

**PARTNERSHIP AGREEMENT BETWEEN**  
**LANCASHIRE FIRE RESCUE SERVICE**  
**AND**  
**CHORLEY COUNCIL (HEALTH & SAFETY ENFORCEMENT)**

**PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING**

To ensure effective working of the partnership between Lancashire Fire and Rescue Service (LFRS) and Chorley Council health & safety enforcement officers with the provision of a formal process for the passage of information between the two services, whenever it is necessary.

This will occur when either of the organisations identify:-

- deficiencies in the Fire Safety provision within a commercial premises
- an electrical product/installation, in a commercial premises, that may be a fire/ Health & Safety hazard due to poor installation, maintenance, manufacture, design or re-occurring fault/defect.

**COMMON AIMS AND OBJECTIVES**

- To make Lancashire a safer place.
- Reduce risk to the community
- To reduce the number of accidental building fires, in turn contributing to the prevention of fire fatalities, injuries, and fire damage to commercial premises.
- Provide the effective passage of information between both organisations
- Highlight dangerous electrical goods and/or installations to the Chorley Council Health & Safety Enforcement Officers.
- To raise awareness to responsible persons of the requirements for electrical safety in commercial premises.
- To assist in the evidence gathering to aid in enforcement or prosecution.

**SCOPE OF ACTIVITIES**

- The scope of activity for this MOU is Chorley Borough Council area.
- The range of activities are: the identifying and signposting of issues relating to electrical products/installations in commercial premises for which Chorley Council are the enforcing authority as defined in the current Enforcing Authority Regulations.
- LFRS Fire Safety Enforcement Officers (FSEOs) are responsible for the Enforcement of the Regulatory Reform (Fire Safety) Order 2005.
- Chorley Council Public Protection Officers are responsible for enforcing the Health & Safety at Work Act 1974 (Electricity at Work Regulations 1989) in premises for which they are the enforcing authority.

## **COMMUNICATION CONVENTIONS**

- In terms of general communication between the organisations, this will be determined by Fire Safety/Electrical Safety issues coming to light for which either party requires information, guidance or support.
- Only authorised individuals from both parties will be permitted to speak on behalf of the partnership and any publicity is to be vetted by both parties prior to any release to the media.
- LFRS Chorley Fire Safety Enforcement and Chorley Council to provide a single point of contact (SPOC) to maintain effectiveness of this MOU. (Appendix 1).
- Information should only be disclosed between partners where it is necessary and expedient for the purposes of partnership work. Where this is the case, it should be done in line with those partners Information Sharing Protocols.

## **ROLES AND WORKING ARRANGEMENTS**

- LFRS FSEO's – To signpost, where necessary, Fire Safety/Health & Safety and Electrical Safety issues, identified through audits to Chorley Council SPOC ( Public Protection Manager).
- Chorley Council Health & Safety – To signpost, where necessary, Fire Safety/Health & Safety and Electrical Safety issues, identified through Audits to LFRS SPOC, (Chorley Fire Safety Enforcement Team Leader)
- To carry out joint inspections of any business premises as agreed by the SPOC to ensure compliance with the Health & Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.
- Both Partners to feed back, to each other, the results of any action / prosecution taken by their organisations as a result of the partnership, to inform of any known good/bad results/process using the single points of contact.

## **TRAINING AND GUIDANCE ARRANGEMENTS**

- Chorley Council - to provide basic Health & Safety & Electrical safety document familiarisation/training for local LFRS Fire Safety Enforcement Officers.
- LFRS - to facilitate training for Chorley Council health & safety enforcement officers, as necessary, to enable them to identify Fire Safety Issues in Commercial Premises that could be enforced under the RRO 2005 by LFRS.
- A 12 monthly discussion between the SPOC - Chorley Fire Safety Enforcement Team Leader and Public Protection Manager, to ensure that the process is robust and fit for purpose.

## **EQUALITY & DIVERSITY**

Chorley Council and the LFRS Equality & Diversity Policies/Strategies are available on their websites at:

[www.lancsfirerescue.org.uk/equality-and-diversity-strategy](http://www.lancsfirerescue.org.uk/equality-and-diversity-strategy)  
[www.chorley.gov.uk/index.aspx?articleid=315](http://www.chorley.gov.uk/index.aspx?articleid=315)

## **MEASURING SUCCESS**

Using this formal process to achieve the following;

- Greater identification and mutual understanding of Fire Safety/Health & Safety and Electrical Safety issues.
- Measured reduction in risk by appropriate enforcement action by Chorley Council and Chorley Fire Safety Enforcement Departments resulting from the partnership.
- Increased number of Joint Inspections.
- Increased awareness in the local business community of the requirements under Health & Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005
- Reduction in the number of Accidental Building Fires.

## **AMENDMENT OF THE MOU – REVIEW AND DISSOLUTION**

- Chorley Fire Safety Enforcement Team Leader and Public Protection Manager to review the information sharing processes annually or as and when required.
- Any alterations to or dissolution of the MOU to be agreed by both organisations.
- The partnership detailed in this agreement is aimed at achieving improved standards of Fire Safety and Health & Safety in commercial premises using existing legislation and locally agreed reciprocal training and resources, there are no charging mechanisms involved.

<b>Authority</b>	<b>Role &amp; Name</b>	<b>Signature &amp; Date</b>
<b>LANCASHIRE FIRE AND RESCUE SERVICE</b>	<b>Watch Manager Tony Clements Fire Safety Enforcement Team Leader</b>	
<b>CHORLEY COUNCIL HEALTH AND SAFETY ENFORCEMENT</b>	<b>Public Protection Co-ordinator Paul Carter</b>	

## **Appendix 1**

### **Single Points of Contact/Partnership Lead Officers:-**

#### **LANCASHIRE FIRE AND RESCUE SERVICE**

*Tony Clements*

Fire Safety Enforcement Team Leader  
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#### **CHORLEY COUNCIL HEALTH AND SAFETY**

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