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# Automatic Fire Suppression Systems Policy

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*This Policy is not for publication externally*

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## 1. Purpose

- 1.1 The purpose of this policy is to set out West Berkshire Council's approach to the installation of fire suppression systems in council buildings.
- 1.2 The Chief Executive and Corporate Board have approved the Automatic Fire Suppression Systems Policy.

## 2. Applicability

- 2.1 This Policy applies to:
- 2.1.1 All non-school based employees working for the Council, including those working from home or at non-Council locations.
  - 2.1.2 Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .
- 2.2 It is the responsibility of each employee and other person mentioned in Section 2.1.2 to familiarise themselves with and adhere to this Policy.
- 2.3 Adherence to this Policy is a condition of working for the council or using its assets.
- 2.4 This document is published separately as well as being incorporated into the WBC Employee handbooks.
- 2.5 This Policy has had consultation with Heads of Service and Trade Unions and has been ratified by the Council's Corporate Board.

## 3. Policy

- 3.1 It is the Policy of the Council that all new buildings and extensions to, or major refurbishment of existing buildings are to be subject to the requirements of the WBC Automatic Fire Suppression Policy.
- 3.2 The Policy is based on a three step approach, detailed within the WBC Automatic Fire Suppression Policy Guidance document:
- Establishing through agreed criteria if the Policy applies.
  - Carrying out a risk assessment to establish if an AFSS is required.
  - Cost benefit analysis to establish if the AFSS represents value for money.
- 3.3 Once established that the Policy applies to an individual project, the basis of establishing the need to install automatic fire suppression systems is to be a fire risk assessment. In all cases a risk assessment which offers a High Risk or Average Risk, with a recommendation from the Fire Risk Assessor for inclusion of an AFSS, is to include an AFSS in the design (subject to final cost benefit analysis).

- 3.4 Where, through risk assessment an AFSS is recommended, a cost benefit analysis is to be undertaken to establish if the AFSS represents value for money.
- 3.5 For the purposes of this Policy the term Automatic Fire Suppression System (AFSS) refers only to those systems subject to fully adopted national (British Standard) or fully adopted European or International (EN or ISO) design standards, or draft national standards (British Standard DD) where full standards area unavailable, subject to approval of West Berkshire Council insurers and establishing 'fitness for purpose' of the Draft British Standards.

#### 4. **Implementation**

- 4.1 This Policy will be supported and implemented by the development and publication of Standards (requirements), Procedures (how to) and Guidance (advice).

#### 5. **Roles and Responsibilities**

- 5.1 The overall responsibility for Automatic Fire Suppression System policy within WBC rests with Property Services.
- 5.2 The responsibility for day-to-day management of the Automatic Fire Suppression Systems Policy throughout West Berkshire Council rests with the Head of Education Services, they are also responsible for maintaining this Policy, for reviewing all other security policies and procedures and for providing advice and guidance on their implementation.
- 5.3 All managers are directly responsible for implementing this Policy and any sub policies and procedures within their service areas, and for the adherence of their staff and others (2.1.2).
- 5.4 All personnel detailed at 2.1.1 and 2.1.2 have an individual responsibility to adhere to this Policy and any relevant Standards and/or Procedures.

#### 6. **Failure to comply with WBC Automatic Fire Suppression Policy**

- 6.1 This document provides staff and others with essential information regarding the installation and management of automatic fire suppression systems and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:
- withdrawal of access to relevant services
  - informal disciplinary processes
  - formal disciplinary action
- 6.2 Additionally if, after internal investigation, a criminal offence is suspected, the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

#### 7. **Review**

- 7.1 This policy will be reviewed at least every 3 years or to react to identified changes in legislation which impact the policy.



## Glossary

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## Other Relevant Documentation

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Department for Children, Schools and Families, Building Bulletin 100 – Design for Fire Safety in Schools.