



FRA and Associated Works

Technical Specification

Contents

Overview.....	4
The work	4
General Requirements	4
1.1. Assets	4
1.2 Scope of Service.....	4
1.3 Assessors.....	6
1.4 Identification	6
1.5 GDPR	7
1.6 Co-Operation with Other Partners and Contractors.....	7
1.7 Asbestos	7
1.8 Complaints	7
1.9 Working in Occupied Premises	8
1.10 Access Arrangements - Common Parts & Elements	8
1.11 Parking Restrictions	8
1.12 Quality Control.....	9
1.13 IT - Communication	9
1.14 Meetings	9
Services Required	10
2.1 Extent of Survey:.....	12
2.2 Carrying out the Survey:	13
2.3 Limitations:	13
2.4 Performance Measures:	13
2.5 Legal / Competency:	13
2.6 Hours of operation:	14
2.7 issues arising on site:	14
2.8 Report Format:	14
2.9 Record Keeping (Completion of FRAs):.....	15
2.10 Tools and equipment:	15
2.11 Costs.....	16
2.12 Communication with Residents	16
2.13 Resourcing & Supervision:	16
2.14 Monitoring of Fire Risk Assessor	17
2.15 Financial	17
2.16 TUPE.....	17

2.17 Health & Safety Provisions 17

2.18 Training 18

2.19 British Standards..... 18

2.20 Contract Review 18

2.21 Exit of Contract 18

Overview

The work

Folkestone & Hythe District Council (the Employer) wishes to appoint a provider of 'Type 1 plus' Fire Risk Assessments for a three-year period (+1+1 year extension if agreed by both parties). Year 1 will be 1/9/24 -31/3/25 inclusive.

General Requirements

1.1. Assets

The assessments are to be carried out to the Employer's 169 blocks (and sub-blocks) of flats which include two housing types; (i) Independent Living (IL) - for older residents and which are supported by an off-site Independent Living Manager (ILM) and where a 'lifeline' emergency call handling system is provided and (ii) general needs (GN) housing.

The portfolio of buildings is varied and differs in height, size, age and type of construction but can be categorised as built using traditional forms of construction and not exceeding 18m high.

1.2 Scope of Service

The provider will carry out Fire Risk Assessments for all of the buildings identified within The Employer's programme and in accordance with the prescribed timescales given in the programme and The Employer's Fire Safety policy and procedure.

The assessments shall be 'Type 1 plus' (Also refer to section 2.1 extent of survey) Fire Risk Assessments – (a non-destructive assessment of common parts and 20% of flats, considering areas such as means of escape, compartmentation between flats and means of fire detection.

The contractor must operate independently for Fire Risk Assessment Services with demonstrable integrity i.e. must not supply, provide or refer any fire protection services (active or passive) either in-house or through any third party or parent/sister organisation.

The following outcomes have been identified by the Employer as priorities for the contract.

This list does not preclude other outcomes from being agreed between both parties in the future:

- The Fire Risk Assessments must be completed up to 14 days before their due dates in order to allow for convenient visiting arrangements with individual sites and follow up QA processes. FRA must not go over their existing date.
- The provider must include real time reporting and sight of FRAs for the Employer via a dedicated live web monitoring tool 'Portal', all data is to be the property of the Employer and must be transferred to the Employer upon their request at no charge to the Employer.
- The assessments must achieve a high degree of consistency amongst different assessors.

- The assessments must achieve a high degree of quality and accuracy.
- The Fire Risk Assessment must identify whether the current 'Fire strategy' for each block (e.g stay put) is sound or must be modified. This is particularly needed in communal blocks with communal Fire Alarm Panels and a current stay put strategy.
- The assessments must include recommended timescales for any resulting action points that allow the development of a risk-based programme for the completion of the works.
- The assessments must Provide recommendations to the client for additional measures the assessment deems necessary to reduce fire risk or maintain risk to a tolerable level.
- The assessment must contain a summary of actions arising from the assessment indicating the severity and urgency of actions.
- The Fire Risk Assessments must identify the estimated age and construction type of the block.
- The Fire Risk Assessments must identify the height of the block and state whether it falls within the 11m plus category. (for current Information see Appendix 2)
- To accommodate effective consultation with local stakeholders.
- To agree measures that allow the continuous improvement of the service.
- To take steps to achieve zero health and safety accidents or incidents.
- To achieve the maintenance at a high standard of both parties' reputations.
- To achieve effective 'one team' working practices and consideration for others

The Contractor may be asked to provide the following Ad-hoc reports and/or advise on request where the tendered the tendered hourly or day rates will apply;

- Fire Risk Assessments Type 1,2,3, 4
- Extended Fire Risk Assessment Appraisals of External Walls
- Enter property information in the Home Office Fire Risk Assessment Prioritisation Tool
- Fire Door Surveys
- Compartmentation Surveys
- Roof Void Surveys
- Fire Alarm condition surveys and Cause & Effect reports.
- Emergency Response Plans and Wayfinding Signage
- More in depth fire safety consultancy including engaging to support with local FRS issues.
- Fire Alarm removal Program / Simultaneous Evacuation Procedures / Signage / Tenant Process and Procedure etc.
- Support with Building Safety Act requirements.
- Retrospective Fire Strategy Reports

1.3 Assessors

All assessors will meet the competency requirements and be accredited to third-party certification schemes such as IFPO, IFSM, FRACs, IFE National Register (ideally must have IFSM Tier 2 /3 Certification) or equivalent with organisations having accreditation to schemes such as BAFE SP205.

Prior to the commencement and to be maintained during the term of the contract, the Contractor shall provide a schedule of all staff who may be engaged on the contract.

This schedule will include:

- Name of each member of staff
- Details of any relevant training or qualification for each member of staff
- Proof of Disclosure and Barring Services (DBS) for staff interacting with Service Users

The Contractor's assessors, shall wear smart and appropriate clothing/overalls for the works at all times, including personal protective equipment as necessary. All operatives shall have a photo ID badge from the Employer to be worn at all times.

The Employer shall reserve the right to exclude any member of the Contractors staff from working on/in its property on the grounds of unqualified to maintain equipment or other reason which must be agreed with the Contractor.

Whenever additional members of staff are assigned to work, their details shall be provided by the Contractor to the Employer before they perform any work.

Assessor's must undertake a Risk Assessment on all works to be undertaken to ensure the health, safety and welfare of all parties.

1.4 Identification

The Contractor will supply to all working personnel a form of identification card approved by the Employer which will contain the following details:-

- Photograph of assessor
- Assessor's name
- Contractor's name, logo, address and telephone number
- Expiry date of card
- Unique Reference Number

All working personnel are to present their ID card to Tenants on each and every visit to a property or on request.

1.5 GDPR

The Contractor shall comply at all times with GDPR legislation and shall in particular:

- process all personal data fairly and lawfully
- process personal data only for the purpose of arranging access
- not keep personal data for longer than is necessary – we would expect this to be no greater than fourteen days after the date of inspection
- keep all personal data secure
- ensure that personal data is not transferred to third parties
- notify the Employer of the relevant Data Protection Officer
- Comply with the GDPR policy of the Employer
- Identify on all reports, documents and communications the property by address only.

The fire risk assessor will keep confidential all matters related to the client's activity.

1.6 Co-Operation with Other Partners and Contractors

The Contractor appointed is expected to co-operate fully with other Contractors appointed by the Employer who may be undertaking concurrent works. When necessary, the Contractor must liaise with other parties and co-ordinate works so as to ensure limited disturbance and disruption for the Service Users, no additional charge will be accepted for this provision.

1.7 Asbestos

The Contractor shall take all necessary precautions to ensure their works and operations are fully compliant with The Control of Asbestos Regulations (CAR) 2012.

All Assessors employed by the contractor must have attended Asbestos Awareness training and had refresher training within the twelve-month period prior to the commencement of the Contract.

The Employer will provide access to the asbestos register prior to commencement of the contract (Online Portal). If the successful Contractor suspect's asbestos products (ACM) exist then the Contractor must cease works immediately and inform the Employer. A copy of the Employer's Asbestos Policy and Procedure can be provided on request. The asbestos register must be consulted prior to the commencement of any works.

1.8 Complaints

Contractors are required to comply with the Employer's Complaints Policies and Procedures. Copies can be provided on request.

1.9 Working in Occupied Premises

Where work is to be carried out in occupied premises the work is to be carried out in a manner that will cause the minimum inconvenience and nuisance from obstruction, dust, noise etc. All necessary precautions must be taken to ensure the safety of the occupier(s).

The Contractor must be aware that properties may be occupied by frail or ill tenants or other vulnerable persons and must therefore take due care and consideration in the execution of the works and allow for any extra costs.

1.10 Access Arrangements – Common Parts & Elements

Access arrangements must be discussed and agreed with the Employer, the Contractor shall be responsible for making arrangements directly with the responsible officers to gain access. Contact details for responsible officers will be provided by the Employer as and when necessary and will include the name, address and telephone number.

Unless specifically excluded, the assessor will inspect all parts of the premises. Where relevant, this will include loft spaces, outbuildings, external stores and outdoor service premises. Voids, cupboards, ducts and service risers will be sampled.

Where attendance results in no access to the Contractor no charge will be made or accepted by the Employer. Should there be any cases of no access these must be reported to the Compliance Officer whilst still on site to seek advice. Return visits will be at the Contractor expense.

Loft/ Roof void access: The Contractor must access all roof and loft voids upon every visit when completing the FRA program, should there be any cases of no access these must be reported to the Compliance Officer whilst still on site to seek advice. Return visits will be at the Contractor expense.

The Contractor is to ensure that Contractor's assessor's follow each premises local procedure for signing in and out of buildings. Such procedures are essential for the safety and security of the residents and all personnel in the event of fire or other emergency, in order to establish who might be trapped in a building. Where no such procedure exists, the Contractor is to establish his own procedure to ensure the safety of the Contractor's employees.

Should dangerous conditions be encountered during the assessment, or hazardous practices observed, the assessor will bring the matter to the attention of a duty holder as soon as possible, where possible before leaving the site. The assessor will not intervene or take any steps personally to resolve the situation.

1.11 Parking Restrictions

It is brought to the Contractor's attention that restricted parking operates within the contract area. Any costs, fines or penalties imposed on the Contractor whilst carrying out duties required under this Contract shall be borne by the Contractor.

1.12 Quality Control

The Contractor is required to establish and implement a robust and well-defined Quality Management System for all elements of works and or services. These systems will require the implementation of standard forms and procedures that the Contractor shall allow audit and inspection by the Employer with the aim of ensuring their use throughout the term of the Contract.

In addition to complying with the above, the Contractor will also be required to provide a consistently high quality of service through the use of high-quality standards for its management processes including accreditation to recognised Quality Management Systems and Investors in People, etc.

1.13 IT - Communication

The Employer requires the contractor to send FRA reports and any other relevant documentation in a timely and consistent form via email.

Even if the documents can be accessed and downloaded via the contractor own portal. The documents will also need to be uploaded via a SFTP to the Council's current Compliance Data Management system.

All documents must be emailed to our main Compliance email address; Housing.Compliance@folkestone-hythe.gov.uk and the contractor must obtain a login for the SFTP site to upload files to The Council's Compliance Data Management System

The contractor must be able to provide bespoke fire risk assessments that are tailored to the specific needs of the Employer and their properties. They must be able to understand the unique requirements of the Employer's portfolio and deliver provide custom solutions. The contractor must provide a robust online risk management system for FRA capture and action management.

Specifically the contractor's IT system:

- Must be able to provide an online system for entry, reporting and management of Fire Risk Assessment (and any other survey) works.
- Able to extract data and trends from FRAs completed as required for the Employer.
- Able to extract building specific data from FRAs completed as required.
- Able to adapt FRA templates bespoke to the Employer's requirements.
- Online system must be part of an ISO9001/ISO45001/ISO14001 Accredited system.
- Online system provider must be registered with the Information Commissioners Office (ICO), have a Data Protection and Cyber Security Policy and arrangements in place.

1.14 Meetings

The Contractor will be expected to attend monthly Contract meetings. This meeting will be chaired by the Employer and any further meetings he/she shall deem necessary for the successful running of the Contract.

The Employer shall call interim site progress meetings as may be necessary for the efficient running of the contract to which the Contractor shall provide a representative.

The Contractor shall attend all such meetings and he is to inform any nominated or other Specialists when their presence is required. The Employer will be responsible for the production and circulation of Minutes of Meetings.

The cost of attendance at all meetings whether on MS Teams or in person at the Civic Centre or other location/s must be included in the Contractors tender.

Monthly contract meetings will be held via MS Teams and every other month in person at the Employer's offices.

Services Required

The scope of the works is to provide Fire Risk Assessments (for the safety of life and building fabric) for 169 residential buildings owned or managed by the Employer throughout the duration of the contract, and to provide fire safety advice and guidance to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and any updates to current legislation.

The Fire Risk Assessment report must include reference to visible defects and deterioration as appropriate; It must record the condition of the element at that particular time and must be supported by photographs, sketches and drawings as required.

The Fire Risk Assessor is not expected to undertake any intrusive investigation of materials or structure, or inaccessible or hidden areas. It is however expected that access is gained to areas where reasonable access is available and dynamic risk assessments deem safe to do so.

The reports should:

- Be completed to PAS 79:2020 Fire Risk Assessment Guidance and methodology (or similar)
- Promote an understanding of fire risks and fire safety within the buildings surveyed.
- Provide a pragmatic, holistic and risk proportionate approach towards assessment of fire prevention measures and management of fire safety.
- Establish a satisfactory basis for documentation of fire risk assessments.
- Provide a benchmark for suitable and sufficient fire risk assessments.
- Demonstrate a consistent approach to carrying out and documenting a fire risk assessment that will be accepted by enforcing authorities.
- Record necessary remedial works in order to comply with the RRO Fire Safety Order (2005)
- The fire risk assessment must extend to the external envelope of the building (walls, windows, doors, cladding and balconies)
- The fire risk assessment must record visual defects in flat front doors and communal doors
- The fire risk assessment must record obvious fire stopping works.

The Fire Management Plans should: (this is not an exhaustive list)

Identify Fire Hazards and information about potential causes of fire which must include, but not be limited to:

- Arson
- Electrical faults
- Smoking
- Portable heaters etc
- Cooking
- Lighting
- Hot works
- Housekeeping
- Other significant ignition sources or process hazards
- Highlight any fire risks excluded from the scope of the fire risk assessment.
- An appropriate overall risk matrix taking into account likelihood and consequence of fires arising from these causes and qualifying the overall risk.
- Means for detecting fire and giving warning to occupants.
- Means of escape from the premises (including provisions for disabled persons).
- Fire safety signs and notices.
- Emergency escape lighting.
- Means to limit fire spread and development of fire.
- Means for fighting fire.
- Other relevant firefighting systems and equipment; if provided.
- Maintenance of facilities to assist fire fighters.
- Emergency action plan.
- Staff training and fire drills.
- Testing and maintenance of fire protection measures.
- Record keeping.
- Cooperation and coordination with other occupiers of the premises and neighbouring premises.
- Action plan.
- An appropriate review period expressed.

2.1 Extent of Survey:

Undertake an impartial and professional assessment of the property and its surroundings, and report in the detail and style necessary to provide a balanced professional opinion. Common relevant terminology is to be adopted throughout the reports.

In addition to a normal Type 1 FRA this contract requires the Contractor to check additional areas these being:

Communal roof void compartmentation

Above false ceilings within the communal areas

In service cupboards and meter cupboards

Carryout a 20% check of flats within a block provided access can be gained. This check consists of an open door check of the flat front door (Door closes correctly by the self-closer, intumescent strips and cold smoke seals are present, door furniture is fire rated, any markings confirming the door is a fire door and an overall assessment of the flat front doors fire resistance) and the confirmation of automatic fire detection is present and working in the hallway of the flat.

The above enhanced Type 1 Is referred to as a Type 1 plus.

The report must enable the Employer to gain an understanding of the fire risks associated with the property, whilst assisting in establishing the suitability of the property for its current or intended use.

The report must assist in understanding the need for, and quantifying, future costs and liabilities.

All building elements highlighted as requiring attention are to be detailed within the survey. However, it is acceptable for repetitive items such as doors to have a general comment along with individual doors numbered and highlighted within the report.

The FRA's are reassessed at a 12-month, 24-month or 36-month frequency (based upon the risk identified by the previous assessor) and therefore may not all be carried out over the first 2 year period of this contract.

Fire risk assessors need appropriate knowledge of:

- The assessment of risk from fire
- Applicable legislation
- Appropriate guidance
- Behaviour of fire in premises
- Effects of fire on people and behaviour of people in fire situations.
- Means of escape
- Fire prevention.
- Fire protection.
- Management of fire safety

2.2 Carrying out the Survey:

The Fire Risk Assessor to supply information on the following:

- Methodology for carrying out the survey required.
- Arrangements for access and revisits
- Protocols when visiting premises, working around occupants.

2.3 Limitations:

The Fire Risk Assessor will not be expected:

- To access voids where not deemed safe to do so.
- To access any areas where specialist access equipment is required.
- To open up work for inspection without prior approval.
- To carry out any sub-consultancy work without advance agreement.

2.4 Performance Measures:

- Ref refer to Appendix 1 – KPI's
- KPI 1 - The number of FRA's completed against the program for the month.
- KPI 2 – The difference between the number of FRA reports completed as per the Contractor's report and the actual number provided to F&HDC
- Accuracy and quality of Surveys provided.
- Format of surveys and related action plans
- Response times to queries 1 working day or better.
- Monthly contract meetings (MS Teams/ will be at least once a quarter in the Employer's offices) – Other site or strategic meetings as and when required.
- Flexibility of Service provision i.e. out of hours

Industry best practice must also be demonstrated at all times. If there are any new techniques, products or practices that would improve the efficacy, efficiency or value to the contract then the Fire Risk Assessor has an obligation to share such knowledge with the Employer.

All properties are located within the district of Folkestone and Hythe. Properties may be vacant or occupied while the work is being carried out and consideration will need to be given to other building users, tenants, neighbours and businesses.

2.5 Legal / Competency:

The fire risk assessor must have a high level of knowledge, understanding and experience. They will need to show a specific applied knowledge and skills and have the appropriate qualifications. Evidence of specialist training and experience, or membership of a professional

body, or certification by a third-party certification body, will assist in demonstrating competence.

It is necessary for the fire risk assessor to have a good understanding of the applicability, principles, objectives and intent of the legislation under which the fire risk assessment is carried out and of any associated legislation.

Fire Risk Assessors must adhere to all Health & Safety and Site Rules.

The Fire Risk Assessor must operate in a fully compliant manner with any other Acts or Legislation that is either in force or comes into force during the contract period for the purposes of this Contract.

The contractor must be able to provide evidence of CPD and Training Records for all Fire Risk Assessors proposed to be used on this contract.

The Fire Risk Assessment Company must be a member of BSI, FPA, IFSM or equivalent

The Fire Risk Assessors must be Members of the IFSM, or IFE.

There must not have any current enforcement proceedings being taken directly to the fire risk assessment company or fire risk assessors participating in this contract.

Mandatory requirements must be provided for the Company and assessors participating in the contracted works. Certification for parent companies and subcontracted consultants are not admissible.

2.6 Hours of operation:

Actual hours worked is determined by the Fire Risk Assessor and it is expected that all risk assessments can be completed within normal working hours.

2.7 issues arising on site:

In general, any issues which alter the time, cost or practical delivery of the survey must be reported as soon as possible to the Employer. This would include any works that are considered to be of an urgent nature. Urgent works must be reported to the Employer within 4 hours of discovery and will include any findings that pose an intolerable risk in any building surveyed.

2.8 Report Format:

Producing high-quality and comprehensive fire risk assessment reports that are clear, concise, and actionable. A well-written report that outlines potential risks and provides practical recommendations for improvement will be highly valued by the Employer.

Basic formatting rules must be applied including contents pages, executive summary, confirmation of instructions, scope of survey. Photographic images are to be included within the reports where remedial works have been identified.

Reports are to be provided via a 'real time' web portal reports to be in a PDF report format. The reports must also be emailed to housing.compliance@folkestone-hythe.gov.uk by the contractor and uploaded to Employer's compliance data management system. The format of the excel export is to be agreed.

- FRAs must be completed and released to the Employer within 2 working days of site visits
- FRAs to follow PAS79-2020 methodology
- FRAs to comply with BAFESP205-1 Life Safety Risk Assessment Quality Standards and Validation requirements
- Contractor must have ISO9001 and BAFESP205-1 Quality Assurance Process to ensure regular Audit and Validation of FRAs
- Contractor must have documented Customer Complaint procedures and service level agreement.

2.9 Record Keeping (Completion of FRAs):

The completed survey reports are to be made available via the incumbent web portal when completed in a format to be agreed to by the Employer free access to the web portal will be required for both the Employer's staff as well as a third-party FRA Auditor.

Completed reports must be available on the portal, emailed to housing.compliance@folkestone-hythe.gov.uk by the contractor and uploaded to the Employer's compliance data management system (**currently NEC / Northgate**) within 24 hours of being carried out and before the expiry date of the current FRA, the contractor must obtain a login for the SFTP site to upload files to The Council's Compliance Data Management System.

All PDF documents must be titled as follows:

UPRN_FRA_DATE – TBC as part of the mobilisation

All documents must also be emailed to our main Compliance email address; Housing.Compliance@folkestone-hythe.gov.uk

The contractor shall be responsible for the monitoring of the expiry dates on the fire risk assessments and ensure that the new assessments are arranged before the expiry dates. All data collected is to be the property of the Employer and supplied in a format acceptable to the Employer as work proceeds. No additional payment will be made for any data export at the end of the contract period.

The successful tenderer will institute, keep and maintain a proper and sufficient record in connection with business conducted under this contract for the duration of the service being delivered and for a period of 12 months after the contract ends.

2.10 Tools and equipment:

The Fire Risk Assessor must provide all tools and equipment to fulfil the job competently.

They must be skilled, competent and trained in their correct use. This must include all PPE required.

2.11 Costs

The Employer will not be liable for any costs not outlined in the cost proposal. The price given is expected to be a fully inclusive price.

The Fire Risk Assessor shall be entirely responsible for guarding against the theft of their own vehicles, tools, equipment etc. The Employer will not accept liability for any such losses however occurring.

2.12 Communication with Residents

For any type 3 survey or where access is required to building elements via a resident home (e.g. loft spaces etc) the Fire Risk Assessor must write to the resident giving at least 5 working days' notice and offering an appointment slot.

Appointment slots to be hourly, e.g. the Fire Risk Assessor will visit between 10 & 11am and be offered Monday to Saturday inclusive, 08.00 - 18.00 hrs.

This letter must clearly state the assessors name, what the assessor will be doing, areas that will need to be accessed and what precautions will be taken to prevent the spread of disease.

No additional payment will be made for the appointment process and this must be fully included in the tenderers rates.

2.13 Resourcing & Supervision:

Resourcing and Supervision, if required, at site will be undertaken by the Fire Risk Assessor – prior notice will need to be given to the facility.

The Fire Risk Assessor has the responsibility for training personnel and keeping qualifications and industry knowledge up to date for the contract period. Copies of qualifications are to be provided to the Employer on request.

The Fire Risk Assessor is responsible for ensuring that all personnel employed on a project are equipped with relevant PPE e.g. safety boots, goggles, masks, as necessary.

The Fire Risk Assessor is responsible for the welfare of personnel whilst at work. Personnel shall comply with all site rules whilst working on projects or at premises.

All personnel remain in the employment of the successful Provider for the duration of the contract. The Employer shall have no responsibility for payroll, pensions or any other HR related issues. The successful Provider must ensure that personnel employed on this contract have the relevant employment contracts in place with such personnel (e.g. have the right to work in the UK, hours, conditions, pay rates, holiday entitlements all must align with those required by this contract etc.). The successful provider shall comply with any statutory requirements in relation to recruitment.

The successful provider shall use all reasonable endeavours to ensure that subcontractors are not used.

2.14 Monitoring of Fire Risk Assessor

The successful tenderer will nominate a person (account manager) who is responsible for the managing of this contract and will be the contact point. This person is to be always be contactable during normal working hours and an escalated out of hours contract number provided.

The successful tenderer will provide, on a monthly basis, a list of all ongoing surveys along with progress updates in the form of an Excel report. A monthly meeting will be arranged to discuss progress and any problems/issues arising. If required, some of these meetings may be attended by the Employer's Fire Safety Consultant.

The successful tenderer shall allow in their tender for up to 4 meeting each month to attend site with the Employer's Contract Administrator to quality check reports.

2.15 Financial

All work carried out in the previous month must be detailed in a payment application. This application must be received by the Employer's compliance team within the first 5 working days of the preceding month. Once, the application has been cleared by compliance, the contractor will be asked to Invoice. No invoices must go direct to the Employer's Finance team.

Each invoice must include the following information:

- Site name and address
- Date(s) work carried out
- Purchase Order number
- Invoice number
- Description of work carried out

VAT where applicable shall be shown separately on all invoices as a strictly net extra charge.

2.16 TUPE

It has been advised that TUPE will not apply for the requirements of this service.

2.17 Health & Safety Provisions

The Fire Risk Assessor and his staff shall comply with all relevant statutory requirements, and shall carry out all works to a standard that will enable the Employer's obligations under the Health & Safety at Work, etc. Act 1974 to be met.

The Fire Risk Assessor's staff shall be required at all times to perform in a manner that is safe both to themselves (including the wearing of safety kit and PPE) and safe to residents and all other persons likely to be affected by the Fire Risk Assessor's activities, including members of staff and members of the public.

The Employer shall have the authority to immediately stop the provider's staff if they are considered to be working in an unsafe manner, and they shall not resume until a safe method

of working has been agreed. Any cost or delay resulting from shall be the responsibility of the Fire Risk Assessor.

The Fire Risk Assessor shall submit a copy of their Company's Health & Safety Policy Statement for retention by the Employer.

The provider shall provide for the health, safety and welfare of people at work and those who may be affected by their operations. They must be able to demonstrate how they meet their Employer's duties under 'The Health and Safety at Work Act 1974' and 'The Management of Health & Safety at Work Regulations 1999'.

The Fire Risk Assessor will ensure they are aware of and comply with their duties under relevant acts, regulations and standards as applicable to their area of operations. In particular, they must have policies and procedures that ensure:

- risk assessments,
- safe systems of work,
- method statements are implemented as applicable,
- policy in place to cover areas that may require a 2 person team to complete the job.

2.18 Training

The contractor shall ensure that certificated training is undertaken to ensure that their assessors are made aware of current Fire Safety legislation and any updates that may occur.

2.19 British Standards

The Fire Risk Assessor where applicable must complete works in accordance with the appropriate British Standards and ACOPS.

2.20 Contract Review

In addition to the monthly contract progress meetings held via Teams, at intervals not exceeding three months, a contract review meeting shall be held at the offices of the Employer to review the performance of the contract. A senior manager from the provider shall attend and must be prepared to supply full details of the works carried out. The primary purpose of the meeting is to review the works to date and any problems arising there from.

2.21 Exit of Contract

Upon exit of the contract the contractor shall ensure that all survey reports and other information relating to the Employer shall be electronically transferred to the Employer's Compliance team at housing.compliance@folkestone-hythe.gov.uk four weeks prior to the end of the contract at no additional cost to the Employer.

APPENDIX 1



Folkestone & Hythe District Council

Key Performance Indicators

For Fire Risk Assessments

KPI 1: FRA Completed.

Purpose:	To determine the number of FRA's completed during one month
Definition:	The number of FRA's completed against the program for the month.
Method:	<p>With reference to the forward program of how many FRA's required to be completed within the month.</p> <p>Performance Data:</p> $\frac{\text{Total Number of FRA's completed}}{\text{Program}} \times 100$
Example:	<p>During a month, using the forward plan of the following month's Blocks to be assessed (i.e. 60)</p> <p>Performance Data:</p> $\frac{54 \text{ Completed}}{60 \text{ Program}} \times 100 = \mathbf{90\%}$
Target:	100%

KPI 2: FRA reports provided.

Purpose:	To measure the number of FRA reports provided to F&HDC against the number of FRA reports reported by the Contractor as completed
Definition:	The difference between the number of FRA reports completed as per the Contractor's report and the actual number provided to F&HDC.
Method:	Performance Data: $\frac{\text{Number of FRA reports provided}}{\text{Number of FRA reports reported completed}} \times 100$
Example:	The number of FRA reports actually provided this month was 47 and the number FRA reports is declared as 50 Performance data: $\frac{47 \text{ Number of FRA reports provided}}{50 \text{ Number of FRA reports reported as complete}} \times 100 = \mathbf{94\%}$
Target:	100%

Appendix 2



Folkestone & Hythe District Council

11M and above Block Information

4 Storey Blocks

1. Bennet Court – 12m BRICK AND CONCRETE
2. Boulogne Ct – 12m BRICK & CONCRETE PLUS SPANDREL PANELS
3. Fairling Ct – 12 m BRICK & CONCRETE
4. Harvey Street – 12m BRICK & CONCRETE
5. Kingsbridge Ct – 14m – BRICK AND CONCRETE
6. Neame Ct – 12m -BRICK & CONCRETE RENDER
7. 48-54 Sandgate High Street – 12m – BRICK & CONCRETE
8. Swiss Court – 12m – BRICK & CONCRETE
9. West Parade -under 18m – BRICK & CONCRETE RENDER
10. Lennard Court – under 15m Brick and Concrete

5 Storey Blocks

1. St Gabriels – 15m BRICK
2. St Michaels – 15m BRICK
3. Phoenix Court – 15m BRICK & CONCRETE PLUS SPANDREL PANELS
4. Rowan Court under 18m BRICK
5. Longford Terrace – under 18m BRICK & BLOCK/ CONCRETE RENDER