

**Agenda Item No:**

**Report To:** Cabinet

**Date of Meeting:** 30<sup>th</sup> June 2022

**Report Title:** Ashford Borough Council Fire Safety Management Policy

**Report Author:** Victoria Couper-Samways – Property Building Services &  
**Job Title:** Facilities Manager

**Portfolio Holder:** Cllr. Alan Pickering, Cllr Matthew Forest, Cllr. Andrew Buchanan

**Portfolio Holder for:** Portfolio Holder for HR & Customer Services, Portfolio holder for Environment, Property and Recreation



**Summary:**

The Cabinet is asked to agree the revised Fire Safety Management Policy. This was last issued in 2018 and was due for review.

The Policy has been revised and updated to provide additional clarity relevant to officer responsibilities and to further strengthen governance of fire safety management within the Council. The revised Policy also streamlines arrangements to enable the organisation to respond quickly to anticipate changes to legislation.

**Key Decision:** NO

**Significantly Affected Wards:** Not applicable

**Recommendations:** **The Cabinet is recommended to:-**

- I. Agree the revised Fire Safety Management Policy.**
- II. Authorise the Assistant Director of Community Safety and Wellbeing to agree any minor amendments to this policy.**

**Policy Overview:** The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) applies to all work places and commercial buildings and non-domestic parts of multi-occupied residential buildings.

The RRFSO 2005 requires us as an employer to ensure fire safety measures are met and adhered to.

This Policy sets out the general approach and commitment regarding how the Council manages fire safety. The Policy must be made available to employees and they will be consulted on any changes to it.

This dialogue via the Joint Consultative Committee (JCC) enables employees, or their representatives, to influence how fire safety arrangements are developed and maintained, and promotes measures to protect employees, members, contractors and visitors to any building that falls within the scope of the Regulatory Reform (Fire Safety) Order 2005.

**Financial Implications:**

The costs involved in delivering the Policy include the agreed training costs for the 3Nr staff who will be appointed as Competent Persons on completion of the course and the remuneration of £3,000 per annum per officer, which will be paid, monthly alongside their substantive salary once qualified. The training costs are £4,500 (£1,500 per delegate) and training has now commenced.

**Legal Implications:**

The Council is required to comply with the requirements of the RRFSO 2005 and any other associated fire, health and safety Regulations. The Order under the Regulatory Reform Act 2001 requires a written statement of policy and for that statement to be kept under review and updated where necessary.

**Equalities Impact Assessment:**

The Cabinet is referred to the attached Equalities Impact Assessment. The fire safety management process involves the assessment of risk in relation to existing Council policies, plans and activities which are themselves subject to equalities assessments. However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in separate risk assessments in accordance with Regulations.

**Data Protection Impact Assessment:**

There are no material changes to processes or systems which hold personal data. The data held is protected by rigorous measures and procedures to make sure it cannot be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.

**Risk Assessment (Risk Appetite Statement):**

The Council has an established governance framework that is designed to support achievement of risk appetite through the application of and compliance with a range of policies and frameworks including fire safety management. As set out in the Risk Management Framework, Ashford Borough Council's risk appetite for compliance is very low as we lead by example and can be trusted.

**Other Material Implications:**

There are no direct HR implications arising from the report. The changes to the policy reflect the recent Senior Restructure and the requirements set out in the Regulatory Reform (Fire Safety) Order 2005. The revised policy will be available on the Council's Smart Hub.

**Exempt from**

**Publication:** No

**Background  
Papers:** N/A

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Facilities Manager  
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## **Report Title: Ashford Borough Council's Fire Safety Management Policy**

### **Introduction and Background**

1. Every employer has a legal duty to ensure they have appropriate fire safety arrangements in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures prescribed under the Regulatory Reform (Fire Safety) Order 2005. It is therefore recommended that the Authority uses this policy to set out its arrangements. This Policy sets out the Council's aims and objectives and the organisational structure and health and safety responsibilities of all employees.
2. The Council has an existing Policy in place, however best practice guidance indicates that the policy should be regularly reviewed and updated. This updated Policy further clarifies roles and responsibilities of all those people involved with the Council's activities and reflects the recent Senior Management restructure.
3. The Policy formalises the responsibilities for managers and employees to ensure that fire safety and safety associated with the Council's activities is properly managed. This ensures that all reasonably practicable steps are taken to manage the fire safety and general safety and welfare at work of all its employees and that the Council's responsibilities in respect of persons other than its employees are met.
4. The implementation and ongoing application of this policy will be monitored by the Fire Safety Management team and will be reviewed periodically and in line with changes in legislative requirements.

### **The Policy**

5. The Fire Safety Management Policy as presented for consideration sets out the Council's general approach to the management of fire safety. It sets out how we, as an employer, will manage fire safety in our residential housing stock and corporate property assets. It states who does what, when and how and the finer details will be set out in each department's procedures.
6. The Council must share the Policy, and any changes to it, with their employees. This will allow us to:
7. State the Council's general Policy on fire safety management, including its commitment to managing fire safety and our aims. As the employer the most senior person in the company, should sign it and review it regularly.
8. List the names, positions and roles of the individuals in the organisation who have specific responsibility for fire safety management.

9. Give details of the practical arrangements the Council has in place, showing how we will achieve the fire safety policy aims. This includes, for example, carrying out risk assessments and training employees.
10. Reviewing the Fire Safety Management Policy will ensure that we are compliant with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated best practice.
11. As an employer, the Council has a legal responsibility to make sure the workplace is a safe environment. If the Council fails to recognise the importance of fire safety management it will put its employees, contractors and members of the public at risk.
12. If responsibilities are neglected, the Council may face high legal costs and hefty fines following criminal investigations. If the Council is found to have caused a person's death, they may face charges of Corporate Manslaughter leading to a prison sentence if senior managers are found to have failed their fire safety responsibilities.

### **Equalities Impact Assessment**

13. Members are referred to the attached Assessment.
14. In summary, the Policy covers all employees across the organisation and aims to treat everyone equitably regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the Policy and related procedures.
15. However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in supporting policies and procedures in accordance with Regulations. This is to ensure that the hazards linked to working conditions and processes are controlled.

### **Consultation Planned or Undertaken**

16. The Fire Safety Management Group has worked on the revised Fire Safety Management Policy collectively to update it and thus had the opportunity to comment and amend. Management Team has been invited to provide feedback on this Policy also.

### **Other Options Considered and Reasons for Supporting Option Recommended**

17. The Council as the employer must comply with the legal requirement to provide a written Fire Safety Policy and Risk Assessment.

### **Next Steps in Process**

18. Once approved by the Cabinet on 30th June 2022 the Policy will be made available on the Council's SmartHub and included in the Health and Safety Guidance for Employees Handbook.

## **Conclusion**

19. The Fire Safety Management Policy reflects our commitment and approach to managing fire safety at work.
20. The recommendations are contained on the summary page.

## **Portfolio Holder's Views**

21. TBC

## **Contact and Email**

22. Victoria Couper-Samways Property Building Services & Facilities Manager
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Document Title	Fire Safety Management Policy
Revision No.	VCS v1.01
Release Date	12.05.22
Review Date	12.05.25
Document Type	Policy



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## Ashford Borough Council

### Fire Safety Management Policy

**Scope:** The Fire Safety Management Policy will be used to ensure that the legal requirements and responsibilities, as set out in the Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005) and other relevant legislation is discharged in full. It applies to all non-residential properties, residential communal areas and private residential properties where rooms are individually let.

This procedure does not cover temporary accommodation as this is dealt with under separate procedures; namely the Homeless Guidance in relation to property standards to ensure that the Council discharges its duties appropriately and responsibly.

This policy applies to all employees, members, volunteers, agency staff, consultants and work experience placements and tenants.

#### Introduction

Ashford Borough Council recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from fire. This policy sets out where those duties arise and how Ashford Borough Council will operate to discharge these duties and responsibilities.

#### Legal duties

Ashford Borough Council will abide by the responsibilities contained within the following legislation in relation to fire safety management:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety Act 2021
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015

#### Policy statement

Ashford Borough Council is committed to taking all reasonable steps to fulfil its statutory duties under the Regulatory Reform (Fire Safety) Order 2005 and associated legislation.

This policy supplements the corporate health and safety policy by detailing the arrangements put in place to manage the risks associated with fire.

Ashford Borough Council will:

- Protect so far as reasonably practicable, staff, members, contractors and visitors to its properties;
- Provide adequate resources in support of the fire safety management procedure;
- Where a repairing lease is in place ensure the lessee is fully aware of their obligations;
- Only engage appropriately trained, qualified and competent persons to undertake any fire risk assessments, periodic maintenance, servicing, repair and/or replacement of all relevant systems and equipment;
- Establish a programme of modification of systems and equipment to maintain or achieve compliance;
- Maintain a record to comply with as far as reasonably practicable the installation, maintenance and testing of fire detection systems and equipment to reduce the risk of incidents;
- To carry out a periodic fire risk assessments to all premises where ABC retains responsibility to meet our legal statutory obligations and in line with our buildings insurance and licensing agreements;
- To ensure any unauthorised and defective alterations or additions to fire detection installations are rectified or removed;
- To promptly repair or renew as required by the reports any defective part of an installation or equipment or to dispose of such equipment if appropriate.

A documented process and procedure will be implemented to achieve the above-stated objectives.

### **Associated Documents**

- Management of Contractors Procedure
- Contractor Induction Checklist
- Emergency Lighting
  - Emergency Lighting Locations
  - Emergency Lighting Test Sheet
  - Emergency Lighting Fault and Repair Log
  - Existing Emergency Light Check list
- Permit to Work
  - Hot Works Permit
  - Fire System Isolation Permit
- Fire Evacuation Records
  - Fire Drill Record
  - Fire Evacuation Arrangements
  - Emergency Equipment Register and Inspection Record
- Employee Training Records
- Fire Extinguisher Maintenance and Replacement Records
- Fire Alarm Testing Records – including testing of all sensors and manual call points
- Fire Risk Assessment Records
- Business Continuity Response

- Audit Form

## **Roles and responsibilities**

Overall responsibility for fire safety management within Ashford Borough Council lies with the **Chief Executive**.

Responsibility for ensuring this policy is being carried out lies with the **Executive Management Team** for all areas under their direct control.

The **Executive Management Team** will ensure an appropriate system of communication is in place whereby all significant accidents, incidents, audits, reviews or other documents relating to the management of the organisation are brought to the attention of the Chief Executive at the earliest opportunity.

Responsibility for regular review, updating of this policy and that adequate resources are provided to enable compliance lies with the **Director of Place, Space and Leisure**.

Responsibility for ensuring this policy is being implemented via a documented procedure and process lies with the Competent Persons in the following roles: **the GM Health, Safety, Environment and Quality Manager, the Housing Asset Manager and the Property Building Services & Facilities Manager**.

**Departmental Managers and Heads of Services** are responsible for adhering to the policy and procedure. Providing evidence of this where managing associated maintenance works or projects to public buildings and the training of their staff.

**All employees** have a responsibility to co-operate with Ashford Borough Council to achieve a healthy and safe work place and take reasonable care of themselves and others. Any employee who notices a health and safety problem, which they are not able to correct, **must** straight away, inform a Competent Person who in turn must ensure corrective action is taken. If a Competent Person is unavailable then the employee should contact the next appropriate person in their management structure. All employees who are involved in the management of premises or the management of building and maintenance works shall ensure compliance with this policy within their area of responsibility and by those persons and contractors under their control.

## **Review**

Ashford Borough Council will review this policy 3 yearly or at the point of any substantial legislative or organisational change to ensure that the organisations' policy and practices remain effective, keeps up-to-date with legislative change, reflects good practice guidance, and continues to be capable of achieving the stated objectives.



Document Title	Fire Safety Procedure
Revision No.	VCS/DG v.1.1
Release Date	12.05.22
Review Date	12.05.25
Document Type	Procedure



**ASHFORD**  
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## Ashford Borough Council

### Fire Safety Procedure

**Scope:** This procedure covers fire safety in our commercial property, communal areas in residential blocks of flats and independent living schemes. This procedure does not cover temporary accommodation as this is dealt with under separate procedures; namely the Homeless Guidance in relation to property standards to ensure that the Council discharges its duties appropriately and responsibly. This procedure should be read in conjunction with the stated objectives in the fire safety policy. The procedure goes into further details on how the policy objectives will be met at an operational level within Ashford Borough Council.

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## **1.0 Introduction**

Ashford Borough Council recognises that it has a duty of care towards employees, residents, contractors, visitors and others who may be at risk from fire. This policy sets out where those duties arise and how Ashford Borough Council will operate to discharge these duties and responsibilities.

Due to the significant differences between housing and corporate property assets in terms of management practices and tenure, this document is presented as an overarching procedure common to both and, where appropriate, presents actions to be undertaken for the peculiarities for each respective portfolio.

The RRFSO 2005 does not extend to private residents. However, it does include communal areas in apartment blocks up to and including the front door of the residence and common service ducts therein or where there is a concern that an activity by a resident in the block is causing potential harm to the other residents. However, an anomaly is that private residences are included in the RRFSO 2005 if rooms are rented out i.e. house of multiple occupancy.

## **2.0 Fire Safety**

This procedure undertakes that Ashford Borough Council will do the following:

- Establish overall responsibility with regard to fire safety at each appropriate location. The Chief Executive is responsible for this.
- Ensure suitable fire arrangements are effectively in place for all employees and non-employees including visitors, contractors and other third parties within any of our premises. The Fire Safety Management Group will be responsible for ensuring this is done and will feed back to Management Team via a six monthly report prepared by Internal Health & Safety which the Fire Safety Management Group will feed into.
- Ensure all fire safety equipment is maintained, tested and inspected according to the relevant standard. The Competent Persons are responsible for this in their own service areas and will feed back to Management Team via a six monthly report prepared by Internal Health & Safety which the Fire Safety Management Group will feed into.
- Ensure suitable and sufficient fire risk assessments are conducted by a competent person and that effective action is taken on the issues raised. The Competent Persons are responsible for this in their own service areas and will feed back to Management Team via a six monthly report prepared by Internal Health & Safety which the Fire Safety Management Group will feed into.
- Ensure fire risk assessments are properly maintained and reviewed at appropriate regular intervals or when changes are made to the building structure or its

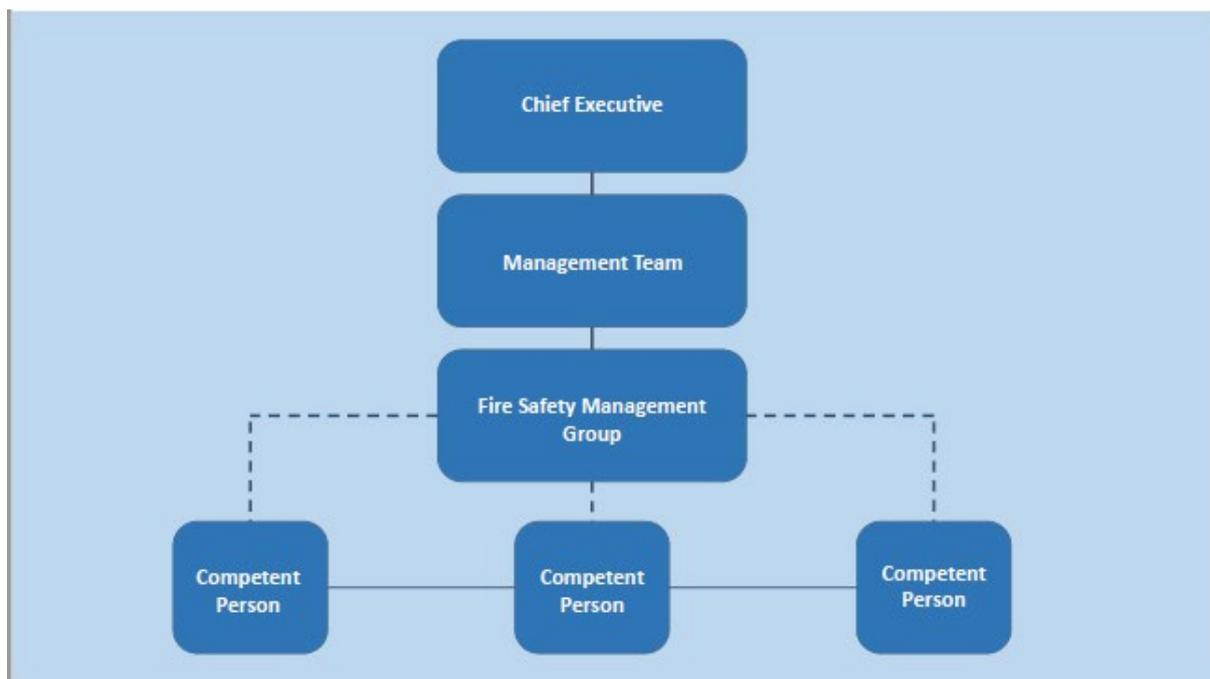
operation. Fire risk assessments will be made readily available to all stakeholders. The Competent persons are responsible for this in their own service areas and will feed back to Management Team via a six monthly report prepared by Internal Health & Safety which the Fire Safety Management Group will feed into.

- Ensure a suitable plan is available which adequately identifies actions required by those persons in an emergency, including actions to be taken outside of normal working hours. The Competent Persons are responsible for this in their own service areas and will feed back to Management Team via a six monthly report prepared by Internal Health & Safety which the Fire Safety Management Group will feed into.
- Ensure all appropriate persons are adequately trained in fire safety, particularly during induction and the emergency plan is displayed in a prominent position in the premises.
- All visitors and contractors are aware of actions required in an emergency; a Contractor and Temporary Agency Workers Handbook is provided setting out all necessary steps to be taken.
- Arrangements are in place to liaise with emergency services before and during emergencies.
- All escape routes and fire equipment are adequately maintained.
- A fire log book is properly maintained for the premises and regularly reviewed to identify any actions.
- Ensure that all fire related incidents including near misses and hazards are reported.
- Ensure people with disabilities or those that may have other reasons for not being able to leave the premises quickly are properly considered and catered for e.g. visitors and people with language difficulties and contractors.
- Store only minimum amounts of volatile and explosive substances on site and in adequate facilities and ensure that a Dangerous Substance Inventory is kept and records the details of the type and volume of substance held on site.
- Ensure the requirements of the Permit to Work procedure are implemented and that only competent and authorised personnel issue a Hot Work Permit to competent contractors.
- Where isolation or removal of the fire detection or firefighting system is required for maintenance and servicing, the authorisation must be given in writing using the Fire System Isolation Permit.
- Cooperate with any inspection of premises by insurers or the local fire and rescue authority.

- Organise and provide suitable fire training to all employees to fulfil their duties.
- Where changes or alterations are proposed to the building structure, layout or use, competent advice is sought before making any changes in order to maintain the integrity of the fire arrangements for the premises.
- Suitable means of detection, firefighting and giving warning in case of fire are available at all times.
- Conduct regular fire evacuation drills where no stay-put policy is in place.
- Sufficient numbers of trained fire wardens are available during evacuations.

### Fire Safety Management Organogram

The organogram illustrates the communication and reporting structure for the Fire Safety Management Group which should also be followed in the event of an emergency.



### 3.0 Fire Risk Assessment

A fire risk assessment is a detailed review of fire arrangements to identify fire sources and the measures required to eliminate or contain the situation in order to protect occupants and premises.

The aim of the fire risk assessment is to:

- Identify fire hazards

- Reduce risk of fire to the lowest practicable level
- Decide fire precautions necessary to ensure the safety of everyone.

#### 4.0 Record Keeping

There are significant differences between the housing and corporate property portfolio in terms of management practices and tenure which require a different approach to fire safety. For example, Housing stock, other than some temporary accommodation such as Bed & Breakfast, is directly managed by Housing for the benefit of its tenants and so Housing is directly responsible for fire safety compliance and, therefore, makes all its own arrangements and keeps all its own records. The Housing portfolio is very similar in nature but large in number, therefore a common set of practices cover the entire portfolio with only minor differences. Corporate property portfolio however is, by comparison, small in number but each property is quite different and typically more complex in built form, services installed and in the management of those premises.

Records of all authority owned and occupied premises where general fire precautions are required are kept including copies of all fire risk assessments and associated documents together with any recommendations for improvement. All documents are held in the central repository used by the relevant service i.e. for Housing this is Orchard and for corporate property, this is Abavus. The fire risk assessment, the date it was undertaken and due date for the next assessment along with the outcomes are all recorded in such a way that they can be reported on. Tenants occupying commercial premises will often be responsible for complying with fire safety legislation and as such, this will be stated within their lease. Where the Property team is directly responsible they will diarise due dates for fire risk assessments and any routine and periodic servicing and maintenance responsibilities.

#### 5.0 Training and Competence

Staff will be developed and trained in order to take on the role of the Competent Person. **The GM Health, Safety, Environment and Quality Manager, the Housing Asset Manager and the Property Building Services & Facilities Manager** will undertake the Level 6 Certificate in Fire Safety and will be appointed into the role of Competent Person upon successful completion of the qualification. They will be required to undertake appropriate continued professional development in order to keep abreast with any legislative updates and changes. Evidence of the completion of this training and any associated CPD will be uploaded by the Competent Persons onto their Ashford Achieve portal which is maintained by HR.

#### 6.0 Review and audit

**The Fire Safety Management Group** will review this procedure 3 yearly or at the point of any significant relevant Government legislation or guidance change to ensure that the procedure is always compliant. The procedure will be reviewed upon any fire safety management policy changes and any major operational changes.

**The Property Building Services & Facilities Manager** will procure the services of a Fire Risk Assessment Consultant to undertake appropriate periodic (or otherwise) Fire Risk Assessments of properties in the corporate portfolio or under its management where fire safety is included and produce associated Action Plans for any fire safety issues identified.

She will also undertake periodic and random spot checks to ensure that where commercial premises are let, they are compliant with the Fire Safety Regulations. Lessees will be required to provide copies upon request of their fire risk assessments and any other associated records pertinent to fire safety.

**The Housing Asset Manager** will procure the services of a Fire Risk Assessment Consultant to undertake appropriate periodic (or otherwise) Fire Risk Assessments of properties in the Housing portfolio or under its management where fire safety is included and produce associated Action Plans for any fire safety issues identified. The Fire Risk assessments and associated Action Plans will be assessed by Responsible Persons in the Planned Maintenance team and overseen by the Competent Person. All remedial works identified by the Action Plan will be undertaken promptly and diligently by competent contractors and with due regard to the priority stated. All responses will be documented and recorded in the Action Plan held in the Orchard data system.

The Competent Person will ensure that Responsible Persons in the Planned Maintenance Team and relevant property managers such as Independent Living Officers undertake regular testing of all fire safety related equipment fixtures and fittings and outcomes are properly recorded. They, along with other contractors such as cleaning contractors in General needs blocks flats, will also ensure that fire safety related 'housekeeping' is maintained and any issues are reported promptly, e.g. obstructed fire escape routes or storage of combustible materials in escape routes etc.

The Fire Risk Assessment Consultant will also be retained to provide ad-hoc expert advice on matters relating to fire safety.

<b>Lead officer:</b>	Victoria Couper-Samways – Property Building Services & Facilities Manager
<b>Decision maker:</b>	Joint Consultative Committee (JCC)/Cabinet
<b>Decision:</b> <ul style="list-style-type: none"> <li>• Policy, project, service, contract</li> <li>• Review, change, new, stop</li> </ul>	Approve the revised Fire Safety Management Policy.
<b>Date of decision:</b> The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	Cabinet 30 <sup>th</sup> June 2022
<b>Summary of the proposed decision:</b> <ul style="list-style-type: none"> <li>• Aims and objectives</li> <li>• Key actions</li> <li>• Expected outcomes</li> <li>• Who will be affected and how?</li> <li>• How many people will be affected?</li> </ul>	<p>To seek approval from Joint Consultative Committee (JCC) / Cabinet for the revised Fire Safety Management Policy for Ashford Borough Council. This internal Policy affects the health, safety and welfare of Council employees.</p> <p>The Policy must be made available to employees and they will be consulted on any changes to it. This dialogue via JCC enables employees, or their representatives, to influence how health and safety arrangements are developed and maintained, and promotes measures to protect health and safety.</p> <p>This Policy will be made available on the Council's SmartHub and included in the Health and Safety Guidance for Employees Handbook.</p>
<b>Information and research:</b> <ul style="list-style-type: none"> <li>• Outline the information and research that has informed the decision.</li> <li>• Include sources and key findings.</li> </ul>	Research conducted as part of the revision of the policy includes: <ul style="list-style-type: none"> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• Consulting with UNISON, Safety Representatives and Management Team</li> </ul>
<b>Consultation:</b> <ul style="list-style-type: none"> <li>• What specific consultation has occurred on this decision?</li> <li>• What were the results of the consultation?</li> <li>• Did the consultation analysis reveal any difference in views across the protected characteristics?</li> <li>• What conclusions can be drawn from the analysis on how the decision will affect</li> </ul>	The Fire Safety Management Group, UNISON representatives, Safety Representatives and Management Team have been invited to provide feedback on this Policy. Some amendments to the format and layout were made following their responses, and the opportunity has been taken to review changes that reflect the senior restructure.

people with different protected characteristics?		
<p><b>Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.</b></p> <p>When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.</p>		
<b>Protected characteristic</b>	<b>Relevance to Decision</b> High/Medium/Low/None	<b>Impact of Decision</b> <b>Positive</b> (Major/Minor) <b>Negative</b> (Major/Minor) <b>Neutral</b>
<u>AGE</u> Elderly	Low	Neutral
Middle age	Low	Neutral
Young adult	High	Positive
Children	Low	Neutral
<u>DISABILITY</u> Physical	High	Positive
Mental	High	Positive
Sensory	High	Positive
<u>GENDER RE-ASSIGNMENT</u>	Low	Neutral
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	Low	Neutral
<u>PREGNANCY/MATERNITY</u>	High	Positive
<u>RACE</u>	Low	Neutral
<u>RELIGION OR BELIEF</u>	Low	Neutral
<u>SEX</u> Men	Low	Neutral
Women	Low	Neutral
<u>SEXUAL ORIENTATION</u>	Low	Neutral
<u>ARMED FORCES COMMUNITY</u> Regular/Reserve personnel	Low	Neutral
Former service personnel	Low	Neutral

Service families	Low	Neutral
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<p><b>Mitigating negative impact:</b></p> <p>Where any negative impact has been identified, outline the measures taken to mitigate against it.</p>	N/A
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<p><b>Is the decision relevant to the aims of the equality duty?</b></p> <p>Guidance on the aims can be found in the EHRC’s <a href="#">Essential Guide</a>, alongside fuller <a href="#">PSED Technical Guidance</a>.</p>	
<b>Aim</b>	<b>Yes / No / N/A</b>
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	N/A

<p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>Consider how due regard has been had to the equality duty, from start to finish.</li> <li>There should be no unlawful discrimination arising from the decision (see guidance above).</li> <li>Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any residual impacts are justified.</li> <li>How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported?</li> </ul>	<p>The Policy covers all employees across the organisation and aims to treat everyone equitably regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the Policy and related procedures.</p> <p>However, regard is given to young adults (under 18 years), new and expectant mothers and disabled employees who will be considered in separate risk assessments in accordance with Regulations.</p> <p>The policy as a whole seeks to advance equality of opportunity for and between different protected groups.</p> <p>The purpose and intended outcomes of the Policy do not seek to foster good relations between and across protected groups. However, the council has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Gender Pay Gap reporting, Customer Care Policy and publishing equalities objectives and staff/resident information on the council website.</p> <p>The policy and its associated procedures will be implemented, monitored and reviewed by the Corporate Fire Safety Management Group which will form part of the 6 monthly report to Management Team.</p>
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	<p>This policy will be reviewed every three years however, it is proposed to complete an initial review in 6 months' time when the named Competent Persons (as defined by the Regulatory Reform (Fire Safety) Order 2005 are fully qualified.</p> <p>The policy will also be reviewed on an on-going basis if intelligence from HR / feedback from colleagues / particular case / legislation / case law, etc. is received that would call for an earlier review.</p>
<b>EIA completion date:</b>	6 <sup>th</sup> May 2022