

Fire Safety Policy

Housing Services

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Associated Documentation

Description of Documentation

Table of Contents

A.	INTRODUCTION.....	4
B.	RESPONSIBILITIES	4
C	REGULATORY STANDARD	
D.	LEGISLATION, APPROVED CODES OF PRACTICE & GUIDANCE ..	5
E.	STATEMENT OF INTENT	7
F.	ARRANGEMENTS.....	8
G.	RECORD KEEPING.....	9
H.	TRAINING & COMPETENCE	10
I.	MONITORING AND REVIEW	10

A. INTRODUCTION

1. South Derbyshire District Council (SDDC) will meet all legislative and regulatory requirements in relation to fire safety management.
2. This Policy outlines the arrangements that SDDC have in place to manage fire risks to protect employees, tenants, contractors and others who may work on, occupy, visit or use its premises, or who may be affected by its activities.
3. This Policy is supported by the Fire Safety Procedures.
4. This Policy will be reviewed annually by the Repair and Improvement Team Leader (RITL) and approved by the Leadership Team. All revisions will be communicated to all relevant staff by the Project Officer (Compliance).

B. RESPONSIBILITIES

1. The Chief Executive Officer has governance responsibility for implementation of this policy and will ensure that adequate physical and financial resources are made available to enable SDDC to meet its obligations under this Policy and associated procedures.
2. The Chief Executive Officer (CEO) has overall responsibility for the management of fire safety and will ensure that the Leadership Team is committed to the implementation of this Policy and associated procedures.
3. The Head of Housing (HOH) has strategic responsibility for the management of fire safety. They will oversee the implementation of this Policy and associated procedures and advise the CEO of any failure in the management arrangements.
4. The (RITL) will ensure that the fire safety management arrangements comply with regulatory, legislative and best practice requirements. They will also ensure appropriate allocation of resources and levels of competency within the delivery team. The RITL will advise the HOH of any failure in the management arrangements.
5. The Project Officer (PO) will be the responsible for the day-to-day operational delivery of all fire safety management work streams including risk assessments, inspections and maintenance programmes. The PO will advise the RITL of any failure in the management arrangements.
6. The HOH will be responsible for the implementation of fire safety procedures within sheltered schemes and ensuring that any recommendations arising from fire risk assessments in relation to tenant behaviours, vulnerabilities etc. are actioned. They will also provide key support in gaining access to properties

and facilitate legal processes to gain access where necessary.

7. The Housing Management Team will be responsible for resolving housing management actions arising from fire risk assessments or other reports relating to tenants behaviours or actions that might increase risks of fires starting or spreading.
8. The Health and Safety Committee will advise and support the operational teams on legal issues and the operational effectiveness of this Policy and associated procedures. The Health and Safety Manager will ensure that emergency evacuation procedures are in place for all premises and that all fire incidents are investigated.
9. All employees will be responsible for co-operating with SDDC in attending training as required, following the fire safety management procedures and reporting any deficiencies in the procedures.
10. The Head of Planning and Strategic Housing will ensure that all elements within SDDC's 'design brief' in relation to fire safety are fully adhered to in SDDC development projects and adhered to as far as is reasonably practical in S106 and 'development agreement' acquisitions. They will also ensure that all details of protection and prevention measures including certifications are forwarded to the RITL at handover.

C. REGULATORY STANDARD

1. The implementation of this Policy and associated procedures will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes and Communities Agency (now the Regulator of Social Housing) in April 2012.

D. LEGISLATION, APPROVED CODES OF PRACTICE AND GUIDANCE

1. Legislation

1. Housing Act 2004
2. Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
3. Building Regulations 2010
4. Management of Houses in Multiple Occupation (England) Regulations 2006

5. Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
6. The Furniture and Furnishings (Fire Safety) Regulations 1988
7. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
8. Construction (Design and Management) Regulations 2015 (CDM 2015)
9. Electrical Equipment (Safety) Regulations 1994
10. The Health and Safety (Safety Signs and Signals) Regulations 1996
Regulations 2015

2. Guidance and British Standards

1. LGA Fire Safety in Purpose Built Blocks of Flats
2. LACORS - Housing - Fire Safety
3. HMSO Fire Safety Risk Assessment – Offices & Shops
4. PAS 79:2012 Fire Risk Assessment. Guidance and a recommended methodology.
5. Approved Document B: Fire Safety (Volume 1: dwelling houses)
6. Approved Document B: Fire Safety (Volume 2: buildings other than dwelling houses)
7. LABC Building regulations fire safety procedural guidance
8. Housing Health and Safety Rating System (HHSRS) Operating Guidance
9. BS7671 2008 +A3:2015 – Requirements for Electrical Installations. IET Wiring Regulations.
10. BS5839-1:2017 Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
11. BS5266-1:2016 Code of practice for the emergency lighting of premises
12. BS 5306-3:2017 Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.
13. BS9251:2014 Fire sprinkler systems for domestic and residential occupancies.

Code of practice.

14. BS9999:2017 Fire safety in design, management and use of buildings. Code of practice.
15. BS9990:2015 Non automatic fire-fighting systems in buildings. Code of practice. Improvement of safety of existing passenger and goods lifts

E. STATEMENT OF INTENT

1. SDDC acknowledges and accepts its responsibilities to manage fire safety in accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and the Housing Act 2004.
2. Suitable and sufficient fire risk assessments will be carried out by a competent person to identify the general fire precautions and other measures needed to comply with the RRFSO. Actions arising from the fire risk assessments will be completed within recommended timescales and fire risk assessments will be reviewed at a frequency determined by the fire risk assessment.
3. Suitable schedules of checks, inspections and maintenance of the fire protection and prevention measures will be in place.
4. Staff will have adequate and appropriate training in accordance with SDDC's health and safety training needs analysis to enable them to fulfil their roles in relation to fire safety.
5. Any contractor or consultant that is appointed to undertake fire risk assessments or works on our protection and prevention measures will be competent and hold the relevant required qualifications and accreditations. All fire-stopping works will be certified.
6. Fire safety and emergency evacuation procedures will be in place for all office premises, sheltered schemes and apartment blocks. Fire drills will be carried out twice annually in offices and annually in sheltered schemes.
7. Tenants and leaseholders living in apartments with communal areas will be given information about fire safety and emergency procedures at the beginning of their tenancies and periodically thereafter. General fire safety advice will also be available on the Councils website and included in other information provided for tenants.
8. SDDC's performance in relation to fire safety management will be monitored and reviewed by the Leadership Team.
9. SDDC will investigate and learn from all fire incidents that happen within its properties and on its land and will co-operate with the enforcing authorities as

appropriate.

10. SDDC will actively seek to work in partnership with the relevant Fire and Rescue Services and the National Social Housing Fire Safety Group so that it is well informed and proactive in its approach to fire safety management.

F. ARRANGEMENTS

1. Fire risk assessments will be carried out in all premises that have 'non-domestic' parts as required by the RRFSSO. The type of fire risk assessment carried out will be dependent on the nature of the premises and what is known about the building construction and its resulting structural protection and will be determined by the RITL.
2. Fire risk assessments will be reviewed at frequencies identified by the fire risk assessment which will be determined by property type and associated risks. Additional reviews may be required following a fire incident, change in building use, change in working practices, following refurbishment works etc.
3. Pre-occupation fire risk assessments may also be conducted in new builds under construction to inform the post occupation fire risk assessment and provide certainty that the passive and active fire prevention and protection measures meet the required standards.
4. Actions arising from all fire risk assessments will be given a timescale relating to priority and risk. The timescales will be mutually agreed by SDDC and the competent fire risk assessor. Due consideration will be given by the RITL for all recommendations. All actions will be managed by the Project Officer (Compliance) and reported by the Operational Compliance KPI scorecard.
5. Programmes of servicing and maintenance will be delivered to meet relevant British Standards and/or manufacturers' recommendations for all fire detection, prevention and firefighting systems and equipment, according to the following:

	Risk Based	Weekly	Monthly	Quarterly	Six monthly	Annually
Fire Risk Assessment	Full Report					Review
Fire Alarm Operation		Check			Service	Service
Evacuation Drills	Drill				Full Drill	

Emergency Lighting			Drop Test			Full Drain
Fire Extinguishers			Check			Service
Wet/Dry Risers			Bi-annual visual			Service
Sprinklers			Check	Maintain		Service
Portable Appliances	Test					Test

6. All construction work, including remedial works and new installation works, will be carried out in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). The Health and Safety Manager will support and advise the Operational Team in respect of CDM 2015 compliance and SDDC will ensure that adequate management arrangements are in place on all projects before work is permitted to start.
7. With the support of the Housing Management Team and enforcement of the tenancy and lease agreements, SDDC will gain timely access to any property in order to undertake necessary fire safety management work or where there might be concern in relation to tenant vulnerability or arson risks.

G. RECORD KEEPING

1. SDDC will hold an accurate asset list of all premises that require a fire risk assessment and will establish and maintain accurate records of all completed fire risk assessments, fire risk assessment reviews and associated completed remedial works. All records/certifications associated with fire doors, compartmentation, fire stopping and other relevant building information (CDM Health and Safety File information) will be kept for the lifetime of the building.
2. SDDC will hold accurate records of all premises containing fire protection and prevention measures and their associated servicing and maintenance requirements. Records of all completed servicing and maintenance checks and details of resulting remedial works will be kept for a period of not less than five years.
3. Periodic asset data reviews will be undertaken to ensure that fire safety data held against the Council's property assets is accurate and up to date.

4. Fire safety log books will be held in sheltered schemes and offices to record maintenance checks, faults on systems, fire service visits and other day-to-day fire related issues.
5. Records of fires drills, including outcomes, actions and communications will be held for a period of not less than five years.
6. Records of all fire safety related training undertaken by staff will be held by Human Resources on employee files for the duration of their employment.

H. TRAINING AND COMPETENCE

1. Fire safety training will be delivered according to SDDC's health and safety training needs analysis:
 - 1.1. Fire Safety. At least one member of the Property Maintenance Team will hold the NEBOSH National Certificate in Fire Safety and Risk Management, the SFJ Level 4 Certificate for Fire Risk Management in Complex Residential Properties or equivalent. Other specific training will be provided to those responsible for implementation of the fire risk assessment and maintenance and inspection programmes
 - 1.2. All staff will have basic fire safety awareness and emergency evacuation training.
2. Only suitably competent fire risk assessors certified by BAFE, IFE, IFSM, FRACS or other equivalent UKAS accredited certification scheme, will be appointed to undertake fire risk assessments on behalf of SDDC. The Project officer (Compliance) POC will check relevant certifications and individual qualifications on an annual basis.
3. Only suitably competent contractors and engineers, with the following accreditations will be appointed to install passive and active fire protection and prevention systems: Loss Prevention Certification Board LPS 1014 and 1048, FIRAS, International Fire Consultant Certification, National Inspection Council for Electrical Installation Contracting (NICEIC), Approved Contractor Electrical Contractors' Association (ECA), or equivalents. The POC will check relevant certifications and individual qualifications before appointment.

I. MONITORING AND REVIEW

1. A programme of property inspections for all properties with a fire risk assessment (FRA) is in place, to ensure that all required management actions have been undertaken. All inspections will be recorded.
2. Performance against the fire safety management arrangements is reported

monthly to the Housing Management Team. Any fire incidents are also reported.

3. A report on fire safety performance is also presented annually to the Council Health and Safety Committee
4. FRA's will be subject to 10% internal quality checks by the qualified member of the Housing Maintenance Team.
5. Independent auditing of fire safety management arrangements will take place at least once every year.
6. Any non-compliance identified by the audit will be reported to the RITL. They will agree an appropriate course of corrective action and report to the Executive Management Team accordingly.
7. Audit action completion will be monitored by the Audit Committee.
8. In the case of a serious non-compliance issue the Health and Safety Committee will determine whether it should be declared to the Regulator of Social Housing.