

Fire Safety Annual Report (2021/22)

Summary

The report will present the performance of the department over the last 12 months, and provide a series of tables to demonstrate this. Finally, future priorities for the team are detailed.

Staff

There is a weekly meeting with myself and Holly Thomas (Property Compliance, H&S Assistant) to check the progress of the FRA programme, with all appointments now being arranged by Holly. We generally work 6-7 weeks ahead of the schedule to ensure there is time to deal with any delays.

FRAs

There are 3 categories of Fire Risk Assessments:

- **FRA1** – Comprising of educational and residential care sites which are undertaken on an annual basis.
- **FRA2** – Comprising of youth and leisure centres, tourist sites, office accommodation, town halls, libraries, museums, depots and housing communals, which are undertaken on a biennial basis.
- **FRA3** – Comprising of car parks, public toilets and unoccupied sites, which are undertaken every 3 years.

All the above categories are subject to annual review, but are based on the perceived risk following an assessment of the use and occupancy of the sites. It is possible that the communal areas of our housing stock will be moved to annually (FRA1) for 2022/23 in response to the Fire Safety Act 2021.

As of Aug 2021, additional properties have been identified which takes the total number of sites to 197 (from 168), with 28 of them being FRA2 sites for housing communals. The additional sites will all have a valid FRA by the end of March 2022 and have been added to the program.

KPIs

In order to monitor progress, KPIs are reported on monthly by Holly and distributed accordingly.

The last 12 months' figures are shown below and currently (as of 26/08/2021) we're at 99% completion, with the 1% down to one school having cancelled their original appointment (Bro Cinmeirch).

Coronavirus

Due to the pandemic there was a fall in the completion rate of FRAs meaning a dip in KPIs between May 2020 and Sep 2020.

Performance was reviewed in December 2020, with a significant improvement and most properties having been assessed and KPIs overall being at 98% for November 2020.

Fire Safety 2021/2022

Key Priorities:

- Work with Holly to develop her fire safety knowledge and skills
- Identify available options for completing FRAs digitally
- Review and improve the current recording and allocation of FRA actions
- Create a fire awareness training program and deliver accordingly

Percentage of properties overdue	10%	5%	8%	2%	0%	0%	0%	0%	0%	0%	0%	0%	1%
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FRA 1 - KPIS

The following properties are educational and residential care sites which are undertaken on an annual basis.

Priority 1 Properties	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Number of Properties Categorised as a Priority 1	66	66	66	66	63	63	63	63	63	63	64	65
Percentage of Priority 1 properties with a valid FRA	82%	86%	83%	97%	100%	100%	100%	100%	100%	100%	100%	99%

FRA 2 - KPIS

The following properties are youth and leisure centres, tourist sites, office accommodation, town halls, libraries, museums, depots and housing communals, which are undertaken on a biennial basis.

Priority 2 Properties	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Number of Properties Categorised as a Priority 2	63	63	63	63	64	64	64	63	63	63	63	63
Percentage of Priority 2 properties with a valid FRA	94%	100%	97%	97%	100%	100%	100%	100%	100%	100%	100%	100%

FRA 3 - KPIS

The following properties are those categorised as FRA3 comprising of carparks, public toilets and unoccupied sites, which are undertaken every 3 years.

Priority 3 Properties	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
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