

## **FIRE SAFETY POLICY**

<b>Policy Number</b>	CCG/5/21
<b>Version Number</b>	5
<b>Author</b>	Fire Safety Team

<b>Date of Screening of Policy</b>	10/06/2021
<b>EQIA Recommended?</b>	YES/NO
<b>Date Adopted by Council</b>	
<b>Date Policy Revised</b>	

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## FIRE SAFETY POLICY

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# LIST OF ABBREVIATIONS

## LEGISLATION

The Order	The Fire and Rescue Services (Northern Ireland) Order 2006
The Regulations	The Fire Safety (Northern Ireland) Regulations 2010

## GENERAL

CCGBC	Causeway Coast & Glens Borough Council
FST	Fire Safety Team
HOS	Head of Service
HSENI	Health and safety Executive Northern Ireland
HSU	Health and safety Unit
NIFRS	Northern Ireland Fire & Rescue Service
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997
PEEP	Personal Emergency Evacuation Plan

## **PART 1 – INTRODUCTION AND POLICY STATEMENT**

### **1.0 INTRODUCTION**

Causeway Coast & Glens Borough Council, (hereinafter known as the Council) as an employer, accepts its legal responsibilities to employees and other persons as set out in the Fire and Rescue Services (Northern Ireland) Order 2006, The Fire Safety Regulations (Northern Ireland) 2010 and associated relevant statutory provisions. To this end, the Council will ensure, so far as is reasonably practicable, the safety from fire of all its employees during the course of their working activities.

The Council also accepts responsibility for safety from fire of all persons contracted to carry out work on the Council premises, authorised visitors and members of the public using our services who may be affected by the Council's activities.

The Council is committed to creating a safe working environment by adopting a common sense practical approach to fire safety where relevant premises are fire risk assessed, hazards are identified and the control measure required are proportionate to the risk.

The Council will promote and develop an integral fire safety culture in partnership with all stakeholders. This will assist the Council to meet its legal obligations and strive towards best practice and continual improvement of fire safety performance.

The FST sits within the Directorate of Environmental Services and is attached to Building Control. The FST shall work in close cooperation with the Corporate Health and Safety Manager to ensure the common goal of safety and wellbeing of all persons is achieved.

#### **AIMS:**

- a. To eliminate or minimise, so far as is reasonably practicable, the risk of fire within Council premises.
- b. To promote and develop an integral fire safety culture
- c. To fire risk assess all relevant Council premises and implement appropriate control measures.
- d. Effective consultation and communications with all stakeholders
- e. Monitor the Council fire safety performance to ensure compliance with its legal obligations and continual improvement of the Councils fire safety management system.

### **1.1 POLICY STATEMENT**

1. The Council is committed to the implementation of an effective fire safety management system which promotes a holistic culture of fire prevention. Fire safety performance will meet as a minimum the legal requirements and where reasonably practical, best practice. To achieve its fire safety aims and objectives the Council will, so far as is reasonably practicable:-

- a. Identify the hazards associated within relevant premises, assess the fire risks and record the management action required to reduce the risk of fire. A suitable and sufficient written fire risk assessment report shall be produced and made available to stakeholders.
  - b. Provide suitable and sufficient information, instruction, training and supervision to enable employees to identify hazards and minimise fire risks
  - c. Ensure that relevant premises that have adequate means of escape, means of securing means of escape, means of giving warning in the event of fire and means of fighting fire.
  - d. Develop policies and procedures to ensure that activities are geared toward preventing fires and that all personnel respond appropriately if a fire does occur.
  - e. Afford all cooperation and assistance to Northern Ireland Fire & Rescue Service.
  - f. Provide the necessary resources to achieve these standards.
  - g. The Council is committed to continual improvement of its fire safety management system and performance to ensure it remains effective and relevant.
2. Employees have a duty to take reasonable care of their safety at work (health and safety and fire safety) and that of others, who may be affected by their acts or omissions. They must also co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for fire safety.
  3. The Chief Executive is responsible for ensuring that all proper steps are undertaken by Council to comply with its legal duties. The policy will be communicated to all employees through the appropriate line management structures and the Council's intranet. A copy of the policy statement will be posted on the notice boards in all Council properties.
  4. The Council Management and staff will implement the policy arrangements as in parts 2 & 3 of the policy. The policy will be reviewed annually or sooner, if necessary.

Signatures of CEO and Mayor

## **PART 2 – ACCOUNTABILITY AND RESPONSIBILITIES**

### **2.1 Mayor and Elected Council Members** are responsible for:-

1. Accountability to the electorate to ensure that the Council complies with Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010 and other relevant statutory provisions.
2. Overall responsibility for ensuring sufficient resources and funds are available to permit the Chief Executive and his Directors to comply with the Councils legal and moral duties.
3. Liaising with the Chief Executive to establish a strategy to integrate the Fire Safety Management function fully within the Councils Management process.
4. The Council has delegated the day to day responsibility for Fire Safety matters to the Chief Executive and Directors.

### **2.2 Chief Executive** is responsible for:-

1. Accountability to the Council for Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010, and other relevant statutory provisions.
2. Overall responsibility for the formulation, implementation and development of the Fire Safety Policy and its proper interpretation by the Directors, Heads of Service and Line Managers, etc.
3. Delegating responsibility for fire safety matters in particular departments to each of the Directors as appropriate.
4. Appointment of a competent person(s) to assist and advise the Council on fire safety matters.
5. Provision of adequate resources to implement and maintain the effectiveness of the Council's Fire Safety Policy
6. Provision of adequate arrangements for consultation and communication of fire safety matters with all employees
7. Review on a regular basis fire safety performance and arrangements in connection with the corporate health and safety strategy / plan
8. Undertake the same duties as Directors in respect of the Office of the Chief Executive

### **2.3 Director and Head of Service** are responsible for:-

1. Accountability to the Chief Executive for the implementation of the Council's policy, particularly with regard to the organisation and arrangements for fire safety within their respective remits.

2. Ensure that delegation to Managers and Supervisors is appropriate and that they both own and implement the Council's policy within their respective remits.
3. Policy monitoring, development, review and advising the Chief Executive of any necessary amendments.
4. Accounting for fire safety in all forward planning - for example:
  - budget estimates;
  - planning, improvement and maintenance of premises;
  - purchase of equipment and substances;
  - employment of staff; and
  - modification of work systems.
5. Sanction adequate resources to implement the policy.
6. Make arrangements for consultation and communication.
7. Assess and take appropriate action on reports from managers and competent person(s) on fire safety matters.
8. Ensure that fire safety training needs are identified to enable staff to perform their duties competently.
9. Ensure that all new employees are provided with induction training and appropriate information, instruction and training specific to their role.
10. Ensure that all employees receive adequate and appropriate on-going information, training and instruction throughout the duration of their employment.
11. Ensure that all those who may be affected by how Council undertakes its business (visitors and the general public) have fully been taken into account.
12. Promote and maintain a positive culture towards fire safety.
13. Ensure that fire risk assessments are completed and reviewed to the appropriate timescales and that employees are informed of any subsequent changes.
14. Ensure that written fire action plans are produced for all fire risk assessments and that these are communicated to all relevant stakeholders.
15. Undertake regular performance review and audit of fire safety management systems, including the management arrangements, risk control systems and workplace precautions.
16. Ensure regular fire safety inspections are undertaken to maintain acceptable standards of fire safety and housekeeping.
17. Ensure that any fire safety maintenance requirements are notified to relevant persons immediately.
18. Ensure that an effective record management system is maintained to provide evidence of the Council's compliance with fire safety legislation.

19. Monitor and review the arrangements for managing fire safety and where appropriate take necessary action to address areas of concern and/or make recommendations for improvement.
20. Matters of urgency are to be reported by the relevant Director IMMEDIATELY to the Chief Executive in writing.
21. Each Director will report each quarter to the SMT on how the Council's strategy/policy/guidance is being implemented within their remits.

#### **2.4 Managers** are responsible for:-

1. Be familiar with and apply the Council's Fire Safety Policy/Directive and undertake the responsibilities assigned.
2. Ensure that all existing, new workplaces and work activities and any changes relating to workplaces and/or work activities are subject to a fire risk assessment.
3. Ensure that all fire risk assessments and any subsequent arrangements necessary for the safe execution of activities under their control are monitored, reviewed and as necessary revised.
4. Ensure that the results of any risk assessments or service area safety arrangements are made known to all personnel who could be affected by them.
5. Ensure that all significant hazards identified and preventative control measures implemented to minimise or control risk, are documented.
6. Notify the Director of any operation which cannot be performed in a safe manner and discontinue any such task until a safe working procedure has been agreed.
7. Responsible to their Director for ensuring that personnel under their control are adequately trained and competent in all work they undertake. They must be fully aware of the hazards of the work and understand the measures currently in force to minimise and control the risks.
8. Ensure that employees are not engaged in activities for which they have not received adequate training and therefore not competent.
9. Ensure that all operations under their control are carried out with due regard to the safety of members of the general public, visitors and employees of contractors who may be affected by the activity and the avoidance of damage to plant, equipment, property and the environment.
10. Ensure that any plant or equipment used (including hired plant and equipment) is in a safe condition, with all guards fully intact and secured in position immediately removing any item not complying with this requirement.
11. Report to the Director any person who is identified as constantly or wilfully failing to adhere to the recommended safe working practices.
12. Inspect relevant premises under their control on a regular basis to ensure that no foreseeable fire safety risk exists.



13. Ensure that all fire safety records are complete, kept up to date and available for inspection when required.
14. Ensure that all employees under their control are fully conversant with the applicable safe working practice before the commencement of any task.
15. Ensure that the accident reporting procedure is made known to all employees under their control and that all fire related incidents are reported to them and placed on the online reporting system immediately.
16. Ensuring that all new employees placed under their control have been given the necessary fire safety information and training before they are put to work.
17. Undertake fire related incident investigations.

**2.5 Supervisor & Charge Hands** are responsible for:-

1. The effective implementation of the Fire Safety Strategy / Policy / Guidance and procedures within their area of control.
2. Report and record all fire related incidents within their respective areas to their Manager in line with the Council Health and Safety Policy.
3. Formally inspecting the areas and activities under their control to ascertain whether fire safety measures are being maintained and safe working practices followed.
4. Initiating corrective action where necessary as a result of their investigations into fire related incidents or as a result of their regular formal inspections.
5. Ensuring that clear and precise fire safety instructions are given to those under their control.
6. Ensuring that persons under their control have an adequate level of fire safety training.
7. Informing their Manager of any necessary health and safety training needs for those employees under their control.
8. Monitoring housekeeping in the area under their control and ensuring that it remains clean and tidy at all times.

**2.6 Employees** are responsible for:-

1. Take reasonable care for the fire safety of themselves and others who may be affected by their acts or omissions.
2. Observe all safe working practices that are contained within this policy / guidance or otherwise advised and instructed.
3. Conduct all work in accordance with safe operating procedures, instructions, training and arrangements
4. Be aware of any hazards in their workplace and take appropriate precautions
5. Co-operate with management so as to comply with fire safety statutory duties.

6. Refrain from intentionally or recklessly interfering or misusing equipment or facilities provided in the interests of fire safety.
7. Notify your Supervisor/Manager immediately of any hazards, or situations which would represent a serious and immediate danger to fire safety.
8. Notify anyone who may be affected by your work of any potential hazards, i.e. the general public, other employees and contractors.
9. Report all fire related incidents to your Line Manager and co-operate fully in the recording all the relevant details.
10. Set aside and label any faulty equipment and inform your immediate Line Manager.
11. Do not bring to work any personal equipment (including electrical equipment) i.e. including unauthorised tools, radios, personal stereos, kettles, etc.
12. Acquaint yourself with all fire precautions (fire alarm call points, assembly points, firefighting equipment, escape routes etc) relevant to each place of work.
13. Ensure that working areas remain clean and tidy and help to maintain a good standard of housekeeping in your workplace.
14. Do not engage in horse play or other activities which could endanger the safety of others.

**Breaches of this policy will be subject to the Council's normal disciplinary procedures.**

## **2.7 Fire Safety Team** is responsible for:-

1. Advise on matters relating to fire safety policy / guidance formulation and development, with a view to ensuring the continued fire safety of employees and service users.
2. Advise and assist management to fulfil their responsibilities for the fire safety of employees and others affected by their actions.
3. Advise and assist management in the design and implementation of fire safe working environment.
4. Advise and assist management in the process of coordinating risk assessments to help identify the level of risk exposure, develop risk control mechanisms and establish fire safety standards.
5. Carry out periodic inspections or audits to help assess and develop the fire safety performance of the organisation identify examples of good practice and circumstances where remedial action may be required to overcome unsafe working practices.
6. Advise and assist management in the process of investigating fire related incidents.

7. Provide advice to Council employees with regard to their responsibilities relating to fire safety.
8. Maintaining a dialogue with all Council Management and other local authority colleagues.
9. Liaise with Northern Ireland Fire & Rescue Service and any other relevant statutory bodies as necessary.
10. Comply with and actively promote the Council's policies and procedures.
11. Attend any Safety Committees and/or Corporate Health Safety Committee (CHSC) meetings as directed.

## **2.8 Safety Representatives (Union and Non-union)**

The functions of the Safety Representative, as outlined in the Safety Representatives and Safety Committee Regulations (NI) 1979, or within the Health and Safety (Consultation with Employees) Regulations (NI) 1996, whichever is applicable. The safety representative role will not be interpreted as imposing a legal responsibility on them. Please refer to the Corporate health and safety policy for role definition.

## **2.9 Fire Safety Working Group (FSWG)**

The FSWG will routinely determine its terms of reference/constitution and will meet every two months. The membership will include representation from Estates, management and HSU. The main objectives of the Committee will be to discuss the following:-

1. Fire risk assessment activity and findings
2. Fire safety training
3. Review of Fire Safety strategy / policy / guidance
4. Other fire safety inspections
5. Relevant issues affecting fire safety.

## PART 3 – ARRANGEMENTS AND IMPLEMENTATION PROCEDURES

The arrangements cover Council activities for implementing the fire safety policy and apply to all stakeholders. Reference is made regarding additional information in the form of **Health & Safety Policy Directives** (HSPD) which remain an integral part of the policy and must be implemented by stakeholders as appropriate.

Appendix 1 provides a register of current Health & Safety Policy Directives (HSPD)  
Appendix 2 Occupational Health & Safety (OHS) Templates to be used as required.

### 3.1 Fire Reporting

1. The Council is required to keep records of accidents at work, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, (RIDDOR). All accidents or incidents (near misses) will be reported to the Line Manager and recorded using the Accident/Incident Report (OHS 001)
2. All sections of the report must be completed promptly following the accident / incident and no later than the end of the working day. The report will include basic investigation findings and witness statement(s) as necessary and forward to your Line Manager who will input the information onto the electronic system which in turn will notify the relevant Director, HOS and the HSU. The Manager in consultation with the HSU will review the report to determine if it is reportable under RIDDOR.
3. If reporting is required, the procedure laid down by RIDDOR is to be followed and the online RIDDOR form (NI2508) completed and sent to the HSENI by the HSU.
4. Any activation of a fire alarm system should be reported to the FST using form OHS 007a.

### 3.2 Fire Investigation

1. The main purpose to investigating a fire is not to apportion blame but rather to establish the facts in order to prevent a reoccurrence. All fires must be investigated and a cause established.

**All accidents reported under RIDDOR /with the potential to result in a claim or if considered serious by the Manager will be further investigated.**

2. The investigations will aim to determine the immediate cause, underlying and root causes, in comparison to Council standards and legal requirements.
3. Following a thorough investigation, a written Accident/Incident Investigation Report (OHS 002) will be completed by the FST, to include a description of events leading up to the fire, witness statements, the likely causes of the fire and corrective / preventative measures to prevent a recurrence.
4. The report will be forwarded to the relevant Director and Manager and within whose remit the fire occurred and will be held electronically along with other information pertaining to the accident.

5. The findings of the report will be discussed by management and remedial actions implemented without undue delay and reviewed to determine their effectiveness.
6. Fire alarm actuations should be investigated by the FST and recommendations made to prevent recurrence.

### **3.3 Fire Procedures**

1. All Council premises are subject to the Fire Safety Regulations (NI) 2010 including a written emergency evacuation procedure to be implemented in an emergency. The Manager of each premise will ensure such fire and emergency procedures are in place and the relevant records are current. A copy of the evacuation procedure will be kept in the fire safety log book displayed at a prominent location within the premises.
2. The Managers of specific premises will appoint Fire Wardens /Appointed Persons as required to assist with the implementation of evacuation procedures and ensure they are appropriately trained.
3. A fire drill should be carried out annually for most occupied premises.
4. **Action to be taken on discovering a fire:**
  - a. Raise the fire alarm using the break glass (if applicable)
  - b. ONLY FIGHT THE FIRE if trained and it is safe to do so using the proper fire extinguisher
  - c. Always ensure there is a safe means of escape – do not put life or limb at risk
  - d. IF IN DOUBT – GET OUT
5. **Action to be taken on hearing the fire alarm** (a continuous sound)
  - a. All employees should leave the premises by the nearest safe exit
  - b. Gather at the designated assemble point and await a roll call by the responsible person
  - c. Do not enter the building again until the all clear has been given by the NIFRS, a member of the emergency team or a senior manager
6. In compliance with legislative requirements smoking is prohibited within all Council buildings and is only permitted at the designated point. Please maintain good housekeeping and extinguish your cigarette butt safely in the container provided.

### **3.4 Fire Risk Assessments**

1. The Fire and Rescue Services (Northern Ireland) Order 2006/ The Fire Safety Regulations (Northern Ireland) 2010 requires that an employer must carry out a fire risk assessment of all relevant premises and ensure that appropriate fire precautions are provided for those premises. This function shall be carried out by the FST.

2. The fire risk assessment must be in written form and significant hazards must be identified. These will be clearly stated within the fire risk assessment and in an action plan listed at the rear.
3. The entire premises shall be inspected to provide assurance on the physical fire precautions.
4. Records shall also be inspected to ensure that fire safety is being effectively managed. To this end a fire safety log book shall be maintained up to date in all relevant premises. The log book shall record details of systems tests and maintenance, building checks, staff training and fire drills, PEEPs, Council fire safety policy and the most recent fire risk assessment. The log book contents may vary over time and such changes will be notified by the FST.
5. Fire risk assessments will be reviewed on a periodic basis consistent with the premises use and fire risk. Premises shall be re-assessed more frequently if required due to changes in process, legislation, best practice, employees, plant or premises or accident / incidents.
6. Fire risk assessment reports will be sent to the building manager, the Head of Service the Corporate Health and Safety Manager and Estates Services.
7. Where a premises has significant issues which need to be resolved, a follow up inspection shall be carried to monitor and report on progress. In this instance the HOS shall receive a copy of the report in addition to those listed in 6 above.  
The fire risk assessor shall continue to carry out follow up inspections until such time that they feel the issues are no longer serious enough to be considered significant. The time interval for inspections will be determined by the assessor in line with the risk presented. When the assessor considers that the matter is resolved they will “close out” the process by returning the inspection cycle to normal interval and advise the building manager and HOS accordingly.  
In the event that satisfactory progress is not being made the assessor will escalate the issues outstanding to the relevant director, the Corporate Health and Safety Committee and where considered necessary, the Chief Executive.

### **3.5 Other inspections**

Members of the FST shall carry out other inspections and make reports as may be necessary for the safe and efficient running of the Council. The FST shall work in collaboration with other departments and offer such assistance as may be required.

### **3.6 Access for persons carrying out inspections**

Duly authorised persons shall not be denied access to any council property at any reasonable time for the purposes of carrying out a fire safety inspection. Such persons shall have due regard for the continuity of business, protection of data and shall exercise appropriate discretion.

### 3.7 Training

1. All new personnel will be given induction training, on their first day at work. Further training will be provided to meet the needs of individuals and their specific role as identified by the appropriate Manager. Employees should be able to perform their duties competently and safely. Refresher training will be provided to employees as and when necessary. Training may be conducted “in house” by Council employees- typically members of the FST or by outside contractors.
2. Fire safety training will consist of the following:-
  - a. **Induction training** – provided to all new employees and others as necessary and consist of information of what to do in the event of fire or fire alarm, how to call the Fire & Rescue Service, how to evacuate safely and basic fire prevention matters. Staff shall also be advised of polices, where to seek more information and how to raise concerns.
  - b. **Fire awareness training** – this is required for all staff. Content is similar to induction training but in more detail and shall be refreshed periodically.
  - c. **Fire Warden training** – this will train staff in assisting with evacuations and ensuring that the building is swept and accounted for.
  - d. **Evac chair training** – This shows staff how to effectively and safely manage the evacuation of a non-ambulant person who needs to use an Evac chair. Staff will also be trained in the wider issue of assisted evacuation procedures.
  - e. **Firefighting equipment training** – this type of training will focus on the safe use of firefighting equipment.
3. **Training Records** will be established as a part of a training matrix for all training and personnel. The Manager will maintain records in the fire safety log with HR keeping a central training data base.

### 3.8 Fire Service liaison.

For the purposes of gathering operational intelligence the council will cooperate with Northern Ireland Fire & Rescue Service to allow firefighters reasonable access to council premises.

Such inspections familiarise firefighters with premises and hazards. In the event of an emergency the information gained will ensure that fire service operations will be more efficient and firefighters will be safer.

Such inspections shall not compromise privacy, confidentiality or data protection.

## PART 4 – SECTION 75 EQUALITY AND GOOD RELATIONS

The Council is fully committed to meeting its obligations in relation to equality and good relations under Section 75 of the Northern Ireland Act 1998. In this regard the policy will be screened, and if necessary subject to an equality impact assessment.

## **PART 5 – CONTACT DETAILS**

All queries relating to this policy should be addressed to:

Fire Safety Team

Building Control Department

Limavady Office

7 Connell Street

Limavady

Tel:028 7776 0301

Email: [FireSafety@causewaycoastandglens.gov.uk](mailto:FireSafety@causewaycoastandglens.gov.uk)



**S75 Equality And Good Relations  
Screening Form**

General Information					
Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Guidance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Is this an existing, revised or a new function, service, policy, procedure, project, strategy, plan or guidance?</b></p> <p>Existing <input type="checkbox"/>    Revised <input type="checkbox"/>    New <input checked="" type="checkbox"/></p>					
<b>Operational Area</b>	Corporate				
<b>Title</b>	Fire Safety Policy				
<p><b>Brief Summary</b> Council has a legal responsibility for fire safety of all members, staff, persons contracted to carry out work on the Council premises, authorised visitors, volunteers and members of the public using our services who may be affected by the Council's activities.</p>					
<p><b>What is it trying to achieve? (intended aims and outcomes)</b></p> <p>The aims are:</p> <ol style="list-style-type: none"> <li>To eliminate or minimise, so far as is reasonably practicable, the risk of fire within Council premises.</li> <li>To promote and develop an integral fire safety culture</li> <li>To fire risk assess all relevant Council premises and implement appropriate control measures</li> <li>Effective consultation and communications with all stakeholders</li> <li>Monitor the Council fire safety performance to ensure compliance with its legal obligations and continual improvement of the Councils fire safety management system.</li> </ol>					
<p><b>Who owns and who implements each element of the function, service, policy, procedure, project, strategy, plan or guidance?</b></p> <ul style="list-style-type: none"> <li>Elected Members have responsibility to permit and support compliance,</li> <li>Chief Executive accountable under legislation,</li> <li>Directors and Heads of Service ensure implementation of the policy via their management structures,</li> <li>Managers, Supervisors and Charge-hands ensure effective implementation of the policy,</li> <li>Employees must adhere to the policy and take reasonable care,</li> <li>Fire Safety Team, Safety Team and Fire Safety Working Group review current practices and inspection information.</li> </ul>					

**Other policies etc. which have a bearing on this function, service, policy, procedure, project, strategy, plan or guidance?**

The Fire & Rescue Services (Northern Ireland) Order 2006  
 The Fire Safety Regulations (Northern Ireland) 2010  
 Health and Safety at Work NI Order  
 The Building Regulations (NI) 2012  
 Induction Procedures  
 Training Policy  
 Equality Scheme (current)

**Available Evidence**

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this function, service, policy, procedure, project, strategy, plan or guidance? Specify details for relevant Section 75 categories.

It is proposed that all Section 75 categories will be considered via:

- Quantitative evidence has been sourced via the NI Census in 2011 and the Northern Ireland Life and Times Survey 2019.
- Staff Information.

<b>Section 75 Category</b>	<b>Details of Evidence/Information</b>
<b>Religious Beliefs</b>	The Fire Safety Policy will treat all individuals the same regardless of their Religious Beliefs.
<b>Political Opinion</b>	The Fire Safety Policy will treat all individuals the same regardless of their Political Opinion.

<p><b>Racial Group</b></p>	<p>On Census Day 27<sup>th</sup> March 2011 the resident population was:</p> <table border="1" data-bbox="486 241 1465 616"> <thead> <tr> <th></th> <th><b>N.I. (%)</b></th> <th><b>Rest of U.K. (%)</b></th> <th><b>ROI (%)</b></th> <th><b>Other Europe (%)</b></th> <th><b>Rest of World (%)</b></th> </tr> </thead> <tbody> <tr> <td><b>N.I.</b></td> <td>88.84</td> <td>4.56</td> <td>2.09</td> <td>2.51</td> <td>1.99</td> </tr> <tr> <td><b>Causeway Coast &amp; Glens Local Government District</b></td> <td>91.02</td> <td>4.99</td> <td>1.42</td> <td>1.45</td> <td>1.06</td> </tr> </tbody> </table> <p>It was noted some individuals within this Section 75 group could be impacted by the policy if English was not their first language. This could result in them being unable to read the policy. In order to mitigate its potential impact staff will be trained where there is an identified need regarding the policy and its operation, Fire Wardens will receive specific training to support the safe exit of the building by all users, both Visual and Audible Alarms have been installed as this can act as a warning to all, in addition Pictorial Signage will support understanding and safe exit.</p>		<b>N.I. (%)</b>	<b>Rest of U.K. (%)</b>	<b>ROI (%)</b>	<b>Other Europe (%)</b>	<b>Rest of World (%)</b>	<b>N.I.</b>	88.84	4.56	2.09	2.51	1.99	<b>Causeway Coast &amp; Glens Local Government District</b>	91.02	4.99	1.42	1.45	1.06
	<b>N.I. (%)</b>	<b>Rest of U.K. (%)</b>	<b>ROI (%)</b>	<b>Other Europe (%)</b>	<b>Rest of World (%)</b>														
<b>N.I.</b>	88.84	4.56	2.09	2.51	1.99														
<b>Causeway Coast &amp; Glens Local Government District</b>	91.02	4.99	1.42	1.45	1.06														
<p><b>Age</b></p>	<p><b>Age: (Mid Year 2019)<sup>1</sup> (NISRA statistics)</b></p> <table border="1" data-bbox="486 1057 1457 1339"> <thead> <tr> <th></th> <th><b>CC&amp;G Borough Council</b></th> <th><b>Northern Ireland</b></th> </tr> </thead> <tbody> <tr> <td><b>Under 15</b></td> <td>26,671 (18.4%)</td> <td>373,042 (19.7%)</td> </tr> <tr> <td><b>15-44</b></td> <td>52,015 (35.9%)</td> <td>771,679 (40.8%)</td> </tr> <tr> <td><b>45-64</b></td> <td>39,498 (27.3%)</td> <td>488,222 (25.9%)</td> </tr> <tr> <td><b>65 and over</b></td> <td>26,654 (18.4%)</td> <td>314,724 (16.6%)</td> </tr> <tr> <td><b>TOTAL Population</b></td> <td><b>144,838</b></td> <td><b>1,893,667</b></td> </tr> </tbody> </table> <p>It was noted some individuals within this Section 75 group could be impacted by the policy or may be slower to leave the building. This could be due to the equipment brought in or to impacts of age itself. In order to mitigate related potential impacts staff will be trained where there is an identified need regarding the policy and its operation, Fire Wardens will receive specific training to support the safe exit of the building by all users, both Visual and Audible Alarms have been installed as this can act as a warning to all, PEEPS will also be developed to take into account general issues and support safe exit. Buildings with lifts are provided with disabled refuges, Evac chairs and appropriately trained staff.</p>		<b>CC&amp;G Borough Council</b>	<b>Northern Ireland</b>	<b>Under 15</b>	26,671 (18.4%)	373,042 (19.7%)	<b>15-44</b>	52,015 (35.9%)	771,679 (40.8%)	<b>45-64</b>	39,498 (27.3%)	488,222 (25.9%)	<b>65 and over</b>	26,654 (18.4%)	314,724 (16.6%)	<b>TOTAL Population</b>	<b>144,838</b>	<b>1,893,667</b>
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<sup>1</sup> Source : Northern Ireland Statistics website: [www.nisra.gov.uk](http://www.nisra.gov.uk)  
[2019 Mid Year Population Estimates for Northern Ireland | Northern Ireland Statistics and Research Agency \(nisra.gov.uk\)](http://www.nisra.gov.uk) Crown copyright material is reproduced with the permission of the Controller of HMSO.

<b>Marital Status</b>	<p><b>Marital Status:</b></p> <p>Marital status by former legacy Council area (most recent figures available from Census 2011):</p> <table border="1"> <thead> <tr> <th>Census 2011</th> <th>Ballymoney BC</th> <th>Coleraine BC</th> <th>Limavady BC</th> <th>Moyle DC</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>32.68%</td> <td>34.78%</td> <td>36.64%</td> <td>34.96%</td> </tr> <tr> <td>Married</td> <td>52.52%</td> <td>48.88%</td> <td>48.94%</td> <td>49.03%</td> </tr> <tr> <td>Civil Partnership</td> <td>0.07%</td> <td>0.06%</td> <td>0.08%</td> <td>0.08%</td> </tr> <tr> <td>Separated</td> <td>3.13%</td> <td>3.15%</td> <td>3.58%</td> <td>3.66%</td> </tr> <tr> <td>Divorced/ Civil Partnership Dissolved</td> <td>5.23%</td> <td>6.13%</td> <td>4.99%</td> <td>5.11%</td> </tr> <tr> <td>Widowed/ Surviving Civil Partner</td> <td>6.39%</td> <td>7.00%</td> <td>5.78%</td> <td>7.15%</td> </tr> </tbody> </table> <p>The Fire Safety Policy will treat all individuals the same regardless of their marital status.</p>	Census 2011	Ballymoney BC	Coleraine BC	Limavady BC	Moyle DC	Single	32.68%	34.78%	36.64%	34.96%	Married	52.52%	48.88%	48.94%	49.03%	Civil Partnership	0.07%	0.06%	0.08%	0.08%	Separated	3.13%	3.15%	3.58%	3.66%	Divorced/ Civil Partnership Dissolved	5.23%	6.13%	4.99%	5.11%	Widowed/ Surviving Civil Partner	6.39%	7.00%	5.78%	7.15%
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<b>Men and Women Generally</b>	<p>The Fire Safety Policy will treat all individuals the same regardless of their gender.</p>																																			
<b>Dependants</b>	<p>The Census information in 2011 showed:</p> <p><b>People With or Without Dependents:</b></p> <table border="1"> <thead> <tr> <th>Census 2011</th> <th>CC&amp;G Borough Council</th> <th>Northern Ireland</th> </tr> </thead> <tbody> <tr> <td>Number of households</td> <td>54,970</td> <td>721,860</td> </tr> <tr> <td>Households with dependent children</td> <td>15,597 (28.37%)</td> <td>261,251 (36.19%)</td> </tr> </tbody> </table> <p>The Fire Safety Policy may impact on those with dependants who are using the registration service mainly.</p>	Census 2011	CC&G Borough Council	Northern Ireland	Number of households	54,970	721,860	Households with dependent children	15,597 (28.37%)	261,251 (36.19%)																										
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**NISRA Table 3b: Vital Statistics by Local Government Districts**

Area		Estimated Population 30-Jun-19	Total Births <sup>1</sup>	Birth Rate <sup>2</sup>	Still-births	All Deaths	Death Rate <sup>2</sup>
<b>Northern Ireland</b>		<b>1,893,667</b>	<b>5,582</b>	<b>11.8</b>	<b>25</b>	<b>4,786</b>	<b>10.1</b>
<b>Causeway Coast and Glens</b>	(Oct – Dec 2020)	<b>144838</b>	393	10.9	0	388	10.7
	(July - Sept 2020)	<b>144838</b>	518	14.3	2	295	8.1
	(April - June 2020)	<b>144838</b>	211	5.8	1	369	10.2
	(Jan - March 2020)	<b>144838</b>	337	9.3	1	349	9.6

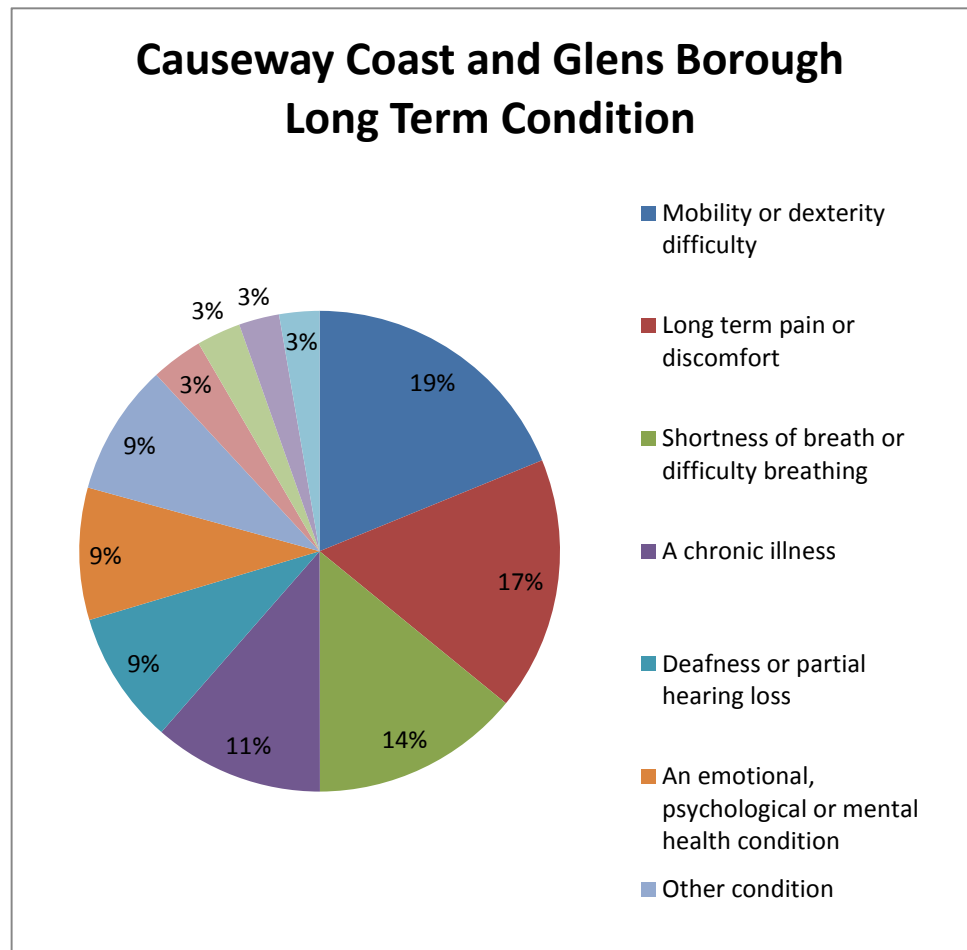
It was noted some individuals within this Section 75 group could be impacted by the policy or may be slower to leave the building. This could be due to the equipment brought in such as push chairs, children’s seats or buggies. In order to mitigate related potential impacts staff will be trained where there is an identified need regarding the policy and its operation, Fire Wardens will receive specific training to support the safe exit of the building by all users, both Visual and Audible Alarms have been installed as this can act as a warning to all, PEEPS will also be developed to take into account general issues and support safe exit. Buildings with lifts are provided with disabled refuges, Evac chairs and appropriately trained staff.

**Disability**

**People with a Disability/People Without:**

People with a long term condition/illness by former legacy Council area (most recent figures available from Census 2011):

Census 2011	Ballymoney BC	Coleraine BC	Limavady BC	Moyle DC
People with a long term condition/illness	30.6%	31.31%	31.05%	31.68%
People Without	69.4%	68.69%	68.95%	68.32%



Source: NINIS, Census 2011, KS302NI

	<p>Notes:</p> <ol style="list-style-type: none"> <li>1. 'Communication difficulty' means a difficulty with speaking or making yourself understood.</li> <li>2. 'A mobility or dexterity difficulty' means a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying.</li> <li>3. 'An emotional, psychological or mental health condition' includes conditions such as depression or schizophrenia.</li> <li>4. 'Shortness of breath or difficulty breathing' includes conditions such as asthma.</li> <li>5. 'A chronic illness' includes illnesses such as cancer, HIV, diabetes, heart disease or epilepsy.</li> <li>6. 'Long-term' refers to a condition which has lasted, or is expected to last, at least 12 months.</li> </ol> <p>It was noted some individuals within this Section 75 group could be impacted by the policy or may be slower to leave the building as a result of their disability. In order to mitigate related potential impacts staff will be trained where there is an identified need regarding the policy and its operation, Fire Wardens will receive specific training to support the safe exit of the building by all users, both Visual and Audible Alarms have been installed as this can act as a warning to all, PEEPS will also be developed to take into account general issues and support safe exit. Buildings with lifts are provided with disabled refuges, Evac chairs and appropriately trained staff.</p>
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Screening Questions						
1. What is the likely impact on equality of opportunity for those affected by this function, service, policy, procedure, project, strategy, plan or guidance?						
Section 75 Category		Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)		Reason
Gender	Women	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Men	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Transgender men/women	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Other please specify	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	

<b>Race</b>  The categories used in the Race section are those used in the 2011 census. Consideration should be given to the needs of specific communities within the broad categories.	Asian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	Mitigating Measures in place: Various languages available Fire Wardens Pictorial Signs Visual and Audible Alarms Trained Staff
	Black	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Chinese	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Mixed race White	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
	Other please specify	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Major <input checked="" type="checkbox"/>	Minor <input type="checkbox"/>	
<b>Disability</b>	Long term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	Mitigating Measures in place: Various languages available Fire Wardens Pictorial Signs Visual and Audible Alarms Trained Staff Reception / Room Booking System requesting information associated with identifying disability
<b>Sexual orientation</b>	Heterosexual, lesbian, gay men, bisexual, others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	The Policy is a Support and Guidance Document and has a neutral impact on this Section 75 category
<b>Age</b>	Older People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	Mitigating Measures in place: Fire Wardens Pictorial Signs Visual and Audible Alarms Trained Staff Reception / Room Booking System requesting information associated with identifying disability
	Younger people and children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	
<b>Political Opinion</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	The Policy is a Support and Guidance Document and has a neutral impact on this Section 75 category



Religious Belief		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	The Policy is a Support and Guidance Document and has a neutral impact on this Section 75 category
Marital Status		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	The Policy is a Support and Guidance Document and has a neutral impact on this Section 75 category
Dependants		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	Mitigating Measures in place: Fire Wardens Pictorial Signs Visual and Audible Alarms Trained Staff

<b>Screening Questions</b>			
2. Are there opportunities to better promote equality of opportunity for people within any of the Section 75 categories?			
Section 75 Category		If Yes, provide details	If No, provide details
Gender	Women		Policy provided to comply with legislative requirements
	Men		
	Transgender men/women		
	Other please specify		
Race The categories used in the Race section are those used in the 2011 census. Consideration should be given to the needs of specific communities within the broad categories.	Asian		Policy provided to comply with legislative requirements
	Black		
	Chinese		
	Mixed race		
	White		
	Other please specify		
Disability	Long term health impairment could include mental health problems, asthma, heart conditions, chronic fatigue etc.		Policy provided to comply with legislative requirements
Sexual orientation	Heterosexual, lesbian, gay men, bisexual, others		Policy provided to comply with legislative requirements

Age	Older People, Younger people and children		Policy provided to comply with legislative requirements
Political Opinion			Policy provided to comply with legislative requirements
Religious Belief			Policy provided to comply with legislative requirements
Marital Status			Policy provided to comply with legislative requirements
Dependants			Policy provided to comply with legislative requirements

<b>Screening Questions</b>		
<b>3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 Category</b>	<b>Details of policy impact</b>	<b>Level of impact major/minor/none</b>
Religious Belief	Support and Guidance Document	None
Political Opinion	Support and Guidance Document	None
Racial Group	Support and Guidance Document	None

<b>Screening Questions</b>		
<b>4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 Category</b>	<b>If Yes, provide details</b>	<b>If No, provide details</b>
Religious Belief		No - Support and Guidance Document
Political Opinion		No - Support and Guidance Document
Racial Group		No - Support and Guidance Document

<b>Additional Considerations</b>
<b>Generally speaking people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the function, service, policy, procedure, project, strategy, plan or guidance on people with multiple identities? (For example: disabled minority ethnic people, disabled women, young Protestant men, young lesbians, gay and bisexual people.)</b>
No the policy already takes multiple identity impacts into account via Trained Staff, Fire Wardens and Personnel Evacuation Plans
<b>Provide details of data on the impact of the function, service, policy, procedure, project, strategy, plan or guidance on people with multiple identities. Specify the relevant Section 75 categories concerned.</b>
Male/Females with Dependants, Older male/females with disabilities, Male/Females from various racial groupings with dependants. In addition the Policy will run as a pilot, with 1 year review - Reasonable adjustments will be considered where necessary to support mitigation of currently unidentified impacts

<b>Disability Considerations</b>
<b>Is there an opportunity to better promote positive attitudes towards disabled people by altering this function, service, policy, procedure, project, strategy, plan or guidance?</b>
<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
<b>If yes, please give further information and examples:</b>
<b>Is there an opportunity to encourage participation by disabled people in public life by altering this function, service, policy, procedure, project, strategy, plan or guidance?</b>
<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
<b>Please give further information and examples:</b>

**Screening Decision**

**Likely Impact**

Major                                       Minor                                       None

**If the decision is to subject the policy to an equality impact assessment (i.e. likely impact – Major), please provide details of the reasons for this:**

**If the decision is not to conduct an equality impact assessment (i.e. likely impact = Minor) the Council should consider if the policy should be mitigated or an alternative policy be introduced:**

**If the decision is not to conduct an equality impact assessment (i.e. likely impact = None), please provide details of the reasons for this:**

Policy provided to comply with legislative requirements which has included mitigating measures to support various Section 75 groupings  
The pilot will allow us to consider any reasonable adjustments not yet identified

**Mitigation**

When the Council concludes that the likely impact is ‘**Minor**’ and an equality impact assessment is not to be conducted, the Council may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

Yes                                       No

If **YES**, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy:

<b>Timetabling And Prioritising</b>	
<p>If the policy/decision has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.</p> <p>On a scale of 1 to 3, with 1 being the lowest priority and 3 the highest, assess the policy in terms of its priority for equality impact assessment.</p>	
<b>Priority Criterion</b>	<b>Rating (1 to 3)</b>
Effect on equality of opportunity and good relations	N/A
Social Need	N/A
Effect on people's daily lives	N/A
Relevance to the Council's functions	N/A

<b>Monitoring</b>
<p><b>Please outline proposals for future monitoring of the policy/decision:</b>            This pilot policy will be reviewed after 1 year and reasonable adjustments will be considered where necessary            Following this 1 year review the policy will then be required to be reviewed every 2 years as part of the Corporate process</p>

<b>Approval And Authorisation</b>		
<b>Screened By</b>	<b>Position/Job Title</b>	<b>Date</b>
Nicky Matthews	Building Control Manager	16/06/2021
<b>Approved By</b>	<b>Position/Job Title</b>	<b>Date</b>

Note: a copy of the screening template for each function, service, policy, procedure, project, strategy, plan or guidance screened should be 'signed off' and approved by a senior manager responsible for the function, service, policy, procedure, project, strategy, plan or guidance. A copy should then be forwarded to the Equality and Diversity Officer, made easily accessible on the council's website as soon as possible following completion and made available on request.