

### 1. Haringey Procedure

- 1.1 The risk that fire presents to staff and others affected by the Council's undertakings as well as the risk to Council's properties and business continuity is recognised. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise the Council's normal business activities.
- 1.2 Haringey Council is committed to maintaining the highest of standards in fire safety in order to protect its employees, residents, visitors and any other relevant people who are in its buildings or who may be affected by its activities. Precautions will be taken to eliminate and reduce fire risk as low as reasonably practicable.

### 2. Scope

- 2.1 This procedure applies to all premises and activities under the Council's control. Its requirements extend to all persons at those premises including staff, visitors, and contractors, whether permanently or temporarily engaged.
- 2.2 Where the Council shares occupancy or control of a building with other employers, the arrangements for fire safety and maintenance will be coordinated, communicated, and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or local variations agreed by all relevant parties and relevant persons.
- 2.3 Domestic residential properties are out of the scope of this safety procedure. Such properties are managed by Homes for Haringey. However, the Council oversees the fire safety management on the properties they manage on behalf of the Council.

### 3. Key Terms and Summary Information

Emergency Controller	This is the senior management staff appointed to lead and direct a building emergency evacuation. This role is building specific.
Simultaneous Evacuation	A system of evacuation in which all occupants react to a fire warning signal by making their way, by the means of escape, to a place of safety away from the premises.
Fire Strategy	A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.
Personal Emergency Evacuation Plan (PEEP)	This is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.
Responsible Person	The Responsible Person for fire safety in the Council is the Chief Executive. However, this will be delegated to those in control over premises.

### **4. RESPONSIBILITIES FOR IMPLEMENTATION**

#### **4.1 Responsible Person**

4.1.1 The duties of the 'Responsible Person' as defined under Articles 8 to 22 and any regulations made under article 24 of the Regulatory Reform (Fire Safety) Order 2005 are shared among different appointed persons and partners in the Council.

#### **4.2 Directors, Assistant Directors, Heads of Service and School Heads**

4.2.1 Ensure that adequate numbers of competent persons are appointed to assist in the management of fire safety and that sufficient resources in terms of time, finance and facilities are allocated for effective fire safety management.

4.2.2 Ensure there are adequate numbers of trained personnel to undertake roles such as Emergency Controller, Fire Warden and Evacuation Chair Operator the areas under their management.

4.2.3 This Fire Safety Procedure and any related guidance on fire safety is applied throughout their areas of responsibility and brought to the attention of all personnel under their control.

#### **4.3 Property Compliance Board**

4.3.1 Monitor the fire risks in all Council-owned properties with a view to securing improvements in fire prevention, detection, and evacuation arrangements.

4.3.2 Monitor compliance with fire safety requirements in Council-owned properties.

#### **4.4 Responsible Persons (RP)**

4.4.1 Those with control over premises will be responsible for implementing this procedure in their area of responsibility.

4.4.2 The Council differentiates between those responsible for the upkeep of the building (planned preventative maintenance and statutory testing) and those who manage the building on the day to day, who implement fire safety management (fire evacuation procedures, fire wardens, etc.). A list of Responsible Persons is included in appendix 2.

4.4.3 Obtain specialist advice on matters relating to fire safety including new builds, renovations, alterations of existing building stock, installation and alteration of fire detection and prevention equipment and other installed systems.

4.4.4 Ensure effective fire evacuation plans are in place in all buildings under their management and brought to the attention of all building occupations. The templates Emergency Evacuation Procedure Template or Emergency Evacuation Procedure for Schools Template shall be used to record them.

4.4.5 General Emergency Evacuation Plans (GEEPs) are in place to address the needs of visitors to all Council-owned and Council-occupied buildings who would require assistance during emergency evacuation.

4.4.6 Carry out regular inspections, testing and maintenance of fire safety provisions in line with regulatory requirements. This may be through Council services, Homes or Haringey or appointed contractors where a building services maintenance contract is in place.

4.4.7 Work with contractors and partners who provide building services management services on behalf of the Council to ensure:

- a) Fire risk assessments are completed for all buildings in the contract scope and are reviewed at frequencies determined by conclusions of the fire risk assessments. All fire safety compliance information is available and kept up to date for all buildings.
- b) Any non-compliance or remedial actions identified through fire risk assessments and other processes are monitored and actioned within appropriate timescales.
- c) All fire safety records and documents relating to the premises under their management are kept up to date in Technology Forge.

4.4.8 Maintain up-to-date lists of Fire Wardens, First Aiders, Evacuation Chair Operators in the building under their control.

4.4.9 Appoint an Emergency Controller, if role not carried out by the RP, and at least 2 deputies, and fire wardens to assist with managing evacuations.

4.4.10 Keep all fire safety related documentation available and record fire safety events in Technology Forge or other appropriate electronic means. Alternatively, the Fire Logbook should be used.

#### **4.5 Project Managers (for building/construction projects)**

4.5.1 Building construction and refurbishment comply with Building Regulations, and other applicable national regulatory requirements.

4.5.2 Fire risk assessments are undertaken and kept under review for all Council-owned and Council-managed properties, or areas of such properties, under their control.

4.5.3 Sufficient resources in terms of time, finance and facilities are allocated for maintaining effective fire safety arrangements in areas under their control.

4.5.4 Ensure fire evacuation procedures in the workplace are suitable, sufficient, and periodically tested, and that any shortfall in the procedures is promptly corrected.

4.5.5 Organise fire drill twice a year for each building under their management and monitor the effectiveness of the fire evacuation procedure, correcting any identified shortfalls.

#### **4.6 Corporate Health and Safety Team will:**

4.6.1 Advise managers on legal requirements and best practices, including the arrangements that need to be put in place to ensure that fire safety risk assessments are conducted in buildings owned, leased, or managed by the Council.

4.6.2 Provide technical advice, monitor and audit fire safety management across the Council.

4.6.3 Review the fire safety procedure and any supporting forms and the methodology and recording format for fire risk assessments.

- 4.6.4 Organise relevant training for persons appointed to carry out specific fire safety duties. This includes training courses for Emergency Controllers, Fire Wardens and Evacuation Chair Operators.
- 4.6.5 Investigate fire incidents and advise on remedial actions.
- 4.6.6 Monitor the efficacy of both real fire evacuations and practice fire drills.
- 4.6.7 Maintain a database of fire incidents and report quarterly to the Corporate Health, Safety and Wellbeing Board.
- 4.6.8 The Corporate Health and Safety Team will draw when required on the expertise of fire safety surveyors/advisers/engineers, specifically those resources available in the Corporate Landlord.
- 4.7 Emergency Controller will:**
  - 4.7.1 Undertake a recognised training course to enable them to carry out their duties effectively and undertake suitable refresher training every 3 years.
  - 4.7.2 Telephone the Fire Brigade (999) confirming the activation of the fire alarm.  
This should be done at all times even if the fire alarm is linked to a call centre.
  - 4.7.3 Provide overall management of a fire emergency situation including supervising the assembly point and collating information received from Fire Wardens, liaising and providing information to the Emergency Services.
  - 4.7.4 There will be a minimum of 3 emergency controllers per building in order to allow suitable cover for eventualities.
- 4.8 Managers will ensure:**
  - 4.8.1 Those within their area of responsibility are made aware of the fire evacuation procedures.
  - 4.8.2 Personal Emergency Evacuation Plan (PEEP) is completed for each member of their staff, using the approved template, who has a permanent or temporary disability which prevents or impedes their safe evacuation from the premises.
  - 4.8.3 Access to the resources, e.g., persons, equipment, and practice time, necessary to deliver the PEEP prepared for staff.
  - 4.8.4 All employees carry out the mandatory Fire Awareness available in Fuse. The course must be refreshed every 2 years.
  - 4.8.5 Report any incident involving their staff or that occurs in areas under their responsibility.
- 4.9 Fire Wardens**
  - 4.9.1 All Fire Wardens will undertake the Fire Marshal and Warden online training course available in the Keeping us Safe community in Fuse. They will undertake suitable refresher training every 3 years.
  - 4.9.2 Report all housekeeping issues or defects in fire safety precautions and fire equipment identified during inspections to the Responsible Person.

- 4.9.3 Inform the Emergency Controller, Building Manager and Responsible Person if any situation arises that may affect the fire warden cover.
- 4.9.4 Liaise with the Emergency Controller and fellow Fire Wardens to ensure that all areas of a building are covered during an emergency evacuation.
- 4.9.5 Carry out their duty to sweep their designated area upon sounding of the fire alarm and ensure that all staff leave the building and assemble at designated assembly points.
- 4.9.6 Report and provide information to the Emergency Controller at the assembly point.
- 4.9.7 There will be a minimum of 3 fire wardens per area of responsibility (per floor on a large building or in total on a small library) in order to allow suitable cover for eventualities.

#### **4.10 All Staff**

- 4.10.1 Make full and proper use of any item or procedure provided to ensure their safety.
- 4.10.2 Inform their manager of work situations which pose a danger or risk to fire safety.
- 4.10.3 Inform their manager if they have a permanent or temporary disability which will prevent them from evacuating the premises or impeding others whilst evacuating the premises.
- 4.10.4 Inform their managers of any failings in fire safety arrangements including defects in fire precautions, fire equipment and housekeeping.
- 4.10.5 Not tamper with any provision put in place for fire safety. This includes not restraining fire doors open inappropriately e.g., propped open, held open, wedged open, etc.
- 4.10.6 Evacuate immediately when the fire alarm activates following the fire evacuation procedure, unless the fire strategy is to stay put inside a compartment e.g., a residential flat.
- 4.10.7 Report all fire incidents to their Manager.
- 4.10.8 Please note that disregarding the alarm or not following the instruction of the Fire Wardens constitutes a misconduct for which a staff member is liable for disciplinary action.

#### **5. Specialist Advice**

- 5.1 Members of the Corporate Health and Safety Team are the Council's competent source of advice on fire safety and should be the first point of call on all fire safety-related enquiries.
- 5.2 Other internal sources of advice on fire safety include Building Control and the Technical Services Team in the Corporate Landlord

- 5.3 Homes for Haringey (HfH) employs professionals who will be the first point of call for fire safety advice on properties under the control of HfH.
- 5.3 Where need dictates, the Council will seek professional advice from external sources including London Fire and Emergency Planning Authority, external consultants etc.

## **6. Other Documents You May Need to Consider**

### **6.1 Legislation and guidance**

- 6.1.1 [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- 6.1.2 [Fire Risk Assessment Competency Council Guide](#)
- 6.1.3 Building regulations (2010): <https://www.gov.uk/government/publications/fire-safety-approved-document-b>

### **6.2 Forms**

- 6.2.1 [Accident and Incident Reporting Form \(Form AIM01\)](#)
- 6.2.2 [Personal Emergency Evacuation Plan \(PEEP\) Template](#)

## **7. Actions to Take**

### **7.1 Consultation on fire safety**

- 7.1.1 The Council recognises its statutory duty to consult with employees on fire safety matters. Also, it recognises that early consultation with the Fire and Rescue Service and its contractors will contribute to a more effective response in the event of any emergency.

### **7.1.2 Haringey Council shall consult with its employees by ensuring:**

- a) Consultation is held with employees and recognised Trade Union representatives at the Corporate Health, Safety and Wellbeing Board with regards to the formulation and any subsequent review of this Fire Safety Procedure.
- b) Employees are consulted regarding any significant alterations to fire safety documents and procedures and fire prevention or fire risk reduction measures through the organisation's intranet and staff news bulletin.
- c) Consultation is held with the Fire & Rescue Service on measures intended to improve the safety of employees and other stakeholders.

### **7.2 Appointment of Persons with Responsibilities for Fire Safety**

- 7.2.1 Council officers will be nominated to assist in discharging specific fire safety duties. Such roles include Responsible Persons, Emergency Controllers, Deputy Emergency Controllers, Fire Wardens and Evacuation Chair Operators.

### **7.3 Information, Instruction and Training**

- 7.3.1 Fire safety training and instruction will be provided to staff both at the time that they are first employed and periodically afterwards. Also, information on fire safety will be provided to persons who are not in Haringey Council's employment but whose safety might be compromised by a fire in a location under the Council's control.



7.3.2 Role-specific training will be provided as necessary.

Role	Training Course
All employees	Fire Awareness in Fuse
Responsible Persons and Building Managers	Fire Safety Management
Fire Risk Assessors	Accredited Fire Risk Assessor (external)
Fire Wardens	Fire Marshal and Warden in Fuse
Emergency Controller	Emergency Controller

#### **7.4 Fire Risk Assessment**

7.4.1 Each Council-owned or Council-occupied building will have a suitable and sufficient fire risk assessment which is up to date. The review frequency will be based on level of risk for that particular building and will be decided upon from the outcome of the fire risk assessment.

7.4.2 Employees, consultants and third parties commissioned carrying out fire risk assessments in Council properties must meet the recommendations in the Fire Risk Assessment Competency Council guide.

7.4.5 Fire risk assessment will be carried out conforming PAS 79 format.

#### **7.5 Inspection, Testing and Maintenance**

7.5.1 Regular and timely inspection, testing and maintenance of fire safety equipment, devices, and facilities, including detection systems, firefighting equipment, fire doors and emergency lighting will be carried out in line with regulatory requirements and best practice to ensure that such systems are fully functional in the event of an emergency.

7.5.2 The inspection, testing and maintenance of fire safety provisions will be carried out in line with the regime contained in Appendix 1 of this procedure.

#### **7.6 Fire Evacuation Planning**

7.6.1 While good fire safety management arrangement helps prevent or reduce the risk of fires starting and spreading, it is essential that effective emergency evacuation plans are prepared and, where appropriate, practised in order to prevent loss of life or injury if such an event was to occur.

7.6.2 The appropriate evacuation strategy for each building will be agreed by the Emergency Controller, Building Manager and Responsible Person. In complex cases, advice could be sought from the London Fire and Emergency Planning Authority as part of this process.

7.6.3 Each evacuation plan will address:

- a) Means of detecting a fire and raising the alarm.
- b) The evacuation strategy for the building.
- c) Means of escape to a place of safety (if the plan is based on simultaneous evacuation strategy).
- d) Means of providing assistance for vulnerable persons and persons requiring special assistance.

- e) Arrangement for calling and providing information for the Fire & Rescue Service.
- f) Means of accounting for building occupants.
- g) Provision and use of firefighting equipment.

7.6.4 Personal Emergency Evacuation Plans (PEEPs) will set out specific and suitable arrangements for persons requiring assistance to ensure their safe evacuation.

7.6.5 Each emergency plan relating to a workplace shall be rehearsed twice annually to ensure that all persons regularly occupying such premises are aware of the action to take in the event of an emergency.

7.6.6 Sufficient competent persons shall be appointed to effectively implement the emergency plan in each workplace at all times.

7.6.7 Co-operation with other employers with regard to emergency planning, rehearsals and the appointment of competent persons at each workplace that is shared by another employer.

## 7.7 Responding to a Fire Incident

7.7.1 Activation of the fire alarm (other than during planned alarm tests) triggers the activation of the evacuation plan for each building.

7.7.2 The Emergency Controller takes control of the situation.

7.7.3 Fire wardens will commence directing people out of the building. Each fire warden will sweep the floor or section of the building for which they are responsible.

7.7.4 The responsibility for notifying the Fire Brigade lies with the Emergency Controller (or their deputy, in their absence).

## 8. Monitoring and Review

### 8.1 Performance Monitoring

8.1.1 The Council's fire safety management performance will be proactively monitored through:

- a) Workplace inspections.
- b) Monitoring of inspection, testing and maintenance of fire precaution systems by the Property Compliance Board.
- c) Trend analyses from completed fire risk assessments by the Property Compliance Board.
- d) Fire safety audits by the Corporate Health and Safety Team.

8.1.2 Annual report and recommendations on the implementation of this procedure will be compiled by the Corporate Health and Safety Team and presented to the Corporate Health, Safety and Wellbeing Board.

### 8.2 Reactive Monitoring

8.2.1 Fire incidents in the workplace will be reported (using Form AIM01) and investigated (using Form AIM02) by the person responsible for the building or part of the building where the incident occurred. All fires will be investigated to



identify the root causes and actions to prevent a recurrence and actions for recovery.

#### **9. Approval of The Procedure**

- 9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 22/11/2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

**Approved by (print name): Andrew Meek, Head of Organisational Resilience**

**Signature:**

A handwritten signature in blue ink, appearing to read 'AMeek', written over a light blue circular stamp.

**Date: 22/11/2021**

**Appendix 1: Fire Safety Inspection, Testing and Maintenance Regime**

Category	Asset	Frequency	Test description
Fire warning	Fire alarm system	Daily	Inspect the main panel for normal operation of the system
		Weekly	The following weekly inspection should be carried out by a responsible person and details recorded: <ul style="list-style-type: none"><li>• The panel indicates normal operation.</li><li>• Any previous recorded faults have been rectified.</li><li>• Audibility of the alarm should be confirmed.</li><li>• Manual call points are tested in rotation.</li><li>• Each zone should be tested in strict rotation.</li><li>• Each time a zone is tested a different call point should be tested.</li><li>• Each zone should be tested at least quarterly for a monitored system and weekly for an unmonitored system.</li><li>• Ensure the automatic door release system is working correctly.</li></ul>
		6-monthly	Service by a competent person in accordance with Recommendation 45.3 of BS 5839 – 1: 2013.
		Yearly	Service by a competent person in accordance with Recommendation 45.4 of BS 5839 – 1: 2013.
Fire fighting	Dry and wet risers	6-monthly	Inlets, landing valves, drain valves, door hinges and locking arrangements to the inlet and landing valve boxes should be inspected every six months.
		Annually	Pressure test should be carried out. Thorough check of the booster pumps and their associated mechanical and electrical equipment.

			Water storage tanks and booster pumps should be checked for operational serviceability.
	Fire extinguisher	Weekly	Visual check to ensure: <ul style="list-style-type: none"> <li>• All are in their proper position.</li> <li>• None have been discharged or lost pressure (where applicable).</li> <li>• None have suffered obvious damage.</li> <li>• Tamper tag/seal is intact.</li> <li>• Safety pin in place.</li> </ul>
		Monthly	Monthly inspection to ensure that they are in their proper position and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage
		Annual	Annual service carried out by a competent person in compliance with BS 5306 – 3: 2009.
	Sprinkler system	Weekly	Weekly inspections to see that: <ul style="list-style-type: none"> <li>• Correct water and air pressures (where applicable) are maintained</li> <li>• the water level in pressure tanks is satisfactory</li> <li>• The alarm operates.</li> </ul>
		Quarterly	Full inspection and test of the system to ensure that: <ul style="list-style-type: none"> <li>• The water supplies are satisfactory</li> <li>• The sprinkler nozzles are in good order and have not been painted since the last inspection</li> <li>• There is no leakage or corrosion of the sprinkler nozzles or pipes.</li> </ul>
		Annual	Inspection by a competent person
	Hose reel	Annual	The hose-reel should be completely run out and subjected to operational water pressure to make sure that the hose is in good condition and that all couplings are watertight and that the nozzle is watertight.

			A flow test should be carried out to ensure a steady and sufficient flow.
Escape from fire	Fire doors	Weekly	Inspections of fire doors should include checking the following features: <ul style="list-style-type: none"> <li>• integrity of panel, frame, glazing, intumescent strips</li> <li>• door tightness</li> <li>• full closure, latch operation, smoke seal, door closer operation</li> <li>• signs of warping/buckling</li> </ul>
		Annual	Annual check to ensure all self-closing mechanisms work well and fire doors fit correctly.
	Fire drills	6-monthly	Simulated evacuation of the building.
	Fire safety signs and instructions	Weekly	Visual checks that signs and instructions are in place, clear and unobstructed.
	Emergency lighting	Daily	Visual check
		Monthly	Test of self-contained luminaires, flick test of each light, by simulation of a failure of the normal lighting supply, for sufficient time to allow all luminaires to be checked for proper function.
		6-monthly	Test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply for a continuous period of 1 hour.
		3-yearly	Three yearly tests for full duration of self-contained and central battery systems which have specified duration category in excess of one hour. During the test check all luminaires for proper function.
	Evacuation chairs	Annual	As recommended by manufacturer.
	Escape routes and exits	Weekly	Visual checks to ensure: <ul style="list-style-type: none"> <li>• All escape routes are clear of any obstructions.</li> <li>• All exits are capable of being opened in the event of a fire.</li> <li>• All fire doors are closed, unless on hold open devices.</li> </ul>
	Smoke ventilation system	Weekly	Actuation of the system should be simulated once a week. It should be ensured that any fans and powered exhaust ventilators

			operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.
		Quarterly	All smoke control systems should be simulated once every three months. All zones should be separately tested, and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.

**Appendix 2: Responsible Persons**

Portfolio area	Responsible Person	Responsible for maintenance and statutory testing	Responsible for fire safety management
Corporate Operational Properties	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	Building Managers (Corporate Landlord if no building manager appointed)
Commercial buildings under the remit of the Corporate Landlord	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	William Ogden
Libraries	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	Building Managers (Flo Armstrong if no building manager appointed)
Children Centres	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	Building Managers (Carol Beaumont if no building manager appointed)
Day Centres (Adults)	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	Building Managers
Ermine Hub	Corporate Landlord (Linda Bosman)	Corporate Landlord (Linda Bosman)	Mamta Kaler
Commercial Stock	Strategic Property (William Ogden)	Leaseholder	Leaseholder
Housing Stock	Homes for Haringey	Homes for Haringey	Homes for Haringey
Schools	Headteachers	Headteachers	Headteachers



Other appendixes (available on separate [files](#))

- Fire Logbook.
- Emergency Evacuation Procedure for Schools Template.
- Emergency Evacuation Procedure Template.
- Fire Safety Procedure PEEP Template.