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| **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’? | | | |
| For the local authority’s housing stock each “premises” has a Neighbourhood Housing Officer, who is designated as the “Responsible Person.” | | | |
| 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? No    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)? 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? 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? | | | |
| The local authority has a single named “Responsible Person,” but recognises that others may be held responsible, e.g. the local authority as the body corporate, Director of Housing, Team Leaders etc. | | | |
| 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: | | | |
| 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** | | | |
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| 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 = Headteachers, Schools = Fire safety officer, Council Offices = Facilities Manager, Social Housing = Health and Safety Officer etc.**  **Please state below.** |
| Due to the size of the local authority, there are several designated roles within the local authority’s housing hierarchy and externally that can be deemed as assisting the responsible person in undertaking the fire safety preventative and protective measures. The key roles are as follows: Assistant Neighbourhood Housing Officer, Neighbourhood Housing Team Leader, District Managers, In-house Fire Risk Assessor, fire alarm and fire detection system & emergency lighting contractor etc. |
| 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.** |
| In addition to the in-house maintenance team, the Neighbourhood Housing Officers, as part of their cyclical inspections inspect a sample of dwelling entrance fire doors as well as all communal fire doors.  Technical Services department may assist as and when required. |
| 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.** |
| Where less than five fire door set installs are required in a premises, these installs are undertaken by the in-house maintenance team, who have in house specialist carpenters. Where five or more new installs are required, these are undertaken by appointed fire door specialist providers that meet FIRAS certification or similar. |
| 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.** |
| Maintenance and repair of new fire door set installs within the warranty period are undertaken by the external specialist provider. All other maintenance and repairs are undertaken by the in-house maintenance team/in-house specialist carpenters. |
| 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.** |
| Senior Technicians, Technical Manager and approved by Head of Service |

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| 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. | | | | | |
| The specification required industry test standards to be met, e.g. British Standard 476 and the installer to be 3rd party accredited. In addition, door leaf performance requirements were given, as well as for the outer frame, smoke and fire seals, door gap, glazing, threshold, and hardware requirements. The door and components were specified to be from a single manufacturer and covered by a single fire certificate. | | | | | |
| 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? | | | | | |
| This is the domain of the 3rd party accredited contractor via survey. | | | | | |
| 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. | | | | | |
| Answered above – see 2(f) | | | | | |
| 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? | | | | | |
| Answered above – see 2(g) | | | | | |
| 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?    Online training is provided by an external accredited training provider consisting of 16 modules. | | | | | |
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| 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? | | | | | |
| See 3(a) above. | | | | | |
| 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? | | | | | |
| In house maintenance team operatives are required to successfully complete training module: Fire *Doors Complete Ltd – Timber-based fire door maintenance.*  This training covers inspection and maintenance.  External contractors – FIRAS, BM TRADA or equivalent | | | | | |
| 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? | | | | | |
| FIRAS or equivalent. | | | | | |
| 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 | | | | | |
| See 3(c) above. | | | | | |
| 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. | | | | | |
| Inhouse fire risk assessor – National H&S Qualification (NVQ Level 5 or equivalent), NEBOSH National Certificate in Fire Safety and Risk Management or equivalent  External provider – Listed on FIA Fire Risk Assessors Register (preferable). Provider to be third party certificated to an appropriate scheme by a UKAS accredited certification body. | | | | | |
| 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.*** | | | | | |

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| 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.  YES    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.      \*Definitions based on the Institute of Fire Safety Managers’ Tiered Fire Risk Assessors Register (TFRAR) |  |