

3P

Research Title: An investigation into whether current fire safety legislation enables local authorities in England, through clarity regarding roles, responsibilities, and competency requirements, to achieve eminent outcome-based models of fire door management, within the buildings that they manage.

Student researcher: 3P **Freedom of Information requestor.**

Supervisor: 3P Associate Professor in Built Environment,
Department of Architecture & Built Environment

Participant Information

Under the Freedom of Information Act 2000, the researcher requests the information set out in blue in the questionnaire within. They also request that this word document is used to provide the information requested and that the reply is sent to: 3P

What is the Purpose of the Study?

Research Aim

To explore whether current fire safety legislation and industry practice are sufficient to clearly define the responsibilities and competences of the responsible persons and other operational stakeholders of building management in relation to fire door safety, and if not, how these should be improved to ensure fire safety through eminent outcome-based models.

Research Objectives

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

Why have I been requested to take part in the research study?

All local authorities in England are being requested to take part in the research study, as they have valuable knowledge regarding fire door management within a broad range of buildings. Due to your knowledge and experience you can provide examples of how fire doors are managed within your authority. Your council's perspective on the responsible person (RP), their duties, and the levels of competency required by your local authority, will provide a valuable insight into how legislation enables you to ensure the required outcomes of fire door management, and what might be done to improve it further.

What are the possible benefits of taking part?

You will be aiding an important study into how current regulations and industry practice should be improved to clearly define the responsibilities and competencies of the building management stakeholders, which could in turn benefit your role in the future if the study contributes to any change within local authority fire safety management.

Will my participation in this study be kept confidential and anonymous?

Yes. Your name and your local authority's name will not be recorded on the questionnaire or in the research study. The information requested will relate to your organizational fire safety practice only.

How will my data be stored, and how long will it be stored for?

Returned anonymised questionnaires will be stored on the researcher's University of Northumbria One-Drive account in accordance with university guidelines and the Data Protection Act (2018). It will be destroyed after a maximum of 3 years following the conclusion of the study

What categories of personal data will be collected and processed in this study?

None

What is the legal basis for processing data?

6(i)e of the UK General Data Protection Regulation (GDPR)

Who is Organising and Funding the Study?

The present research project has received no funding

What will happen to the results of the study?

The results will be used for research-based study as part of master's degree in Building Surveying at Northumbria University. The general findings might be reported in a scientific journal or presented at a research conference, however the data will be anonymized and you or the data you have provided will not be personally identifiable, unless we have asked for your specific consent for this beforehand.

Who has reviewed this study?

The research project has been approved under Northumbria University's Module Level Research Ethics approval for PE7001.

What are my rights as a participant in this study?

If you are concerned about any aspect of this study, please contact the project research team who will do their best to answer your questions. If you remain unhappy and wish to complain formally, you can do this by contacting the Records and Information Officer at Northumbria University. Their contact details are given below. You can find out more about how we use your information at:

www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-servicesteam/gdpr/gdpr---privacy-notice/

Contact details for further information:

Researcher name and email: 3P

Supervisor name and email: 3P

Record and Information Officer name and email: 3P

Consent

By returning this questionnaire you agree to the following and consent to participate in the research study:

I have carefully read and understood the Participant Information Sheet.

I have had an opportunity to ask questions and discuss this study and I have received satisfactory answers.

I understand I am free to withdraw from the study at any time, without having to give a reason for withdrawing, and without prejudice.

I agree to take part in this study.

I also consent to the retention of this data under the condition that any subsequent use also be restricted to research projects that have gained ethical approval from Northumbria University.

I agree to the University of Northumbria at Newcastle recording and processing this information about me.

I understand that this information will be used only for the purpose(s) set out in the information Sheet supplied to me, and my consent is conditional upon the University complying with its duties and obligations under the Data Protection Act 2018 which incorporates General Data Protection Regulations (GDPR). You can find out more about how we use your information here.

- [Privacy Notices](#)

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'?

Chief Executive Officer

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? **YES** (Please indicate Yes/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** (Please indicate Yes/No)

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? **Unable to answer** (Please indicate Yes/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?

Yes

Schools (Academies) = Not under LA control
 Civic Offices = Facilities Management (FM)
 Council Managed Tenanted Properties (CMTTP) = Asset Management or self repairing lease
 Public Toilets = N/A
 Social Housing = Housing Surveyors
 Residential Care Facilities = Care manager / FM
 Theatre = FM
 Multi-storey car parks = N/A
 Community Centres = Leaseholder or Asset Management
 High Risk residential Buildings = Housing Surveyors

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	N/A
Public Toilets	N/A	Community Centres	✓

Social Housing	✓	High Risk Residential Buildings	✓
Other please state: N/A			
<p>Q1. (e) How does your local authority record who is responsible for fire safety in your organisation?</p> <p>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.</p> <p>Roles do not appear to be designated. Please state below</p>			
Within each FRA and which department or directorate has control over the asset			

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.

Chief Executive Officer = Overall Control
Schools (Acadamies) = Not under LA control
Civic Offices = Facilities Management (FM)
Council Managed Tenanted Properties (CMTP) = Asset Management or self repairing lease
Public Toilets = N/A
Social Housing = Housing Surveyors
Residential Care Facilities = Care manager / FM
Theatre = FM
Multi-storey car parks = N/A
Community Centres = Leaseholder or Asset Management
High Risk residential Buildings = Housing Surveyors

Externally appointed Fire Risk Assessor

<p>Q2 (b) Which role undertakes fire door inspections across the local authority portfolio?</p> <p>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.</p>
<p>It depends on what type of premises and who has control so a mixture of in-house and external contractors</p>
<p>Q2 (c) Which role installs new fire door sets for your local authority properties?</p> <p>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.</p>
<p>External fire door specialist provider</p>
<p>Q2 (d) Who maintains, and repairs fire door sets and their components at your local authority properties?</p> <p>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.</p>
<p>It depends on what type of premises and who has control so a mixture of in-house and external contractors</p>
<p>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.</p>
<p>Asset Management, FM, Housing</p>
<p>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.</p>
<p>N/A</p>
<p>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?</p>
<p>N/A</p>

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.

N/A

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?

N/A

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?

The Chief Executive Officer = None (Delegated authority to competent persons)

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?

Qualifications / Experience?

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?

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?

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

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.

External Provider = BAFE and SSAIB

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:	

<p>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.</p> <p>Legislation to determine that all Fire Risk Assessors are held on a central register determining their competency level*:</p> <p>Level 1 - Capable of completing fire risk assessments on simple/less complex buildings. Entry level assessors.</p> <p>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.</p> <p>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.</p> <p style="text-align: right;">Please indicate Yes or No</p> <p>*Definitions based on the Institute of Fire Safety Managers' Tiered Fire Risk Assessors Register (TFRAR)</p>	<p>No</p> <p>No</p> <p>Yes</p>
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Thank you for your time in participating in this questionnaire.

Thurrock Council
Released Under FOI