

People at Risk

Partnership Agreement

between



**Northern Ireland
Fire & Rescue Service**



**Health and Environmental
Services Department**

Document Version Number:	1
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Maintained by:	Geoff Somerville

PARTNERSHIP AGREEMENT

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VERSION CONTROL

This version control is used to maintain a record of the life of the partnership. Each time the partnership is reviewed, re-signed or amended, the version control will be updated to provide a record of evidence in accordance with the review process detailed in Section 4.

Amendments are detailed as below:

No	Issued	Amendment	Amended by
1	tbc	Partnership established and first agreement signed	Geoff Somerville

1 INTRODUCTION

1.1 Purpose

The purpose of this partnership agreement is to provide enhanced assistance to people at risk for the mutual benefit of both organisations.

This agreement has been prepared by Northern Ireland Fire & Rescue Service (NIFRS) who will maintain the agreement on behalf of both organisations. The agreement remains valid until superseded by a revised agreement, mutually endorsed by each organisation or until such times as the partnership has been terminated.

1.2 People at Risk

We define people at risk as persons who:

- are aged 60 or older;
- have impaired mobility*; or
- are referred to NIFRS by a partnership agency.

*includes people with an impairment or health condition that would impact on their ability to acknowledge and respond to an emergency in the home.

NIFRS will also accept referrals for people who fall outside of this definition but who may also be at risk. Each referral will be assessed on a case-by-case basis.

1.3 Aims

The aims of the partnership are to:

- provide additional fire safety advice to people at risk for the mutual benefit of both organisations;
- reduce fire deaths, injuries and fires in the homes of people at risk; and
- improve partnership working for the benefit of both organisations.

1.4 Objectives

The objectives of this partnership are to:

- contribute to an overall reduction in the number of accidental fire deaths and fire-related injuries in dwellings in Northern Ireland; and
- provide a free Home Fire Safety Check (HFSC) to every referral from the partnership agency, within 28 days from the date of the referral.

1.5 NIFRS Service

We offer free of charge:

- HFSCs - these are a visit to the home to offer detailed fire safety advice and ensure that the home is fitted with a working smoke alarm.
- Talks to People at Risk Groups - this is a visit where a talk is delivered to detail how to stay safe from fire in the home.

1.6 Partnership Organisation's Service

Belfast City Council deliver a home safety check scheme, which offers free home safety checks for all residents within the electoral area.

The checks offer tips on all aspects of home safety, as well as specialist advice on topics like heating and energy saving.

A room-by-room inspection usually takes around 30 minutes and their advisors can:

- show the occupier the potential risk areas in their home;
- carry out minor repairs or modifications, free of charge;
- replace any dangerous plugs or fuses;
- arrange for safety equipment to be delivered to their home; and
- refer people at risk to NIFRS for a home fire safety check.

2 RESPONSIBILITIES

The responsibilities of the signatories will be to:

- communicate the document titled 'Guidance for your Team' to staff to provide guidance on how to implement the partnership agreement;
- on signing, publicise the partnership through a local joint press release and media launch;
- publicise and raise awareness of the partnership within each organisation;
- review and re-sign the partnership in accordance with the review process;
- maintain accurate records to be able to demonstrate the success of the partnership; and
- ensure data protection protocols are followed when processing data.

3 PARTNERSHIP ARRANGEMENTS

3.1 Signatories

In advance of signing the partnership, the signatories are to have sought agreement through the approval process for their respective organisation to be the signatory to the agreement and thereafter be responsible for maintaining and coordinating implementation of the partnership.

3.2 Public Liability

Organisations are required to confirm the existence of public liability insurance or alternatively that arrangements are in place to deal with public liability on a self-insured basis.

3.3 Termination

This agreement is not intended to be restrictive or legally binding on either party. Either party, subject to 30 days notice of such an intention, may terminate the agreement.

On termination, each signatory is to ensure their respective partnership register is amended to reflect that the partnership has been terminated and the date of termination.

3.4 Joint Training

Each signatory, or their nominated representative, may make arrangements to facilitate joint training to raise awareness of the partnership. The framework for the training will be the document titled 'Guidance for your Team' and the training must also describe any local arrangement for processing referrals.

3.5 Financial Implications

It is the intention of this partnership that it will impose no expenses on the other partner and that all expenses incurred will be regarded as normal daily business by both partners to this agreement.

4 REVIEW PROCESS

4.1 Maintaining the Version Control

The signatory for NIFRS will maintain the document and update it as follows every time an amendment or review is carried out:

- 1 Amend the version number on the front cover;
- 2 Amend the version date on the front cover;
- 3 Add a new line to the version control to detail that the review has taken place or any amendments made;
- 4 Amend version number and date in the footer at the bottom of the pages;
- 5 Arrange for the document to be informally re-signed;
- 6 Scan the document and send a pdf to the partner signatory; and
- 7 Signatories are to arrange for the new version to replace any other version held by their respective organisation and for any partnership register to be updated accordingly.

4.2 Review after First Year

Within one year from the date the partnership is first signed, the NIFRS signatory is to arrange a joint evaluation and review of the agreement.

4.3 Review Every Third Year

Thereafter, every three years from the date of the last review, the NIFRS signatory is to arrange a joint evaluation and review of the agreement.

4.4 Retirement or Resignation of a Signatory

Should either signatory, retire, resign, or leave the parent organisation, the partnership shall remain valid. Arrangements are to be made by the parent organisation to either nominate a replacement signatory and arrange for the document to be informally re-signed, or for the agreement to be terminated.

5 SIGNATORIES

Northern Ireland Fire & Rescue Service	Belfast City Council Health and Environmental Services Department
Geoff Somerville Assistant Group Commander (Community Development) Northern Ireland Fire & Rescue Service Eastern Area Command Headquarters 6 Bankmore Street Belfast BT7 1AQ Tel: 028 9031 0360 Email: geoff.somerville@nifrs.org	Stephen Leonard Environmental Health Manager Health and Environmental Services Department The Cecil Ward Building 4-10 Linenhall Street Belfast BT2 8BP Tel: 028 9032 0202 Email: leonards@belfastcity.gov.uk

Signed on behalf of
Northern Ireland Fire & Rescue Service:

Date:

Signed on behalf of
Belfast City Council
Health and Environmental Services
Department:

Date:
