



Agenda item: H&S policy

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	11 January 2022
Part:	1
If Part II, reason:	

Title of report:	Events Policy
Contact:	Julie Banks, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Russell Ham, Team Leader, Corporate Health, Safety and Resilience Emma Walker, Group Manager, Environmental and Community Protection Richard LeBrun, Assistant Director, Neighbourhood Delivery
Purpose of report:	To provide Members with an overview of the Fire Policy that will be put in place for staff and managers to follow. To gain the formal approval of Overview and Scrutiny.
Recommendations	That Overview and Scrutiny consider and formally approve the policy.
Corporate objectives:	To comply with current Regulatory Reform Fire Safety Order 2005, and Implement Corporate Best Practice across Dacorum Borough Council service areas.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> Complying with the Regulatory Reform Fire Safety Order 2005, Health and Safety at Work etc. Act 1974 and relevant regulations supports the Council in compliance and providing the safe management of DBC staffed properties.
Risk implications	None.

Equality Impact Assessment	Equality Impact Assessment is not required as the policies follow H&S legislation.
Health and safety Implications	None.
Consultees:	Relevant managers and staff involved in managing properties have been consulted. The Fire policy was also consulted with attendees of the December 2019 Health Safety and Resilience Committee. Following the Committee the Policy was approved by CMT.
Background papers:	1. Fire Policy
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	<p>A Fire Policy to provide Corporate direction and guidance for managers and staff was requested during consultation in the Health and Safety Committee.</p> <p>Following the Health and Safety a Fire Policy was drafted by Dacorum Borough Council.</p> <p>The drafted Fire Policy was then consulted with staff and formally approved through the Health, Safety and Resilience Committee and later the Corporate Management Team.</p>
Glossary of acronyms and any other abbreviations used in this report:	RRO – Regulatory Reform Fire Safety Order 2005

1. Background

- 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.
- 1.2 The Corporate Health, Safety and Resilience Team have provided a range of Policy documents.
- 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.

2. Fire Policy

- 2.1 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.

2.2 The main fire legislation in the UK is The Regulatory Reform (Fire Safety) Order 2005. The 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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