



FIRE RISK MANAGEMENT STRATEGY

Estates and Facilities
Revised FINAL DRAFT SEPTEMBER19

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Introduction

This fire risk management strategy sets out how Cambridge City Council will implement its Fire Safety Policy.

The strategy reduces the risks posed by fire through a risk based approach, supported by fire safety management processes and procedures to reduce the risk as far as reasonably practicable.

Scope

This document applies to all Cambridge City premises, its staff, visitors, contractors, tenants and leaseholders. It provides a structured approach for managing and controlling fire risks in compliance with current legislation, technical guidance and best practice.

Fire Safety Policy

Cambridge City Council has a duty to protect the health, safety and welfare of its employees, visitors, contractors, tenants and leaseholders. This includes a duty of care, for the safety of employees and a general duty in relation to non-employees regarding fire precautions as may reasonably be required and practicable in the circumstances.

These duties are set out in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 (FSO).

Our commitment

Cambridge City Council is committed to the provision of a safe place of work for all employees, clients, visitors, contractors, volunteers and those affected by or involved in Cambridge City Council activities.

Fire is a major workplace hazard that can lead to injury and in some cases death. There are three sound reasons for maintaining good standards of fire safety:

Moral: Fires result in a great deal of suffering for those affected, the loss of personal items and the shock. We must all do what we can to avoid this.

Legal: It is a legal requirement to prevent fire and protect employees and other relevant persons from the effects of fire. It is also a requirement to mitigate the effects of fire on anyone in the vicinity of the premises on fire.

Financial: The associated costs of a fire are substantial, especially when the consequential losses such as interruption to business and the physical and or uninsured losses are taken into account. The environmental damage caused by fires can also be far reaching.

Legislative Requirements

The Regulatory Reform (Fire Safety) Order 2005 (FSO) covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'.

The FSO requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. The responsibility for complying with the FSO rests with the 'responsible person'. In a workplace this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible.

Responsibilities & Accountably

The following responsibilities and tasks are required of Council officers to ensure compliance with the FSO and to deliver our commitment for fire safety. As with other management responsibilities, it is for the named officer to ensure that the task and outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results.

The Chief Executive & Directors are accountable on behalf of Cambridge City Council for the fire safety in all premises belonging to or occupied by the Council and will ensure:

- That the Council has a fire risk management strategy.
- That programmes to implement, maintain, monitor and review the strategy are agreed as required.
- That resource is available for the implementation, maintenance, monitoring and review of the fire risk management strategy.

Heads of Service (HoS) with the assistance of nominated Council officers are responsible for:

- Ensuring fire safety in their designated buildings is accordance with the fire risk management strategy.
- Meeting the health and safety requirements as laid down in the Regulatory Reform (Fire Safety) Order 2005.
- Identifying and requesting that Fire Safety Management Plans (FSMP) are in place for properties within their remit.
- Ensuring that actions and recommendations arising from Fire Risk Assessments (FRA) are undertaken.
- Monitoring effectiveness of FSMPs and setting priorities against remedial action plans following FRAs.

Estates & Facilities are responsible for:

- Commissioning Fire Risk Assessments, where required, to ensure that all buildings owned or occupied by the Council have a current Fire Risk Assessment in place.
- Reviewing the Fire Risk Assessments when alterations to building layout or structure are proposed or undertaken and amending them accordingly.
- Informing relevant Heads of Service of actions and recommendations from Fire Risk Assessments.
- Providing or commissioning fire safety input for new building developments and refurbishment of existing buildings.
- Ensuring Fire Safety Management Plans are produced, reviewed and amended as appropriate.
- Monitoring Fire Risk Actions and update as appropriate.
- Reporting on a six monthly basis all outstanding High Priority Actions to HoS.
- Ensuring that fire safety equipment such as alarms, extinguishers and emergency lighting is tested and maintained in accordance with the relevant standards.

- Undertaking or commissioning appropriate testing and maintenance programmes for fire safety equipment such as alarms, extinguishers and emergency lighting to comply with the relevant standards.
- Carrying out practice evacuations of Council facilities that are under our control.
- Undertaking or commissioning appropriate testing and maintenance programmes, the periodic testing of a building's electrical fixed wire installation, portable electrical appliances and heating systems to ensure that testing is carried out and maintenance arranged where appropriate.
- Liaising with other nominated officers regarding relevant fire safety information relating to Fire Safety Management Plans and outcomes of Fire Risk Assessments and agreeing and allocating actions as appropriate.
- Managing and incorporating suitable wording into contracts to ensure that contractors they appoint undertake works in such a way to prevent the risk of fire.
- Maintaining records of premises, all testing, maintenance and other related information to demonstrate compliance or identify issues to be resolved.
- Investigating all fire related incidents within the Council's premises within their control and share the findings with all interested parties.

Managers/Supervisors are responsible for:

- Implementing aspects of Fire Safety Management Plans for which they are responsible so they are adhered to; including liaising with other nominated officers and departments as necessary.
- Facilitating the production of Fire Risk Assessments and supporting activities linked to remedial actions identified by the assessment.
- Update E&F on actions undertaken and evidence as required.
- Ensuring that their staff receive fire safety training including for employees with a fire safety role are provided with additional training. Undertaking or arranging fire evacuation drills on a regular basis in consultation with CHST, reviewing the drill and implementing any recommendations to improve in the future.
- Maintaining necessary records on site or electronically if suitably accessible, to show compliance with legislation.
- Undertaking routine inspections and checks as directed by CHST to ensure that passive and active fire protection measures and systems are working and not interfered with, removed, modified or obscured.
- Reporting any fire safety issues to relevant parties to ensure that these are actioned.
- Liaise with Estates & Facilities to incorporate any corporate contracts or Framework Agreements into managing and incorporating suitable wording into contacts to ensure that contractors they appoint undertake works in such a way to prevent the risk of fire.

Corporate Health & Safety Team (CHST) are responsible for:

- Providing specialist advice and guidance on fire safety matters with assistance from a Fire Safety Advisor (competent person) where required.
- Providing fire safety induction and refresher training.
- Overseeing the Fire Risk Assessment program.
- Overseeing and write Fire Safety management Plans for CCC premises.
- Liaising with the Fire Safety Advisor.
- Undertaking internal audits of fire safety management processes, procedures and key performance indicators.
- Arranging relevant training and ensuring its effectiveness.

All Staff

- Regardless of their position staff have a duty to themselves, to other colleagues and to anyone else who may be affected by their acts or omissions to take reasonable care to work in a safe manner. In particular all employees must:
- Comply with all City Council fire safety requirements and statutory health and safety at work obligations specifically relating to fire safety with all written and verbal instructions given to them by management.
- Report to their manager or health and safety representative, as applicable, any defective equipment, potential fire hazard or any practice likely to cause a fire.
- Report all fires, whether or not the fire service is called and regardless of whether any injury is sustained.
- Assist with the investigation into fires so that measures may be devised to prevent a recurrence.
- Undertake any fire safety role they may be appointed to.
- Participate in fire safety training provided by the Corporate Health & Safety Team.
- Staff must act responsibly e.g. by vacating a building as quickly as possible, checking that their 'zone' is empty if at a time that no fire wardens are present.

This fire safety policy and the fire risk management strategy will be reviewed at regular intervals of not more than 3 years.

Antoinette Jackson
Chief Executive Officer

September 2019

Fire Risk Management Strategy

Aim

The primary aim of the Fire Risk Management Strategy (FRMS) is to implement Cambridge City Council's fire safety policy and in doing so achieve compliance with legislative requirements. This will ensure the provision and maintenance of buildings with fire safety systems and procedures so that in the event of a fire, the occupants are able to reach a place of ultimate safety, or relative safety in the case of flats, whilst also reducing the risk of the spread of the fire.

Objectives

The following objectives support and should ensure the delivery of the aim of the strategy:

- The implementation of standards, procedures and processes for fire safety management throughout the Council.
- The identification through fire risk assessment of the standard of fire compartmentation means of escape, fire safety systems and firefighting equipment in Council buildings to achieve safe evacuation and prevent fire spread.
- A program of remedial work linked to the outcomes of fire risk assessment and specific inspection of Council premises.
- The early involvement in proposed new Council buildings and developments to ensure the fire risk management aim will be met.
- The allocation and definition of responsibilities and standards for the provision, installation, testing and planned maintenance of fire safety equipment, devices, alarms and extinguishing systems;
- The allocation of responsibilities for the implementation of fire emergency plans including evacuation procedures, first-aid, firefighting, contacting the emergency services, emergency coordination and staff training;
- The allocation of responsibilities and duties of staff for monitoring and auditing all fire safety management systems and procedures;
- The development and delivery of suitable staff training in fire safety awareness and fire warden training;
- The development and implementation of business continuity procedures to ensure minimal disruption from an incident involving fire and allow an early recovery to enable operations to continue.
- The identification of standards for the control of combustible, flammable or explosive materials.

Managing Fire Safety

Managing fire safety operationally day to day is supported by Fire Risk Assessment (FRA), Fire Safety Management Plans (FSMP) alongside appropriate processes and procedures.

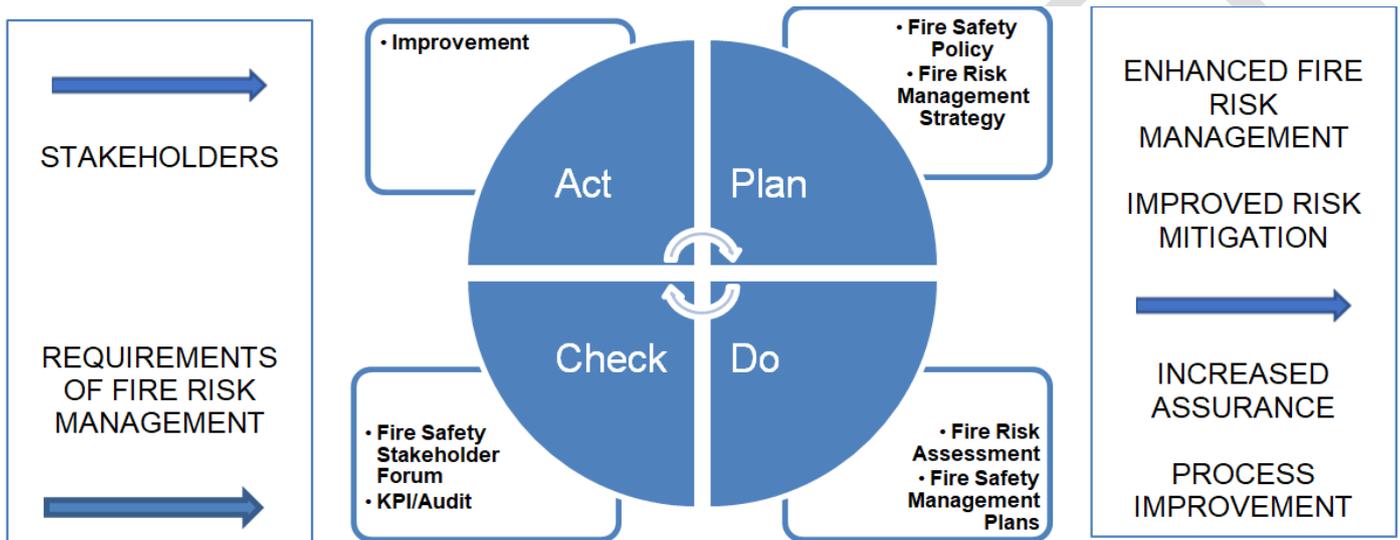
A Fire Risk Management Group (FRMG) is formed of the stakeholders for fire safety in Cambridge City Council. The FRMG is comprised of representatives of the following:

- Estates & Facilities – Head of Service (Chair)
- City Homes (Housing Officers/Estate Champions) – Housing Services Manager / Estate Champion
- Home Ownership – Home Ownership Manager

- Commercial – Chief Property Surveyor
- Community Facilities – Sport and Recreation Manager
- Competent Fire Safety Advisor – Appointed Consultant
- Corporate Health & Safety Team – Health and Safety Manager
- Others as deemed appropriate – Example multi shared occupant buildings or contractors during building or refurbishment work.

The FRMG will meet quarterly in accordance with their agreed Terms of Reference to ensure the management of fire safety in conjunction with KPI data and internal audit reports

Fire Risk Management Model



Communication

The Fire Safety Policy and Fire Risk Management strategy will be made available to all relevant persons.

The fire safety stakeholder forum will communicate with appropriate information relating to fire safety management and performance.

The significant findings of a fire risk assessment will be communicated between the Corporate Health & Safety Team, Estates & Facilities and the manager responsible for the premises concerned. This process will include agreed remedial action, who will be responsible for the implementation of these actions and the time scale or priority allocated. Heads of Service will be copied into this correspondence where it impacts on their service area.

Fire Safety Management Plans will set out how the occupants of a building will be alerted to a fire and communication with the fire and rescue service in the event of a fire.

For flats, and other multi-occupancy buildings, the key outcomes and actions of fire risk assessments will be provided in the communal areas as well as via the Council’s website.

Fire safety information for relevant persons will be provided in the form of the FSMP, staff training and specific fire safety information leaflets. This may extend to specific or targeted fire safety information as directed by the fire safety stakeholder forum.

Communication links for internal and external key partners and stakeholders will be identified and documented.

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

The 'responsible person' must carry out a fire risk assessment with a focus on the safety in case of fire of all 'relevant persons'. The fire risk assessment will identify the nature and extent of the general fire precautions that are required and to reduce or remove risks.

Estates & Facilities will ensure that arrangements are in place for fire risk assessment to be carried out in all Council premises where the FSO applies which will include communal areas of flats.

Where five or more people are employed the significant findings of the assessment must be recorded. The FRA is recorded in all instances and follows the PAS79 model with an action plan containing recommendations for remedial works.

Estates & Facilities will review each fire risk assessment's action plan to prioritise remedial work with appropriate time scales in conjunction with the relevant fire safety standard for each building type – see Appendices 1- 9.

Leaseholders of commercial premises will be required to undertake their own risk assessments; and will share relevant fire safety information with the Council.

FRA's will be carried out on a programmed basis as follows:

Premises Type	Frequency (months)
Flats: larger blocks with higher occupancy	12
Flats: with communal areas (*low risk)	24
Sheltered schemes	12
Temporary housing	12
Depots	12
Offices	12
Leisure Centres	12
Community Centres	12
Theatre	12
Multi-storey Carparks	12
Pavilions	12
Chapels/Crematorium	12
Temporary Structures / Events	As required

*Type 1 Fire Risk Assessment: Communal Area Only – Non-Destructive

CHST are the guardians for the program and will liaise with the Fire Safety Advisor who carries out the FRA on behalf of CCC.

Fire Safety Management Plans

A fire safety management plan (FSMP) will be in place for all Council premises other than dwellings, although the exception to this will be for the small number of higher rise flats in the city.

A FSMP is building specific. It provides the person responsible for fire safety management in a building with all relevant information to undertake that role, in particular the fire strategy for the premises.

Events Management Control Document will include fire safety management arrangement in conjunction with the fire risk assessment for the event.

Maintenance & Testing

Arrangements for the testing and maintenance of all fire safety equipment and systems will be implemented and managed by Estates and Facilities.

Liaison and cooperation between Estates & Facilities and managers of all sites where equipment is installed is essential to ensure maintenance and testing can be completed. Communication between Estates & Facilities and managers will provide assurance this has taken place and any defects have been rectified. For managers this links to their FSMPs and fire strategy for the building(s) they are responsible for.

Records of all such maintenance and testing will be documented by Estates & Facilities and their contractors.

Fire Safety Training

Cambridge City Council has a moral and legal duty to provide training to staff relevant to the fire safety procedures for the premises that they occupy.

This will be provided on induction to the organisation and then on a refresher basis. The training will include an overview of general fire safety in the workplace. Staff with nominated duties such as fire wardens will be given additional input.

Induction and refresher training will be provided by CHST. Specific training such as practical training for the use of fire extinguishers will be by a competent external provider.

Managers of staff can also request fire safety training where appropriate for example following a fire risk assessment where this has been highlighted as a recommendation.

Emergency Planning & Evacuation Plans

Evacuation plans will be set out in the FSMPs for each building. Linked to these are emergency planning arrangements that prevent or mitigate the consequences of an emergency event, especially a fire that impacts on business continuity. These arrangements will include logistical issues and power failures.

Control of Work on Site

Work on site in the Councils buildings is a regular activity and a risk that will be managed to minimise both disruption to fire safety procedures and systems as well as the likelihood of fire.

Where significant work is to be undertaken, a suitable review of the existing fire risk assessment will be undertaken taking into account the FSMP for the building concerned. Appropriate procedures, precautions and measures will be implemented in conjunction with any risk assessment undertaken to satisfy the CDM regulations with cooperation between the building manager, contractors and Estates & Facilities/Corporate Health & Safety Team.

In any instance where work is carried out contractors will be made aware of the fire safety arrangements for the building especially fire evacuation procedures. They will be expected to cooperate with managers and staff to maintain the effectiveness of fire evacuation by ensuring their work does not obstruct escape routes or firefighting equipment or the operation of fire safety systems.

A 'permit to work' procedure will be implemented for hot works.

Fire Safety Performance

Performance of fire safety management will be monitored and measured by the following Key Performance Indicators (KPI's)

- % **Number of premises with outstanding 'High Risk' actions.**
- % **of fire risk assessment high risk actions completed within the allotted time frame**
- % **of fire safety training completed as programmed**
- % **of fire safety management plans maintained up to date (within review period of 3 years or any other activity that impacts on the objectives of this strategy)**

KPI's will be compiled by Estates & Facilities.

Fire Safety Audit

The fire safety management processes and systems will be audited internally each year by CHST or Internal Audit. However, the fire and rescue service may audit individual premises to check for compliance with the FSO and in doing so may seek assurance that suitable and sufficient arrangements are in place to manage fire safety.

The purpose of the audit is to:

- Ensure the effective management of fire safety in Cambridge City Council
- To provide feedback to fire safety stakeholders and drive continuous improvement
- To support nominated Council officers in their fire safety roles
- Ensure the KPI's are still current and provide relevant managerial and strategic performance information linked to the FRMS.

The audit will be targeted at specific areas through sampling. The areas may include;

- particular issues highlighted through the fire risks assessment process,
- local and national fire safety incidents or trends,

- direction from the fire safety stakeholders forum

Fire Safety Priorities for Cambridge City Council Buildings

Fire safety priorities have been set based on the fire safety standards in current Cambridge City Council building stock following fire risk assessments (2018/19) against benchmark national technical fire safety standards.

Although compliance has been broadly achieved through application of the FSO, these fire safety priorities provide an additional focus for fire safety risk management through the fire safety management plan and fire protection strategy specific for each building. They are dynamic and may vary year on year depending on the significant findings from the fire risk assessment, fire safety audit undertaken by the corporate health and safety team and guidance from the Fire Risk Management Group.

Appendices 1 - 9 provide a set of fire safety priorities for a specified list of Council's premises types according to use and occupancy. As appropriate these are aligned in Fire Safety Management Plans. As a minimum all Council owned premises will have a Fire Risk Assessment in line with the strategy, other premises not listed in appendix 1-9 may be considered for inclusion if directed by FRMG.

Generally, dwellings do not attract a Fire Safety Management Plan or a fire risk assessment (other than for the communal areas) as the corporate buildings do. Therefore, a fire safety specification for the different types of dwellings through benchmarking against current national standards is provided in Appendix 1. These meet the fire safety priorities that have been set to achieve a satisfactory level of fire safety in dwellings.

These appendices help to fulfil the aim of this Fire Risk Management Strategy and thus the Fire Safety Policy of Cambridge City Council.

Appendix 10 provides a fire safety management plan template to achieve consistency.

	General needs housing
Appendix 1	Dwellings
Appendix 2	Temporary Housing/Hostels
Appendix 3	Sheltered Schemes
	Corporate
Appendix 4	Offices
Appendix 5	Car Parks
Appendix 6	Crematorium
Appendix 7	Community Buildings
Appendix 8	Depots
	Commercial
Appendix 9	Mixed Use and Multiple Occupancy Business Units
	Fire safety management
Appendix 10	Fire Safety Management Plan Template

Appendix 1 Dwellings

Cambridge City Council is responsible for just over 8,000 dwellings. Dwellings are homes to people living in Cambridge and may be one of the following types of buildings:

1. Houses and bungalows
2. Flats with no communal areas
3. Flats with communal areas
4. Temporary Housing – see Appendix 2
5. Sheltered accommodation schemes – see Appendix 3

Some dwellings are leasehold and form part of a building e.g. a privately owned flat in a complex of Council owned flats.

The age of these dwellings and thus the standards they were original built to varies greatly with some housing stock dating from the 1950's.

This Appendix sets out the fire prevention and protection measures to achieve the fire safety aim of the Fire Risk Management Strategy.

Cambridge City Council will work with other agencies where appropriate to provide additional fire safety measures to vulnerable tenants and leaseholders.

Fire safety priorities: All or some of these apply to Council dwellings in Cambridge City:

- 1) **Fire Alarm:** Ensure there is an early warning such that the occupants are alerted to a fire in their home and can take action to escape.
- 2) **Means of Escape (in the dwelling):** Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.
- 3) **Means of Escape (in the building):** Ensure that where the property is part of a larger building, the means of escape are such that the occupants can leave the building if they so wish or are forced to due to the extent of a fire.
- 4) **Compartmentation:** Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.
- 5) **Fire Prevention:** Promote fire prevention and minimise arson.
- 6) **Fire Safety Information:** Provide tenants and leaseholders with fire safety information relevant to the building in which they live.
- 7) **Emergency Response:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire. PIB information should be relevant/current.
- 8) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment for the communal area is undertaken.

Appendix 1 Narrative

1. Houses and Bungalows

1.1 Narrative

Bungalows will be referred to as houses from this point forward in this section. It is assumed that in terms of design and layout the all houses are compliant.

New build houses will comply with Building Regulations through applying Approved Document B Volume 1

Where installed the gas boiler will be safety checked annually along with the fire detector and carbon monoxide alarm once a year. A hard wired electrical test will be undertaken in accordance with the IET Wiring Regulations (BS7671:2018). Currently Cambridge City Council undertake every 10 years, although following recommendation it is proposed that this is reduced to 5 years with effect from April 2020 subject to approval of a revised asset management strategy and budget proposal to be made in September 2019

Note. The FSO does not apply to houses that form a single-family dwelling, so a fire risk assessment is not required. However, they may be subject to a specific fire risk assessment or inspection for example to check fire walls between dwellings where evidence directs the Council to do so. Where fire safety deficiencies are identified a program of remedial works will be implemented.

To meet the fire safety priorities above, provisions will include the following:

1.2 Fire Alarm

Ensure there is an early warning such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing houses will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present. BS 5839:6 2013 recommends an LD3 Grade D system in existing houses and an LD2 Grade D system in new houses. This is for a rented two storey house. The British Standard should be referred to for variations in dwellings.

1.3 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing houses, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards below.
- New build houses will comply with Building Regulations. Either Approved Document B Volume 1 or BS 9991: 2015 will be utilised to apply an appropriate standard of fire safety provisions.

1.4 Compartmentation

Ensure where appropriate fire compartmentation is provided to contain a fire is contained to its compartment of origin.

- Compartmentation between houses will be to a 60 minute fire resisting standard.

1.5 Fire Prevention

Promote fire prevention and minimise arson.

- See 2.6 below.

1.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.

1.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build hoses the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.

2 Flats with no communal area

2.1 Narrative

This type of flat in Cambridge tend to be small low rise of up to ground/ first/second floor only with access direct onto the street or pathway. They do not have communal spaces therefore the FSO does not apply and a fire risk assessment is not required.

However, there may be instances where the Council will be responsive to information following a fire and reasonable enquiries will be made to consider the adequacy of the fire safety provisions. For example if the dwelling is above retail units in particular commercial kitchens, or the flat layout does not meet current standards such as a maisonette above 4.5m.

New build flats will comply with Building Regulations. Either Approved Document B Volume 1 or BS 9991: 2015 will be utilised to apply an appropriate standard of fire safety provisions.

Government guidance and in particular 'Fire Safety in Existing Blocks of Flats' (also known as the Colin Todd guide) and current technical standards will provide a benchmark standard against which existing dwellings can be fire risk assessed.

Where installed the gas boiler will be safety checked annually along with the fire detector and carbon monoxide alarm once a year. A hard wired electrical test will be undertaken in accordance with the IET Wiring Regulations (BS7671:2018). Currently Cambridge City Council undertake every 10 years, although following recommendation it is proposed that this is reduced to 5 years with effect from April 2020 subject to approval of a revised asset management strategy and budget proposal to be made in September 2019

To meet the fire safety priorities above, provisions will include the following:

2.2 Fire alarm

Ensure there is an early warning of fire such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing flats will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present.
- BS 5839:6 2013 recommends an LD3 Grade D system in existing flats and LD2 Grade D system where structural fire protection is lower than current guidance, e.g. LD2 will be required for a maisonette above 4.5m (in conjunction with an internal protected route). The British Standard should be referred to for variations in flat layouts and designs.
- In new build flats this will be an LD2 Grade D system. The British Standard should be referred to for variations in flat layouts and designs

2.3 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing flats, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards described above.
- New build flats will comply with current technical guidance in 2.1 above.
- Where specific fire risk assessments are undertaken in existing flats, the layout and means of escape arrangements will be assessed using current guidance as above. Where the standards are below current benchmark standards then enhancements to fire detection system and fire resistance (or domestic sprinklers) may be necessary, for example in maisonettes above 4.5m where there is a lack of a protected escape route or an alternative exit.
- Provision of escape windows are required depending on the layout of the flats and escape provisions. In most cases they are likely to be required on the first floor of flats.

2.4 Compartmentation

Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.

- 60 minutes fire resistance to be provided between dwellings by the walls and floors. Any openings or gaps through these will be appropriately fire stopped to maintain this level of

fire resistance. This will include service shafts and fire walls for example in roof spaces between dwellings.

2.5 Fire Prevention

Promote fire prevention and minimise arson.

- See 2.6 below.
- Where possible the Council will provide secure refuse bin storage spaces away from the building.

2.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.

2.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build flats the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.

3 Flats with communal areas

3.1 Narrative – all types of flats with communal areas.

There are a variety of types of flats in Cambridge that have communal areas where the FSO is applicable and a fire risk assessment is required. This will be carried out every 24 months or in the case of larger blocks, annually.

Flats with communal areas have been categorised as follows:

1. Houses converted to flats (see 3.2).
2. Small flats – ground and 1st floor (see 3.3).
3. Medium flats – up to 4 floors. (see 3.4)
4. Large flats – high occupancy buildings up to 8 floors (see 3.5).

These are listed below with the fire protection and prevention strategies relevant for each.

Where installed the gas boiler will be safety checked annually along with the fire detector and carbon monoxide alarm. A hard wired electrical test will be undertaken in accordance with the IET Wiring Regulations (BS7671:2018). Currently Cambridge City Council undertake every 10 years, although following recommendation it is proposed that this is reduced to 5 years with effect from

April 2020 subject to approval of a revised asset management strategy and budget proposal to be made in September 2019

There will not be a fire alarm system in communal areas of flats as 'stay put' is the policy in these buildings. However, smoke detection might be installed for operating automatic opening vents in larger blocks of flats.

New build flats will comply with Building Regulations. Either Approved Document B Volume 1 or BS 9991: 2015 will be utilised to apply an appropriate standard of fire safety provisions.

Government guidance and in particular 'Fire Safety in Existing Blocks of Flats' (also known as the Colin Todd guide) and current technical standards will provide a benchmark standard against which existing dwellings can be fire risk assessed.

The communal areas are 'no smoking' spaces and the Councils 'zero tolerance' policy applies to the use and management of these areas.

3.2 Houses Converted to Flats

There are a number of local authority houses that have been converted to flats in previous years to provide a single dwelling on the ground and first floor with a shared/ common entrance hallway.

To meet the fire safety priorities above, provisions will include the following:

3.2.1 Fire alarm

Ensure there is an early warning of fire such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing flats will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present. BS 5839:6 2013 recommends an LD3 Grade D system in existing flats.
- Given the structural nature of these dwellings, until 60 minutes compartmentation has been achieved, the tenants and leaseholders are advised to evacuate rather than a stay put although due to false alarms the detection system will not be linked. See 3.2.6 below.
- BS 5839:6 2013 recommends that where structural fire protection is lower than current guidance an LD2 Grade D system is appropriate. This category of fire alarm will be applied to these flats until 60 minutes is achieved. See also 3.2.4 below.
- The British Standard should be referred to for variations in flat layouts and designs.

3.2.2 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing flats, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards described above. Where necessary enhancements to fire detection and fire resistance will be considered.

- Provision of escape windows are required depending on the layout of the flats and escape provisions. In most cases they are likely to be required on the first floor of flats.

3.2.3 Means of Escape (in the building)

Ensure that where the property is part of a larger building, the means of escape are such that the occupants can leave the building if they so wish or are forced to due to the extent of the fire.

- In these types of dwellings, a small shared entrance hallway provides access to individual flats. The travel distances are very short. This area will be maintained in accordance with the Council's 'zero tolerance' policy and not used for storage.
- Any electrical meter or storage cupboards will be enclosed in 30 minutes fire resisting construction and kept locked shut.
- Any windows onto communal areas will provide 30mins fire resistance and kept shut.
- Ventilators that breach the escape route should be fitted with an intumescent block.
- Surface linings will be non-combustible (Class 0).
- Generally emergency lighting will not be required in the communal areas of houses converted to flats.

3.2.4 Compartmentation

Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.

- All flat entrance doors to be FD30S.
- Any openings or gaps through these will be appropriately fire stopped to maintain this level of fire resistance. This will include service shafts and fire walls for example in roof spaces between dwellings.
- 60minutes fire resistance will be provided by the walls or partition between dwellings. This will be provided between the flats where the ground floor is separated by the staircase and in the roof space if attached to another separate dwelling.
- The floors between the flats are likely to provide a maximum of 30 minutes fire resisting as the construction was originally as a house. Upgraded fire resistance to 60 minutes will be applied to these flats. Enhancement of the fire detection system to LD2 will provide interim protection by means of earlier warning of fire.

3.2.5 Fire Prevention

Promote fire prevention and minimise arson.

- See 3.2.6 below.
- Where possible the Council will provide secure refuse/wheelie bin storage spaces away from the building

3.2.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.
- Appropriate fire action information and no smoking signage will be provided in the common area.

3.2.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build flats the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.

3.2.8 Legislation

To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a fire risk assessment for the communal area is undertaken.

- A fire risk assessment will be carried out for the communal area at least every 2 years.
- Recommendations in the FRA action plan will be prioritised for remedial works by Estates & Facilities.
- A summary of the outcomes of the fire risk assessment and any actions to be taken will be provided to the tenants and leaseholders.

3.3 Small flats – Ground/1st floor

These form most flats in Cambridge and provide at least 2 dwellings on the ground and first floor with a shared common entrance area that may be comprised of a hallway, staircase and landing area. Entrances areas may be fully enclosed or partially open.

These have been built to various designs in different eras and would have complied the regulations current at the time of construction.

The following features may be found in the common areas;

- bin cupboards
- storage cupboards
- electricity meter cupboards
- refuse chutes
- access to loft spaces

To meet the fire safety priorities above, provisions will include the following:

3.3.1 Fire alarm

Ensure there is an early warning of fire such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing flats will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present.
- BS 5839:6 2013 recommends an LD3 Grade D system in existing flats. The British Standard should be referred to for variations in flat layouts and designs.
- In new build flats this will be an LD2 Grade D system. The British Standard should be referred to for variations in flat layouts and designs

3.3.2 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing flats, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards described above. Where necessary enhancements to fire detection and fire resistance will be considered.
- Provision of escape windows are required depending on the layout of the flats and escape provisions. In most cases they are likely to be required on the first floor of flats.

3.3.3 Means of Escape (in the building)

Ensure that where the property is part of a larger building, the means of escape are such that the occupants can leave the building if they so wish or are forced to due to the extent of the fire.

- Travel distances and escape routes are assumed to be compliant based on guidance at time of construction.
- This area will be maintained in accordance with the Council's 'zero tolerance' policy and not used for storage.
- Any electrical meter or storage cupboards will be enclosed in 30 minutes fire resisting construction and kept locked shut.
- Refuse chute rooms (located on landings) will be enclosed in 30mins FR construction with an FD30S door to be kept locked shut when not in use.
- Generally emergency lighting will not be required in the communal areas of these flats due the availability of borrowed light from street lighting. Where this is not the case, it should be highlighted by the fire risk assessment.
- Any windows onto communal areas will provide 30mins fire resistance and kept shut.
- Ventilators that breach the escape route should be fitted with an intumescent block.

- Surface linings will be non-combustible (Class 0).
- Where appropriate means to ventilate (smoke control) the escape route should be provided.
- Loft access hatches will be secured shut and the roof space not used for storage.
- Refuse chutes will be separated from the escape route by 60 minutes fire resistance. Where possible refuse chutes will be phased out.

3.3.4 Compartmentation

Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.

- All flat entrance doors to be FD30S.
- 60minutes fire resistance will be provided by the walls and floors between dwellings.
- Any openings or gaps through these will be appropriately fire stopped to maintain this level of fire resistance. This will include service shafts and fire walls for example in roof spaces between dwellings.
- Bin rooms (large wheeled bins – located on ground floor) will be in separated from the remainder of the flats by 60 minutes fire resisting construction with FD30 doors or enhanced doors to provide additional fire resistance. It is not practicable to keep these locked, however, they should be kept closed when not in use.

3.3.5 Fire Prevention *Promote fire prevention and minimise arson.*

- See 3.2.6
- Where possible the Council will provide secure refuse/wheelie bin storage spaces away from the building.

3.3.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.
- Appropriate fire action information and no smoking signage will be provided in the common area.

3.3.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build flats the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.

3.3.8 Legislation

To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a fire risk assessment for the communal area is undertaken.

- A fire risk assessment will be carried out for the communal area at least every 24 months.
- Recommendations in the FRA action plan will be prioritised for remedial works by Estates & Facilities.
- A summary of the outcomes of the fire risk assessment and any actions to be taken will be provided to the tenants and leaseholders.

3.4 Medium flats – Ground/1st/2nd/3rd floors

These vary in design and can also be found above shops. They usually provide up to 4 dwellings on each floor with a shared common entrance area that may be comprised of a hallway, staircase and landing area. Some flats have a balcony approach which serves a number of flat entrance doors and is usually a dead end situation. Maisonette layouts can be found in these flats.

These have been built to various designs in different eras and would have complied the regulations current at the time of construction.

The following features may be found in the common areas;

- bin cupboards
- storage cupboards
- electricity meter cupboards
- refuse chutes
- access to loft spaces
- automatic opening vents (AOV) and or opening vents (OV)
- dry risers may be found in these flats as a compensatory feature for the Fire & Rescue Service
- lift installations

To meet the fire safety priorities above, provisions will include the following:

3.4.1 Fire alarm

Ensure there is an early warning of fire such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing flats will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present.
- BS 5839:6 2013 recommends an LD3 Grade D system in existing flats. The British Standard should be referred to for variations in flat layouts and designs.

- In new build flats this will be an LD2 Grade D system. The British Standard should be referred to for variations in flat layouts and designs
- Maisonettes above 4.5m will be provided with enhanced fire detection to LD2 standard.
- Where AOVs are required smoke detection in the escape route will be installed. Note. This is not a fire alarm for the communal area.

3.4.2 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing flats, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards described above. Where necessary enhancements to fire detection and fire resistance will be considered.
- Provision of escape windows are required depending on the layout of the flats and escape provisions. In most cases they are likely to be required on the first floor of flats.
- Maisonettes above 4.5m will be provided with FD30 doors (no self-closer) to provide an internal protected route.

3.4.3 Means of Escape (in the building)

Ensure that where the property is part of a larger building, the means of escape are such that the occupants can leave the building if they so wish or are forced to due to the extent of the fire.

- Travel distances and escape routes are assumed to be compliant based on guidance at time of construction.
- This area will be maintained in accordance with the Council's 'zero tolerance' policy and not used for storage.
- Any electrical meter or storage cupboards will be enclosed in 30 minutes fire resisting construction and kept locked shut.
- Refuse chute areas will be enclosed in 30mins FR construction with an FD30S door to be kept shut when not in use.
- Generally emergency lighting will be installed for buildings where flats are accessed above 1st floor or where provision is highlighted by the fire risk assessment.
- Any windows onto communal areas will provide 30mins fire resistance and kept shut.
- Ventilators that breach the escape route should be fitted with an intumescent block.
- Surface linings will be non-combustible (Class 0).

- Where appropriate means to ventilate (smoke control) the escape route should be provided.
- Loft access hatches will be secured shut and the roof space not used for storage.
- Where there is deck/balcony access to flats technical guidance should be consulted in conjunction with the fire risk assessment.

3.4.4 Compartmentation

Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.

- All flat entrance doors to be FD30S.
- 60minutes fire resistance will be provided by the walls and floors between dwellings.
- Any openings or gaps through these will be appropriately fire stopped to maintain this level of fire resistance. This will include service shafts and fire walls for example in roof spaces between dwellings.
- Separation from spaces below the flats such as shops by 60 minutes fire resisting construction.
- Bin rooms (large wheeled bins – located on ground floor) will be in separated from the remainder of the flats by 60 minutes fire resisting construction with FD30 doors or enhanced doors to provide additional fire resistance. It is not practicable to keep these locked, however, they should be kept closed when not in use.
- Refuse chutes will be separated from the escape route by 60 minutes fire resistance. Where possible refuse chutes will be phased out.
- Lift installations will be separated from dwellings by fire resisting construction.

3.4.5 Fire Prevention *Promote fire prevention and minimise arson.*

- See 3.2.6.
- Where possible the Council will provide secure refuse/wheelie bin storage spaces away from the building.

3.4.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.
- Appropriate fire action information and no smoking signage will be provided in the common area.

3.4.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build flats the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.
- Where dry risers are installed these will be adequately serviced and maintained.

3.4.8 Legislation

To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a fire risk assessment for the communal area is undertaken.

- A fire risk assessment will be carried out for the communal area at least every 24 months.
- Recommendations in the FRA action plan will be prioritised for remedial works by Estates & Facilities.
- A summary of the outcomes of the fire risk assessment and any actions to be taken will be provided to the tenants and leaseholders.

3.5 Large flats – Ground + up to 7 floors

These form are the largest buildings containing flats in Cambridge. They may have shops beneath them and in newer buildings, car parking. Flats are also located in a mixed use building along with a community centre and GP surgery. Some flats have a deck or balcony approach which serves a number of flat entrance doors. Maisonette layouts can be found in these flats.

These have been built to various designs in different eras and would have complied the regulations current at the time of construction.

The following features may be found in the common areas;

- bin cupboards
- storage cupboards
- electricity meter cupboards
- refuse chutes
- access to loft spaces
- automatic opening vents (AOV) and or opening vents (OV)
- dry risers may be found in these flats as a compensatory feature for the Fire & Rescue Service
- lift installations
- premises information box (PIB)

To meet the fire safety priorities above, provisions will include the following:

3.5.1 Fire alarm

Ensure there is an early warning of fire such that the occupants are alerted to a fire in their home and can take action to escape.

- Existing flats will be fitted with a fire alarm system appropriate to the dwelling and a carbon monoxide alarm where gas installations are present.
- BS 5839:6 2013 recommends an LD3 Grade D system in existing flats. The British Standard should be referred to for variations in flat layouts and designs.
- In new build flats this will be an LD2 Grade D system. The British Standard should be referred to for variations in flat layouts and designs
- Maisonettes above 4.5m will be provided with enhanced fire detection to LD2 standard.
- Where AOVs are required smoke detection in the escape route will be installed. Note. This is not a fire alarm for the communal area.

3.5.2 Means of Escape (in the dwelling)

Ensure that the means of escape arrangements within the dwelling are sufficient to enable the occupants to leave the property when there is a fire.

- For existing flats, the internal layout is assumed to be compliant but if required will be assessed against the benchmark standards described above. Where necessary enhancements to fire detection and fire resistance will be considered.
- Provision of escape windows are required depending on the layout of the flats and escape provisions. In most cases they are likely to be required on the first floor of flats.
- Maisonettes above 4.5m will be provided with FD30 doors (no self-closer) to provide an internal protected route.

3.5.3 Means of Escape (in the building)

Ensure that where the property is part of a larger building, the means of escape are such that the occupants can leave the building if they so wish or are forced to due to the extent of the fire.

- Travel distances and escape routes are assumed to be compliant based on guidance at time of construction.
- This area will be maintained in accordance with the Council's 'zero tolerance' policy and not used for storage.
- Any electrical meter or storage cupboards will be enclosed in 30 minutes fire resisting construction and kept locked shut.
- Refuse chute areas will be enclosed in 30mins FR construction with an FD30S door to be kept shut when not in use.
- Generally emergency lighting will be installed for buildings where flats are accessed above 1st floor or where provision is highlighted by the fire risk assessment.

- Any windows onto communal areas will provide 30mins fire resistance and kept shut.
- Ventilators that breach the escape route should be fitted with an intumescent block.
- Surface linings will be non-combustible (Class 0).
- Where appropriate means to ventilate (smoke control) the escape route should be provided.
- Loft access hatches will be secured shut and the roof space not used for storage.
- Where there is deck/balcony access to flats technical guidance should be consulted in conjunction with the fire risk assessment.

3.5.4 Compartmentation

Ensure suitable compartmentation is provided to contain a fire to its compartment of origin. Where appropriate this should include measures to support a stay put policy.

- All flat entrance doors to be FD30S.
- 60minutes fire resistance will be provided by the walls and floors between dwellings.
- Any openings or gaps through these will be appropriately fire stopped to maintain this level of fire resistance. This will include service shafts and fire walls for example in roof spaces between dwellings.
- Separation from spaces below the flats such as shops by 60 minutes fire resisting construction.
- Bin rooms (large wheeled bins – located on ground floor) will be in separated from the remainder of the flats by 60 minutes fire resisting construction with FD30 doors or enhanced doors to provide additional fire resistance. It is not practicable to keep these locked, however, they should be kept closed when not in use.
- Refuse chutes will be separated from the escape route by 60 minutes fire resistance. Where possible refuse chutes will be phased out.

3.5.5 Fire Prevention *Promote fire prevention and minimise arson.*

- See 3.2.6.
- Where possible the Council will provide secure refuse/wheelie bin storage spaces away from the building.

3.5.6 Fire Safety Information

Provide tenants (and leaseholders) with fire safety information.

- Fire safety in the home information will be provided to tenants and leaseholders.
- The Council will be proactive in supplying relevant fire safety information which is targeted, and data/intelligence led.

- Appropriate fire action information and no smoking signage will be provided in the common area.

3.5.7 Emergency Response

Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out rescues and fight fire.

- Where appropriate the Council will support access for the Fire & Rescue Service through liaison with other departments and agencies.
- For new build flats the Council will ensure that reasonable facilities and access are provided for the Fire & Rescue Service using current technical guidance.
- Where dry risers are installed these will be adequately serviced and maintained.
- A premises information box (PIB) will be installed on these buildings.

3.5.8 Legislation

To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a fire risk assessment for the communal area is undertaken.

- A fire risk assessment will be carried out for the communal area at least every 24 months.
- Recommendations in the FRA action plan will be prioritised for remedial works by Estates & Facilities.
- A summary of the outcomes of the fire risk assessment and any actions to be taken will be provided to the tenants and leaseholders.

Appendix 2 Temporary Housing

There are 4 Temporary Housing facilities in Cambridge, these are:

1. 1 Elizabeth Way
2. 44 Elizabeth Way
3. 116-118 Chesterton Road
4. New Street Hostel

Fire safety priorities: All or some of these apply to Temporary Housing Facilities in Cambridge City:

- 1) Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) Fire Safety Information:** Provide tenants with relevant fire safety information.
- 3) Fire Safety Training:** Training is to be current and includes non CCC occupants where appropriate.
- 4) Means of Escape:** Have in place periodic fire door checks in particular to individual bedroom/bedsit units.
- 5) Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 6) Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment is undertaken.

Appendix 3 Sheltered Schemes

There are 9 (Cat 1) Sheltered Schemes in Cambridge, these are:

1. Ditchburn Place
2. School Court
3. Brandon Court
4. Stanton House
5. Talbot House
6. Ditton Court
7. Rawlyn Court
8. Whitefriars
9. Mansel Court

Fire safety priorities: All or some of these apply to Sheltered Schemes in Cambridge City:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Information:** Provide tenants with relevant fire safety information.
- 3) **Fire Safety Training:** Training is to be current and includes non CCC occupants where appropriate.
- 4) **Means of Escape:** Have in place periodic fire door checks in particular to individual flats.
- 5) **Means of Escape:** Consider an active device linked to the fire system to enable flat entrance doors to be in the open position to manage out door wedging.
- 6) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 7) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a Fire Risk Assessment is undertaken

Appendix 4 Offices

There are 5 office facilities in Cambridge, these are:

1. The Guildhall
2. Mandela House
3. 130 Cowley Road
4. 171 Arbury Road
5. Parson's Court

Fire safety priorities: All or some of these apply to office facilities in Cambridge City:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Management:** Where appropriate Implement coordination and cooperation arrangements and support to maintain their effectiveness.
- 3) **Fire Safety Information:** Provide non CCC tenants with relevant fire safety information.
- 4) **Fire Safety Training:** Training is to be current and includes non CCC occupants where appropriate.
- 5) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 6) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment is undertaken.

Appendix 4 Narrative

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.

These checks are key to the fire safety management in a building. The purpose is to ensure that fire safety measures both passive and active are always available, working and maintained. The items to be checked and the frequency are set out in each fire safety management plan. It is equally important that any defects or issues are actioned and resolved as soon as possible.

- 2) **Fire Safety Management:** Where appropriate Implement coordination and cooperation arrangements and support to maintain their effectiveness.

The Fire Safety Order requires for there to be close cooperation and coordination to manage fire safety in a building where it is shared with different occupiers and there are various people with fire safety responsibilities.

- 3) **Fire Safety Information:** Provide non CCC tenants with relevant fire safety information.

Sharing of fire safety information links with the coordination and cooperation arrangements above. Fire safety information relating to all areas of the building (including fire risk assessments and emergency evacuation plans) should be shared and where necessary collated jointly. This may include fire safety training and maintenance of fire equipment. This also ties in with routine fire safety checks and audit.

- 4) Fire Safety Training:** Training is to be current and includes non CCC occupants where appropriate.

Training should be refreshed to maintain currency and should include non CCC occupants such as in the Guildhall. Also, staff may be required to work in different areas of their building and should be familiar with the escape routes and procedures for all areas they are likely to find themselves should a fire occur.

Training in accordance with the fire protection strategy for the building is an aspect of the cooperation and coordination arrangements above.

- 5) Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.

The PIB should be reviewed at least annually to make the information contained will be of use in an emergency. The Fire & Rescue Service should be informed of other relevant risk information that is not appropriate to be held only in the PIB. They should also be given access to the building for familiarisation or

- 6) Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a Fire Risk Assessment is undertaken.

The FRA informs CCC of the risk level of the building and the level of compliance with the FSO. Although FRA's are an integral part of the Fire Risk Management Strategy and the Fire Safety Management Plan, the building manager should ensure this is undertaken with the appropriate timescales (12 months).

Appendix 5 Car Parks

There are 5 car park facilities in Cambridge, these are:

1. Grand Arcade
2. Park Street
3. Queen Anne
4. Grafton Centre West
5. Grafton Centre East

Fire safety priorities: All or some of these apply to car park facilities in Cambridge City:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Management:** Where appropriate implement coordination and cooperation arrangements and support to maintain their effectiveness.
- 3) **Fire Safety Training:** Training is to be current in particular in the use of firefighting equipment.
- 4) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 5) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment is undertaken

Appendix 6 Crematorium

Fire safety priorities: these apply to Cambridge Crematorium:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Training:** Training to take account of the nature of the activities and processes undertaken and the presence of members of the public.
- 3) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 4) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2005, ensure a Fire Risk Assessment is undertaken.

Appendix 7 Community Buildings/Centres

There are 6 community centre facilities in Cambridge, these are:

1. The Clay Farm Community Centre
2. Storey's Field Centre
3. Meadows Community Centre
4. Brownsfield Community Centre
5. Buchan Street Centre
6. 84 Akeman Street

Fire safety priorities in Community Centres. All or some of these apply to Community Centres in Cambridge City:

- 1) Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) Fire Safety Management:** Where appropriate implement coordination and cooperation arrangements and support to maintain their effectiveness.
- 3) Fire Safety Information:** Provide timely and relevant fire safety information to users and hirers of the building.
- 4) Fire Safety Management:** For new buildings to have a sound understanding of the fire protection strategy principles as designed.
- 5) Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.

Legislation: Ensure the Fire & Rescue Service has reasonable facilities and access to the premises to carry out rescues and fight fire

Appendix 8 Depots

There are 3 depots in Cambridge, these are:

1. 130 Cowley Road (with offices)
2. Cowley Road
3. Waterbeach Garage

Fire safety priorities: All or some of these apply to depot facilities in Cambridge City:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Management:** There should be a focus on the correct handling, use and storage of flammable materials and associated equipment.
- 3) **Fire Safety Training:** Training is to be current in particular in the use of firefighting equipment.
- 4) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 5) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment is undertaken.

Appendix 9 Mixed Use and Multiple Occupancy Business Units

There are 4 Multiple Occupancy Business Units in Cambridge, these are:

1. Orwell House
2. Barnwell House
3. Dales Brewery Business Centre
4. Gwydir Street Enterprise Centre

Fire safety priorities: All or some of these apply to Multiple Occupancy Business Units in Cambridge City:

- 1) **Fire Safety Management:** Establish routine fire safety checks are carried out, recorded and remedial actions implemented.
- 2) **Fire Safety Management:** Where appropriate implement coordination and cooperation arrangements and support to maintain their effectiveness.
- 3) **Means of Escape:** Ensure common areas are managed to ensure the means of escape arrangements are sufficient to enable the occupants to leave the building when there is a fire.
- 4) **Fire Safety Training:** Training is to be current and includes non CCC occupants where appropriate.
- 5) **Fire Safety Information:** Where relevant provide users of the building with fire safety information.
- 6) **Emergency Response & Liaison:** Ensure the Fire & Rescue Service have reasonable facilities and access to the premises to carry out their duties. Information held in the Premises Information Box (PIB) should be relevant and current.
- 7) **Legislation:** To be compliant with the Regulatory Reform (Fire Safety) Order 2015, ensure a Fire Risk Assessment for the communal area is undertaken.