

Please DO NOT provide names of personnel or your local authority, within this questionnaire

RO1: To identify the building management stakeholders responsible for ensuring fire safety of local authority buildings

With regard to Fire Safety:

Q1. (a) In your local Authority **which role** is identified as the 'Responsible Person'?

Buildings and Compliance Manager

Q1 (b) Which criteria set out by the *Regulatory Reform (Fire Safety) Order 2005*, shown below, aligns with the role stated above? *More than one may apply.*

Were they appointed as 'Responsible Person' because they are the senior employer in relation to a workplace? **(Please indicate Yes/No)**

Yes

Or/and because they have control of the premises (as occupier or otherwise) in connection with the carrying on of a trade, business, or other undertaking (for profit or not)? **(Please indicate Yes/No)**

Yes

Or/and they are the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business, or other undertaking? **(Please indicate Yes/No)**

No

Q1 (c) Do you have more than one role identified as the 'Responsible Person' if so, please state what roles they are and which building type they cover?

No

Q. 1 (d) Which building types does your 'Responsible Person' have duties under the *Regulatory Reform (Fire Safety) Order 2005*, to take general fire precautions for? **Please ✓ for all those that apply**

Schools	✓	Residential Care Facilities	✓
Civic Offices	✓	Theatres/Art Centres	✓
Council Managed Tenanted Premises		Multi-storey car parks	✓
Public Toilets	✓	Community Centres	
Social Housing		High Risk Residential Buildings	

Other please state:

Libraries and Museums

Q1. (e) How does your local authority record who is responsible for fire safety in your organisation?

The designated roles are stated in our Fire Safety Policy

The designated roles are stated in our Health and Safety Policy

The designated roles are stated in our Safety Management System

The designated roles are shown elsewhere (Please state)

The designated roles are not shared across the local authority.

Roles do not appear to be designated.

Please state below

The designated roles are stated in our Fire Safety Policy, Health and Safety Policy and Safety Management System.

RO2: To examine the level of clarity that responsible persons of local authority building management understand of their duties, relating to fire doors, as required by fire safety legislation including: *The Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, the Fire Safety (England) Regulations 2022.*

Q2. (a) What **role/s** has the 'responsible person' appointed to assist them in their undertaking of preventative and protective measures with regard to fire safety at each building type above?

To determine which roles should be provided, name the role which is responsible for ensuring fire safety on behalf of the 'responsible officer' at each building type indicated above. Example answers could include Schools = Head teachers, Schools = Fire safety officer, Council Offices = Facilities Manager, Social Housing = Health and Safety Officer etc.
Please state below.

School = Head teachers

Art Gallery = Property Service Team, Facilities Management and relevant manager in charge of the building

Residential Care Facilities = Tenants

Council Offices = Buildings and Compliance Manager; Facility and Resource Manager; Maintenance officer; Compliance officer; support from the Health and Safety team and Building Coordinators

Multi-Storey Car Parks = Buildings and Compliance Manager; Maintenance officer; Compliance officer; support from the Health and Safety team

Libraries and Museum = Buildings and Compliance Manager; Facility and Resource Manager; Maintenance officer; Compliance officer; support from the Health and Safety team and Building Coordinators

Public Toilets = Buildings and Compliance Manager; Maintenance officer; Compliance officer; support from the Health and Safety team

Q2 (b) Which role undertakes fire door inspections across the local authority portfolio?

In house maintenance team

In house designated role to undertake fire door inspection

External contractor - non fire specialist

External contractor - Fire Door Inspection service provider such as a member of the Fire Door Inspection Scheme (FDIS) **Please state below.**

Hoople Ltd are the Council's strategic partner that manage the fire door inspections to the BM TRADA 'Q mark' standard.

Q2 (c) Which role installs new fire door sets for your local authority properties?

In house maintenance team

In house specialist carpenter

External building services/facilities management provider

External fire door specialist provider

External fire door specialist provider audited by a third-party **Please state below.**

Hoople Ltd are the Council's strategic partner that would manage the installation of new fire doors if it formed part of a revenue project to British Standards or equivalent such as to the BM TRADA 'Q mark' standard.

The Project Management Office are the Council's department that would manage the installation of the new fire doors if it formed part of a capital project to current British Standards or equivalent such as to the BM TRADA 'Q mark' standard.

Q2 (d) Who maintains, and repairs fire door sets and their components at your local authority properties?

In house maintenance team

In house specialist carpenter

External building services/facilities management provider

External fire door specialist provider

External fire door specialist provider audited by a third-party **Please state below.**

Hoople Ltd are the Council's strategic partner that would manage repairs and maintenance works for fire door installations.

Q2 (e) Which roles in your local authority lead, on procuring services relating to fire doors? (These are roles other than Procurement services, such as those who determine the contract specification, evaluate tenders, and award the contracts.) **Please state below.**

Property Services Team with the support of Hoople Ltd who are the Council's strategic partner that would manage the procurement of services relating to fire doors if the works are revenue related works.

The Project Management office are the Council's department that would manage the procurement of the new fire doors if they formed part of a capital project.

Q2 (f) On your latest procurement of new fire door installation how were they specified? If they were specified to be installed as a fire door set with all components tested, as part of that set, and third party certified, please confirm this.

No data available. No new fire doors have been procured for circa three years which is when Hoople Ltd the council's strategic partner took over the management of the building maintenance/ repairs for revenue works for Property Services.

Q2 (g) Did the latest procurement of new fire door installation include within the specification, detailed drawings of the new fire doors set, to ensure their correct installation, or is that responsibility part of the contracted works?

No data available. Please see Q2 (f) above.

Q2 (h) On your latest procurement of replacement fire doors, how were they specified? If they were specified to be installed as a fire door set with all components tested, as part of that set, and third party certified, please confirm this.

No data available. Please see Q2 (f) above.

Q2 (i) Did the latest procurement of replacement fire doors, include within the specification, detailed drawings of the new fire doors set, to ensure their correct installation, or is that responsibility part of the contracted works?

No data available. Please see Q2 (f) above.

RO3: To investigate the differences between the perceived competencies of the fire door operational management and maintenance stakeholders and the requirements of fire safety legislation and industry good practice.

Q3 (a) What fire-safety training has your "Responsible Person" undertaken, in order to enable them to fulfil the role?

Fire safety management and fire risk assessment

Q3 (b) Relating to Question 2(a) What training do officers or staff receive, to ensure they are competent to manage fire safety at their building?

- External fire marshal training
- In House E-learning training

- In House Fire evacuation training
- Relevant toolbox talk training

Q3 (c) Relating to Fire door **inspection** what training/certification/accreditation does your local authority require of the role (whichever applies at Q2 (b)) to ensure competency to undertake Fire door inspections?

Hoople Ltd are the Council's strategic partner who would be engaged to undertake fire door inspections as required to the 'Q mark' standard.

Q3 (d) Relating to Fire door **installation** what training/certification/accreditation does your local authority require of the role (whichever applies at Q2 (c)) to ensure competency to undertake Fire door installation?

Hoople Ltd are the Council's strategic partner who would be engaged to undertake fire door installations as required to the 'Q mark' standard.

Q3 (e) Relating to Fire door **maintenance** what training/certification/accreditation does your local authority require of the role (whichever applies at Q2 (d)) to ensure competency to undertake Fire door maintenance

Hoople Ltd are the Council's strategic partner who would be engaged to undertake fire door maintenance as required to the 'Q mark' standard.

Q3 (f) What competencies training/certification/accreditation do you require for the role of Fire Risk Assessor in your local authority? Please state those that apply to inhouse roles and those that relate to external providers.

Fire risk assessments are currently out sourced to FCM Live – accreditation required to be affiliated to the Institution of Fire Engineers, or Institute of Fire Prevention Officers, or Institute of Fire Safety Managers; competency - NEBOSH

RO4: To recommend how the current regulations and industry practice should be improved to clearly define the responsibilities and competencies of the building management stakeholders

Q4 (a) Please tick which region of England your local Authority is within.

London		North-East		North-West	
Yorkshire		East-Midlands		West-Midlands	✓
South-East		East of England		South-West	

Please can you consider providing the remaining information outside the scope of that of the FOI 2000 scheme. My aim is to identify and suggest help that supports compliance with Fire Safety legislation and your opinions would be valuable to aid this research study.

Q4. (b) Which, if any, of the following would help **your** local authority to ensure that any person responsible for the safety and integrity of fire doors would be competent to do so.

Please tick all that apply - but chose either statutory or non-statutory. Statutory training would mean that local authorities would be mandated to undertake training based on fire-safety legislation.

Accredited statutory training for the Local Authority Responsible Person.	
Accredited non-statutory training for the Local Authority Responsible Person.	
Other – please state:	
Accredited statutory training for the Local Authority building manager appointed to assist the responsible person.	
Accredited non-statutory training for the Local Authority building manager appointed to assist the responsible person.	
Other – please state:	
Accredited statutory training, for Local Authority fire door inspection .	
Accredited non-statutory training, for Local Authority fire door inspection	
Other – please state:	
Accredited statutory training, for Local Authority fire door repair and maintenance .	
Accredited non-statutory training, for Local Authority fire door repair and maintenance	
Other – please state:	
Please tick one only	
Accredited statutory training, for Local Authority fire door installation	
Accredited non-statutory training, for Local Authority fire door installation	
Legislation to determine that only third-party accredited installers are to install fire door sets.	
Other – please state:	

Q4 (c) Do you think that the following would help **your** local authority to ensure that any person appointed externally to undertake a Fire Risk Assessment on their behalf, is competent to do so.

Legislation to determine that all Fire Risk Assessors are held on a central register determining their competency level*:

Level 1 - Capable of completing fire risk assessments on simple/less complex buildings. Entry level assessors.

Level 2 - Competent to carry out fire risk assessments on buildings that range from simple/less complex to those that are of medium complexity and normal risk. Examination to determine competency and could be specialists in their building type.

Level 3 – Competent to carry out Fire Risk Assessments on high risk and complex buildings. Experience and competency have been examined by an independent third-party accreditation / certification scheme.

Please indicate Yes or No

Yes – Level 2/3

*Definitions based on the Institute of Fire Safety Managers' Tiered Fire Risk Assessors Register (TFRAR)

Thank you for your time in participating in this questionnaire.