



Portfolio Holder Decision Notice

Title of decision:	Fire Policy
Name of Portfolio Holder:	Portfolio Holder for Community and Regulatory Services
Name of Lead Officer	Emma Walker, Group Manager - Environmental and Community Protection
Proposed date of Decision to be made:	14 March 2022

If part 2, the reason:	
Decision:	<p>(this will be sent to members in the initial notice email so they know the content of the decision)</p> <p>1.1 Dacorum Borough Council uses Safety Policies to ensure a corporate approach is taken across all services and to guide and instruct DBC management and staff on how to comply with relevant Legislation.</p> <p>1.2 The Corporate Health, Safety and Resilience Team have provided a range of Policy documents.</p> <p>1.3 If you own, manage or operate a business, you need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order". It applies across England and Wales and came into force on 1 October 2006.</p> <p>1.4 This is an internal staff policy that sets out the key principles by which DBC management and staff will share a common and corporate approach to fire management of DBC staffed properties, and the required risk management. This shares the same approach as health and safety risk assessments. It's mandatory to carry out a detailed assessment identifying the risks and hazards in a commercial premises. By law, if you are responsible for the premises, you need to make sure that a Fire Risk Assessment has been completed by a competent person.</p> <p>1.5 The main fire legislation in the UK is The Regulatory Reform (Fire Safety) Order 2005. The</p>



Order places duties on 'responsible persons', to the extent which they have control, over premises and activities to carry out risk assessments to identify, manage and reduce the risk of fire. The Responsible Person has been identified as the Chief Executive.

1.6 Competent Persons will have specific duties given to them by the Responsible Person. In all cases the Responsible Person will ensure that any appointed competent person is sufficiently trained, experienced and knowledgeable to undertake such assigned duties to assist them in the application of proper preventative and protective measures. In the example of the Forum, Mitie are the 'appointed person' to complete the fire safety arrangements.

1.7 The purpose of this policy is to outline the arrangements for Fire Safety, to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. It will ensure that responsibilities are defined at all levels.

1.8 The information within this policy supports the Corporate Health and Safety Policy and aligns the management of risk to operational managers. This policy sets out the importance of appointing persons, together with specific roles and responsibilities.

1.9 The properties this policy will be relevant to include:

- The Forum
- Cupid Green Depot
- Old Town Hall
- Tring Cemetery
- Kings Hill Cemetery
- Heath Lane Cemetery
- Woodwell Cemetery
- Maylands Business Centre

1.10 This policy document was presented to Spatial Planning and Environment Overview and Scrutiny committee in January 2022 and was noted by the committee.