

HEALTH & SAFETY

Fire Safety Policy V9

JANUARY 2023



North Kesteven
DISTRICT COUNCIL

Date of Implementation:

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Policy Owner:

Governance and Business Resilience Team

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January 2027

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Date of Policy Review	Updates	Page Number
December 2022	Policy version number 8 to 9	Front page
“ “	<p>Revision of Section 2 – Scope wording update from</p> <p>Premises falling under the scope of this policy are those which are owned or managed by the Council and include those which the Council manages on behalf of Lafford Homes Ltd</p> <p>TO:</p> <p>Premises falling under the scope of this policy are those that are owned/and or managed by the Council and for which the Council has responsibility for, as set out by the Regulatory Reform (Fire Safety) Order. This includes those premises that the Council manages on behalf of Lafford Homes Ltd where applicable.</p> <p>REMOVED:</p> <p>Domestic tenanted housing stock is not generally subject to the Fire Safety Policy, however Housing Schemes where residents sleep within a shared building, communal areas and common areas of flats are included</p>	6
“ “	Addition of new legislation Building Safety Act 2022	6
“ “	Update to COVID 19 paragraph to “Communicable Respiratory Diseases including COVID19”	7
“ “	<p>Change of job titles</p> <ul style="list-style-type: none"> • Head of Service to Assistant Director • Repairs and Planned Manager, Maintenance and Development and Carbon Zero Manager. <p>Addition of new role</p> <ul style="list-style-type: none"> • Asset Manager 	10, 11
“ “	Change of job title - “Housing Services Manger” to “Neighbourhood Services Manager”	12
“ “	<p>Change of title “Responsibility of Contractors” to “Contractor Management”</p> <p>Addition of bullet points to contractor management responsibilities: -</p> <ul style="list-style-type: none"> • Competent to undertake the work • Contractors complying with HSE guidance – HSG 168 Fire Safety in Construction • Third party accredited where applicable 	15
“ “	Addition of responsibilities for Designers (or those appointing or managing Designers)	15
“ “	Addition of Fire Health and Safety Working Group responsibilities	16

Policy Statement

North Kesteven District Council firmly believes that the health, safety and wellbeing of all those who may be affected by its activities is of paramount importance.

The Council, through its Corporate Management Team, Assistant Directors, Unit Managers and Elected Members, in consultation with the Unions, will ensure that its activities in relation to fire safety are conducted in a manner which identifies and controls foreseeable risks in accordance with current legislation, recognised guidance and best practice.

In order to achieve excellence in delivering the Fire Safety Policy the Council has the following objectives:

- To provide sufficient resources necessary to establish, maintain and develop comprehensive health and safety practices, competencies, and safe places of work, including safe equipment and safe methods in relation to fire safety, risk assessment and fire safety awareness.
- To ensure fire hazards are identified and the associated risks assessed, managed in a sensible way, and reviewed as necessary, providing those affected with appropriate information, training, instruction or supervision.
- To comply with the requirements of current health and safety legislation and implement procedures to ensure a safe and healthy working environment with commitment to the prevention of injury and ill health.
- To maintain appropriate health and safety management systems and arrangements, and to annually review the effectiveness of these arrangements, striving for continuous improvement.

North Kesteven District Council, its Directors and Elected Members give full backing to this policy and support all those who take action to implement it.



Ian Fytche
Chief Executive

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1.0 Introduction

North Kesteven District Council will take all reasonable steps to secure the health, safety and welfare of employees, visitors, contractors and all who may be affected by our acts or omissions.

Statistics produced by the Department for Communities and Local Government show that the UK Fire and Rescue Services attend over 500,000 incidents a year, 156,000 of which were fire related. The number of fire related deaths reported 2019/2020 exceeds 280, with the number of fire related injuries exceeding 8,500. The financial loss to the UK economy is measured in billions of pounds.

Against this background, North Kesteven District Council has established a Fire Safety Policy and procedures designed to protect life and its physical assets. The effectiveness of this policy and supporting procedures depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the co-operation of every colleague, visitor and contractor.

2.0 Scope

Premises falling under the scope of this policy are those that are owned/and or managed by the Council and for which the Council has responsibility for, as set out by the Regulatory Reform (Fire Safety) Order.

This includes those premises that the Council manages on behalf of Lafford Homes Ltd where applicable.

North Kesteven's Waste and Street Scene, Wellbeing and the Handy Person Service commercial vehicles also fall within the scope of this policy.

3.0 Legislation

Principal legislation covering fire safety issues at North Kesteven District Council are:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Fire Safety Act 2021 (The Fire Safety Act 2021 is a new piece of legislation. The policy and procedures will be reviewed in line with any Fire Safety Orders made under this legislation.)
- The Building Safety Act 2022 (The Building Safety Act is a new piece of legislation which provides a new framework for the design, construction, and occupation of "higher risk" buildings. These are defined as those having at least 18 metres or 7 story in height and comprise of at least two domestic premises – currently not in scope for North Kesteven, but the legislation and any updates will be monitored through the Fire Health and Safety Working Group.)
- The Regulatory Reform (Fire Safety) Order 2005
- The Health & Safety (Safety Signs and Signals) Regulations 1996

The principal requirements of the above legislation include:

- Fire risk assessment
- Fire precautions to minimise the risk of fire
- Design of buildings to prevent ignition or the spread of fire
- Means of detection and giving warning in the event of fire
- Provision and maintenance of means of escape
- Emergency evacuation procedures
- Means of fighting a fire
- The training of staff in fire safety
- The management of fire safety
- Preventative maintenance and regular servicing for Fire Safety Systems

It is North Kesteven District Council's policy to ensure that, as far as reasonably practicable, no occupant of, or visitor to, Council-controlled premises shall be exposed to risk as a result of poor fire safety management.

The Council recognises and accepts its obligations under current legislation including the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and the Regulatory Reform Order 2005.

4.0 Communicable Respiratory Diseases (including Covid-19)

The Council will ensure the risks associated with communicable respiratory diseases (including Covid-19) are considered and reduced to the lowest level practicable and the necessary control measures communicated to all relevant persons.

Contractors who conduct work on behalf of the Council or undertake any activity as required by this policy must ensure the risk associated with communicable respiratory diseases (including Covid-19) is managed and reduced to the lowest level practicable

5.0 Fire Safety Policy Objectives

The principal objectives of the Fire Policy are:

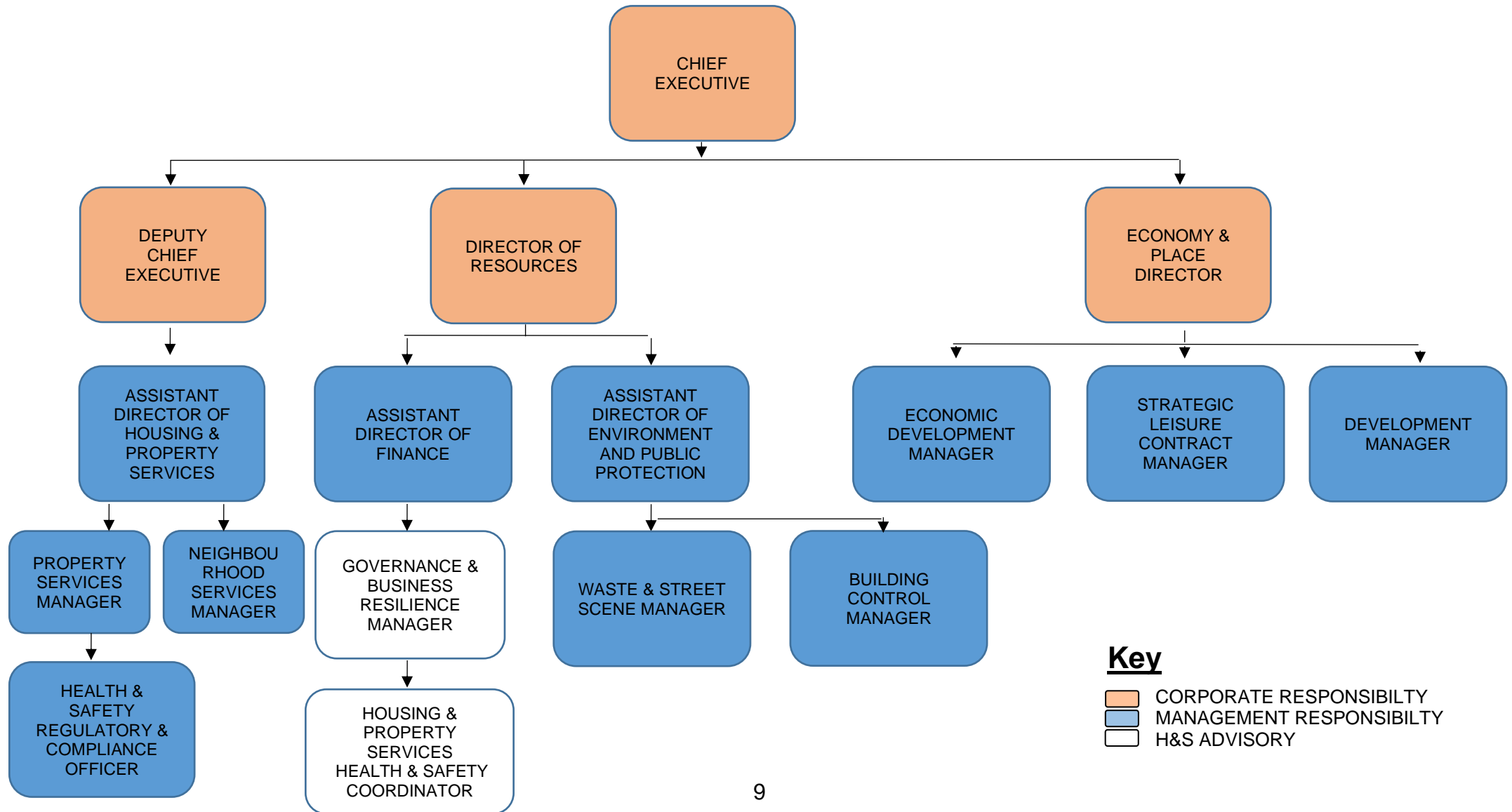
- To safeguard persons who may be affected by fire at any buildings managed by North Kesteven District Council.
- To safeguard the physical assets of the Council.
- To reduce incidence of fires.
- To minimise the potential for fire to disrupt the work of the Council.

- To minimise the incidence of unwanted fire alarm signals and false alarms.
- To protect the environment.

In particular, North Kesteven District Council will:

- Conduct (or appoint a competent contractor to conduct on the Council's behalf) suitable and sufficient risk assessment.
- Ensure fire risk assessments will be reviewed regularly and at no more than 3-yearly intervals to ensure they remain fit for purpose.
- Act on the findings of risk assessments and implement practicable control measures to reduce risk where identified.
- Appoint a competent contractor to conduct regular checks on equipment designed to prevent or control the risk of fire and fire spread.
- Ensure suitable emergency procedures are in place and that these procedures are routinely tested for effectiveness.
- Promote awareness of the hazards associated with fire to all staff within the Council through development of this policy, induction and periodic training as appropriate to their job and role.
- Allocate sufficient resources to ensure the effective management and control of fire.
- Consider fire risks at design stage of refurbishment and/or new build projects.
- Liaise with the Fire and Rescue Services and ensure cooperation at all times.

6.0 Management Control - Policy Organisation



7.0 Policy Ownership

Ultimate responsibility for this policy rests with the Council as the employer. The Council requires the Chief Executive to ensure that the policy is effectively applied. As with all matters relating to health and safety, the Directors, Assistant Directors and Unit Managers have devolved responsibility for the application of the policy.

8.0 Management Arrangements

a) Chief Executive

The Chief Executive is responsible for this policy and the arrangements described within. The delegation of responsibility can be made to the Deputy Chief Executive and/or Director of Resources in the absence of the Chief Executive either through leave or other absence.

b) Deputy Chief Executive and Director of Resources

The Deputy Chief Executive and Director of Resources will be responsible for the Policy and the arrangements described within in the absence of the Chief Executive either through leave or other absence.

c) Assistant Directors

Assistant Directors will:

- Oversee the fire management and risk assessment process for North Kesteven District Council managed buildings detailed in this policy through the appointment of competent persons. They will support and facilitate the provision of the necessary resources identified by the fire risk assessments.
- Work with the Corporate Directors and the Governance and Business Resilience Team where organisational risk is identified. They will ensure that preventative maintenance and repair are brought to a satisfactory conclusion by liaison with the Property Services Manager, Asset Manager, Repairs and Planned Maintenance Manager, Governance & Business Resilience Manager, Housing Health and Safety Coordinator, Property Officer and any other relevant post.
- Ensure North Kesteven colleagues undertake any training identified in relation to the policy and procedures to ensure that they carry out their responsibilities and duties effectively.

d) Property Services Manager

The Property Services Manager will, for properties under the control of their post:

- Provide operational support in the implementation of this policy and procedures, including resources and planning.
- Act proportionately and timely to advice or requests for action in relation to maintaining safe environments within Council managed properties.
- Ensure that actions arising from monitoring, inspection and Fire Risk Assessment are recorded, monitored for effectiveness, and brought to a satisfactory conclusion.
- Only use approved contractors for work instructed.
- Identify any training needs within their department relating to the policy and ensure these are met. Attend any training required.
- Attend the Fire Health and Safety Working Group.

e) Asset Manager, Housing Repairs and Planned Maintenance Manager, Development and Zero Carbon Manager

The Asset Manager, Housing Repairs and Planned Maintenance Manager, Development and Zero Carbon Manager will:

- Ensure matters relating to their working areas in relation to this policy are communicated.
- Successfully conclude any actions allocated to them either by direct intervention or appropriate instruction / delegation.
- Identify any training needs within their department relating to the policy and ensure these are met. Attend any training required.
- Attend the Fire Health and Safety Working Group.

f) Governance and Business Resilience Manager and Housing Health and Safety Coordinator

The Governance and Business Resilience Manager and Housing Health and Safety Coordinator will:

- Monitor and audit the implementation of this policy.
- Provide advice and support to managers in respect of good practice and reasonably practicable measures to comply with Guidance, Regulation, Approved Code of Practice or other influencing factors.
- Review the policy and be a consultee in the supporting procedures at least annually or sooner if circumstances require it.
- Review the findings of the fire risk assessments and monitor the closing out of any actions.
- Ensure regular Health and Safety inspections of buildings are carried out which includes checking some elements of fire safety.
- Facilitate and attend the Fire Health & Safety Working Group.

g) Property Officer

The Property Officer will:

- Continually monitor property under their responsibility and organise repair work or regulatory testing, service and inspection as required by this policy and supporting procedures.
- Work with the Governance and Business Resilience Manager and Housing Health and Safety Coordinator on matters of concern.
- Keep records of inspections and instruct rectification works as the role requires.
- Attend the Fire Health & Safety Working Group.

h) Neighbourhood Services Manager

The Neighbourhood Services Manager will:

- Ensure their staff receive appropriate training to consider the risk posed by residents who may have physical, behavioural, or mental vulnerability that might increase the risk of fire in their premises and those surrounding.
- Ensure matters of concern are communicated to relevant departments, outside agencies such as Lincolnshire Fire & Rescue, and partnerships to reduce risk by education, assessment, provision of facilities or otherwise.
- Attend the Fire Health & Safety Working Group.

i) Leisure Contracts Manager – Arts & Leisure

The Leisure Contracts Manager will:

- Appoint competent contractors to manage the Council's Leisure service.
- Obtain assurance that suitable arrangements are in place which allow for full legal compliance, report incidents and attend the Fire Health and Safety Working Group

j) Economic Development Manager

The Economic Development Manager will:

- Ensure competent Managing Agents are appointed.
- Obtain assurance that suitable arrangements are in place which allow for full legal compliance, report incidents and attend the Fire Health and Safety Working Group.

k) Commercial Vehicles – Waste and Street Scene, Wellbeing and Handyperson Managers

The Waste & Street Scene, Wellbeing and Handyperson Managers will:

- Ensure colleagues driving commercial vehicles receive appropriate training on fire prevention and fire control.
- Ensure commercial vehicles are maintained to reduce risk of fire.
- Ensure fire extinguishers on commercial vehicles (where provided) are maintained and colleagues are familiar with their use.

- Ensure appropriate procedures are in place which cover action to take in the event of a fire on commercial vehicles.
- Following fire on any commercial vehicle conduct post incident investigation and implement remedial action as necessary.

I) Building Responsible Managers (Responsible Person) – NKDC Premises

North Kesteven District Council Offices, Sleaford, Lincs	Property Services Manager	01529 308281 or 07733315748
North Hykeham Info Links Office, North Hykeham, Lincs	Customer Engagement Manager	01529 414155 Ext 28048
Ringmoor House, Billingham, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
The Whyche Communal Room, Billingham, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, 1 Linden Court, Bracebridge Heath, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, Clarke Avenue, Heighington, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, Caroline Road, Metheringham, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Waste and Street Scene Depot, Metheringham, Lincs	Waste & Street Scene Manager	01526 323980 or 07793431352
Market Office, Market Place, Sleaford, Lincs	Waste & Street Scene Manager	01526 323980 or 07793431352
Money's Yard Toilets, Sleaford, Lincs	Waste & Street Scene Manager	01526 323980 or 07793431352
Mrs. Smith's Cottage, 4 North Lane, Navenby, Lincs	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
3 Blacksmith Mews, Navenby, Lincs	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
Communal area of St Johns Craft Workshops, Caistor Drive, Bracebridge Heath, Lincoln	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
Communal area of Sleaford Business Centre, Station Road, Sleaford	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
Communal Room, Grinter House, North Hykeham, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Laundry Room, Edinburgh Road, Ruskington, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, Kesteven Court, North Hykeham, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room Pinfold Way, Ruskington, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room Willow Close, Heckington, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, 15 Greenfield Road, Sleaford, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, Eslaforde Gardens, Sleaford, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room, Millers Road, Waddington, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Communal Room 22, Manor Close, Welbourn, Lincs	Property Officer – Asset Management	01529 308226 Ext 28226 or 07770 836511
Cranwell Aviation Centre North, Rauceby, Lincs	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
Cogglesford Mill, Sleaford, Lincs	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701
Navigation House, Sleaford, Lincs	Economic Development Manager	01529 308170 Ext 28170 or 07816 294701

Sleaford Road, Bracebridge, Heath Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
High Street, Heckington, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Grinter Close, North Hykeham, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Hutson Drive, North Hykeham, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Church Lane, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Riverside Close, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Northgate Flats, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Romney Court, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Sibthorp Court, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
St Giles Avenue, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Vicarage Court, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Westgate Court, Sleaford, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
18-20 High Street, Welbourn, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
St Johns Square, Bracebridge Heath, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Fosseway Court, North Hykeham, Communal area to flats	Neighbourhood Services Manager	01529 308045 or 07768157177
Orkney Close, Greylees, Sleaford	Neighbourhood Services Manager	01529 308045 or 07768157177
Grantham Road HMO, Sleaford	Housing Services Manager	01529 308004 or 07974131019
Newark Road HMO, North Hykeham	Housing Services Manager	01529 308004 or 07974131019

The Governance and Business Resilience Team, along with the Fire Health and Safety Working Group, will monitor the Fire Risk Assessment Register held on Teams and ensure that each Responsible Person is aware of and accountable for the ongoing management and maintenance of fire safety arrangements within the areas and buildings that come under their control.

The Regulatory (Fire Safety) Reform Order 2005 states the meaning of 'Responsible Person' as being:

- The employer, if the workplace is to any extent under their control, or
- The person who has control of the premises (as occupier or otherwise) in connection with carrying out their trade, business or undertaking.

Details of named 'Responsible Persons' can be found in the procedures. They will:

- Ensure that assets under their responsibility are inspected at least annually and any concerns identified and recorded.
- Ensure that any actions identified through inspection or fire risk assessment are concluded in a timely manner where within their remit; otherwise pass to a senior colleague for authorisation.
- Where identified necessary, appoint a sufficient number of persons to respond to a fire.

- Ensure that all appointed fire response persons are appropriately trained.
- Ensure that all colleagues, contractors and visitors are made aware of basic fire safety procedures.
- Ensure that all means of escape are kept clear of obstructions, and free of combustible material and any potential sources of ignition.
- Ensure that all statutory instructions relating to fire doors are observed.
- Report any defects with the fire alarm system, emergency lighting, fire doors, portable fire extinguishers, signage etc. to the appropriate person.
- Report any incidents of fire to the Governance and Business Resilience Team.
- Ensure that the requirements of the Fire Risk Assessment are complied with.
- Communicate any matters of concern with relation to this policy to the Governance and Business Resilience Team.

9.0 Management of Contractors

Colleagues engaging contractors to carry out construction (including design, maintenance, refurbishment, and installation) work must ensure adequate communication with contractors and seek assurance that all contractors engaged in construction work:

- Are competent to undertake the work.
- Carry out the work in accordance with HSE Guidance HSG 168 – Fire Safety in Construction.
- Reinstate any impacted fire mitigation. This will be monitored by the Council officer who commissioned the works.
- Have emergency procedures in place in the event of a fire.
- Have a permit to work system in place if hot work is being conducted.
- Are third party accredited where applicable.

10.0 Designers Responsibilities

Designers, or those who appoint or manage designers as defined by the Construction, Design and Management Regulations, must ensure fire risks associated with the design of any building are considered, assessed, and eliminated.

This includes the fire risks associated with the construction, use, maintenance, and disposal/demolition of the building.

11.0 Responsibility of Employees

All employees are responsible for complying with the fire safety training, rules and procedures for the premises in which they are working. Breach of fire safety rules and procedures may be considered an act of gross misconduct and can result in dismissal.

12.0 Non-Domestic Tenants Responsibilities

Non-Domestic tenants are individuals, organisations or businesses leasing industrial units from the Council or those who lease space in the Council Offices, Kesteven Street, Sleaford.

It will be the responsibility of each non-domestic tenant to ensure they have suitable arrangements in place to carry out their responsibilities in relation to fire safety.

13.0 Leisure Partnerships

The appointed Leisure Contractors are responsible for ensuring all necessary fire safety arrangements are implemented including but not limited to:

- Maintenance of an up-to-date fire folder at each facility in accordance with current guidance.
- Ensuring suitable and sufficient fire risk assessments are completed by a competent person as defined by the British Fire Consortium, reviewed annually, and updated and acted on when required.
- Ensuring all fire detection alarm systems are maintained and tested weekly in accordance with BS 5839, with copies of certification forwarded to the Council.
- Ensuring all emergency lighting systems are maintained and tested in accordance with BS 5266, with copies of certification forwarded to the Council.
- Ensuring that all firefighting equipment is maintained and tested in accordance with statutory guidance and that suitable training in its use is completed and recorded.
- Ensuring sufficient periodic staff training takes place on fire evacuation procedures and the facilities Emergency Plan as a whole.
- Ensuring sufficient notices and signage is in place reinforcing the evacuation procedures to staff and customers.
- The Leisure Contractors will provide the Council with an up-to-date Emergency Plan detailing the above items on an annual basis. The contractors will also ensure full co-operation with the Council and make all records and procedures available for inspection.

14.0 Fire Health and Safety Working Group

The purpose of the Fire Health and Safety Action Group is to:

- Ensure legal compliance and regulatory obligations if applicable with current legislation, specifically the Regulatory Fire Reform Order, The Health and Safety at Work etc. Act 1974, Safety Signs and Signal Regulations and the Workplace Regulations.
- Identify significant fire risk, make recommendation, and implement arrangements to manage the identified risks in an effective and efficient way.
- Shape, implement and communicate policy and procedures.
- Identify and monitor appropriate performance indicators.
- Champion fire safety across the Council.
- Consider the impact of new and emerging health and safety risks, legislation, and guidance.
- Identify training needs.
- Identify audit and assurance needs.
- Learn from incidents (internal and external, domestic, and non-domestic).

The group is chaired by the Assistant Director of Environment and Public Protection, and is attended by:

- Governance and Business Resilience Manager
- Housing and Property Services Health and Safety Officer
- Building Control Officer
- Property Services Manager
- Development and Zero Carbon Manager
- Economic Development Manager
- Strategic Leisure Contract Manager
- Asset Manager
- Housing Services Manager/Neighbourhood Services Manager
- Waste and Street Scene Manager
- Property Officer
- Interested parties and stakeholders as relevant

15.0 Communication

The Corporate Fire Safety Policy and procedures will be communicated to those who have named roles and responsibility in the policy. Publication of the policy will be via the intranet.

Colleagues named with roles and responsibilities within the Fire Safety Policy will receive training on their roles once the policy is reviewed.

Tenants of housing stock will periodically receive information about the risks associated with fire and in all cases at commencement of a tenancy agreement as detailed in the procedures.

North Kesteven's residents, leaseholders, contractors and anyone else that may be affected by fire safety whilst in Council-owned buildings will be made aware of risks associated with fire.

16.0 Consultation

Executive Board Members, Members of the Corporate Management Team, Assistant Directors, GMB, Unison, those with named responsibilities in the policy and the Lafford Homes Board will be consulted on the content of this policy. Consultation will also take place following significant changes to the Fire Safety Policy.

17.0 Review

This policy will be subject to a formal review every four years.

In the intervening period, the policy will be checked for accuracy to ensure it remains fit for purpose. Changes identified which are associated with management of fire safety legislation, best practice or any other changes that are matters of fact, the policy will be updated by the Housing and Property Services Health and Safety Officer in consultation with the Fire Health and Safety Working Group and communicated to all relevant parties.

18.0 Limitations

This policy is intended to assist with the completion and communication of the Council's fire safety arrangements, and it does not supersede any statutory obligation placed on the Council.

It should be read in conjunction with the fire procedures. Queries regarding health, safety or welfare can be addressed by contacting the Governance and Business Resilience Team.