10/2023	Every two years
Pleasley Vale Boat House	12/07/2022	12/07/2024	Every two years
Pleasley Vale Business Park	27/10/2021	27/10/2023	Every two years
Riverside Depot	26/10/2022	26/10/2024	Every two years
Shirebrook Contact Centre	26/10/2022	26/10/2024	Every two years
South Normanton Contact Centre	27/06/2023	27/06/2025	Every two years
The Tangent	26/10/2021	26/10/2023	Every two years
The Arc	28/10/2021	28/10/2023	Every two years

**NB:** as of 11.10.23, both the Coach House (at Pleasley Vale) and Security Lodge (at Pleasley Vale) are empty and therefore do not require a Fire Safety Policy or evacuation procedures.

Appendix 4 details each site's specific evacuation procedures.

END OF APPENDIX 2



**SPECIFIC CORPORATE PROPERTY EVACUATION PROCEDURES TEMPLATE****TEMPLATE FOR COMPLETION OF EACH SITE'S DETAILS**

<b>Premise / Site Name &amp; Address:</b>	
<b>BDC Responsible Person:</b>	Karen Hanson Chief Executive Bolsover District Council The Arc Clowne S43 4JY
<b>Name &amp; Contact Details of Fire Risk Assessor</b>	Eyton Solution Ltd Regus Business Park, Office G26, Heronsway, Chester CH4 9QR  Tel: <u>(0)1244 732 449</u>
<b>Date Fire risk assessment carried out:</b>	
<b>Fire risk assessment review date:</b>	
<b>Location of fire risk assessment (e.g.: Fire Log Book at Reception, or detail other arrangement):</b>	
<b>Fire alarm type:</b>	
<b>Fire evacuation procedure:</b>	
<b>Fire extinguisher provider, service date and review date for communal areas:</b>	Every 12 months (CHUBB) – Details in fire log book.
<b>Number of BDC employee PEEP holders within the building:</b>	

END OF APPENDIX 3

**SPECIFIC HOUSING GROUP DWELLING PROCEDURES & TEMPLATE**

**1.0 Introduction**

All blocks of flats:

- 1.1 The Council operates a delayed evacuation procedure in purpose-built blocks where residents, if not directly affected by the fire, should remain within their property until advised otherwise. This is usually decided by the Emergency Services.
- 1.2 The construction of a purpose-built block gives a minimum of up to 30 minutes containment of a fire, with the fire doors and walls resisting the spread of fire into the common parts of the block. In addition residents in other flats will have 60 minutes protection when their own front door is taken into consideration.
- 1.3 When the Fire Service attends, they may decide:
  - if and when to commence a full evacuation
  - when to instigate a visual inspection
  - when residents can return to their premises
  - when to involve the Police and the other agencies
  - any other steps appropriate to the circumstances

**TEMPLATE FOR COMPLETION OF EACH SITE'S DETAILS**

<b>Premise / Site Name &amp; Address:</b>	
<b>BDC Responsible Person:</b>	<b>Karen Hanson Chief Executive Bolsover District Council The Arc Clowne S43 4JY</b>
<b>Name &amp; Contact Details of Fire Risk Assessor</b>	Eyton Solution Ltd Regus Business Park, Office G26, Heronsway, Chester CH4 9QR  Tel: (0)1244 732 449
<b>Date Fire risk assessment carried out:</b>	
<b>Fire risk assessment review date:</b>	

<b>Location of fire risk assessment (e.g.: Fire Log Book at Reception, or detail other arrangement):</b>	
<b>Fire alarm type:</b>	
<b>Fire evacuation procedure:</b>	
<b>Fire extinguisher provider, service date and review date for communal areas:</b>	Every 12 months (CHUBB) – Details in fire log book.
<b>Number of PEEP holders within the building:</b>	

END OF APPENDIX 4.

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