



## **POLICY: FIRE SAFETY**

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Copies of this Policy may be made available in alternative formats on request.

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## **POLICY: FIRE SAFETY**

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

### **1. Purpose and aim of the Policy**

- 1.1 Sandbourne recognises its duty to comply with the Regulatory Reform (Fire Safety Order) 2005 and other relevant legislation relating to fire safety. The overall aim of this Policy is to protect the occupiers of our properties, their visitors, staff, contractors and the general public from risks associated with fire as far as is reasonably practicable.
- 1.2 The key aims of this Policy are to establish:
  - 1.2.1 The duties of Sandbourne as an Employer and Landlord.
  - 1.2.2 Competent Persons.
  - 1.2.3 Operational procedures for the management of fire safety and compliance with regulation and best practice.
  - 1.2.4 Fire Risk Assessments (FRAs).

### **2. Duties as an employer and landlord**

- 2.1 In order to comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation relating to fire safety, Sandbourne will:
  - 2.1.1 Appoint a 'Duty Holder' to lead the management of fire safety, to ensure that compliance is achieved and maintained.
  - 2.1.2 Carry out fire risk assessments to identify the general fire precautions and other measures required to comply with the Regulatory Reform (Fire Safety) Order.
  - 2.1.3 Implement all necessary general fire precautions and other measures identified in the fire risk assessments within timescales appropriate to the building, its occupation and the level of fire risk. Sandbourne will have regard to the advice and guidance of the fire risk assessor in setting these timescales.
  - 2.1.4 In all homes covered by the current legislation, provide a means of detection and warning in the event of a fire.

- 2.1.5 Check, service and maintain, to at least the minimum recommended standards all fire detection, emergency lighting, smoke dispersal, and fire extinguishers.
- 2.1.6 If appropriate, provide fire safety training to all employees and refresh knowledge regularly as required.
- 2.1.7 Ensure that we provide clear fire safety information to residents when they move in and at appropriate intervals afterwards.
- 2.1.8 In the event of any fire or fire safety incident review procedures to reduce or eliminate the likelihood of a reoccurrence.

### **3. Competent persons**

- 3.1 Sandbourne will ensure that only fire risk assessors registered with the Institution of Fire Engineers (IFE), having third party accreditation from an United Kingdom Accreditation Scheme (UKAS), are appointed to carry out fire risk assessments.
- 3.2 Sandbourne will ensure that only suitably competent contractors with appropriate UKAS third party accreditation are used to undertake fire safety work.

### **4. Operational procedures for the management of fire safety and compliance with regulation and best practice**

- 4.1 Sandbourne will develop, maintain and keep under appropriate review the necessary operational procedures in regards to fire safety and compliance with regulation and best practice. These procedures will include (but are not limited to) the following:
  - 4.1.1 The testing and servicing of all fire detection and protection systems.
  - 4.1.2 The management of mobility scooters.
  - 4.1.3 Fire risk assessments.
  - 4.1.4 Personal Emergency Evacuation Plans (PEEPs).
  - 4.1.5 Personal Fire Risk Assessments.

### **5. Fire Risk Assessments**

- 5.1 Sandbourne will ensure that:
  - 5.1.1 Each relevant property has a fire risk assessment in place.
  - 5.1.2 All fire risk assessments are reviewed no later than the review date specified in the previous fire risk assessment.

- 5.1.3 The fire risk assessment is reviewed following a fire, a change in the use of the building, and following any refurbishment work.
- 5.1.4 The necessary processes are in place to implement the fire precaution measures identified by the fire risk assessment.
- 5.1.5 There is a process in place to gain access in the event that any tenant or leaseholder refuses access to carry out either an essential fire safety related inspection or remedial fire work.

## **6. Fire safety equipment**

6.1 Sandbourne will:

- 6.1.1 Provide a means of detection and give warning in case of fire within all relevant properties, governed by the current legislation.
- 6.1.2 Check, service and maintain to recommended standards all fire detection, emergency lighting, smoke dispersal systems, dry risers, fire extinguishers and any other fire-fighting equipment.

## **7. Record keeping**

7.1 Sandbourne will maintain:

- 7.1.1 An asset register of all buildings that require a fire risk assessment. This register will identify all fire safety equipment, systems and installations within each building.
- 7.1.2 Accurate records of all completed fire risk assessments and associated completed (or outstanding) remedial works.
- 7.1.3 Accurate records of all completed servicing and maintenance checks on fire safety equipment, systems and installations including details of associated completed remedial works.
- 7.1.4 Records of all fire related training undertaken by staff.

## **8. Monitoring and delivery**

- 8.1 Sandbourne's Board has overall governance responsibility for ensuring compliance with legislation relating to fire safety. As such the Board will formally approve this Policy and review it every three years (or sooner if there is a change in fire safety regulation, legislation or guidance).
- 8.2 Reports in relation to fire safety will be produced and provided to the Audit, Finance and Risk Committee and the Board, as appropriate.

## **9. Accountability and responsibility**

- 9.1 The Chief Executive is accountable for ensuring that all safety matters are implemented.

9.2 The Head of Housing is the appointed 'Duty Holder' and responsible for implementation of this Policy and associated procedures; being responsible for reporting performance to the Audit Finance and Risk Committee and the Board.

## **10. Legislation and regulation**

10.1 Sandbourne will comply with the requirements of the:

10.1.1 Health and Safety at Work Act (1974)

10.1.2 Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)

10.1.3 Housing Act 2004

10.1.4 Regulatory Reform (Fire Safety) Order 2005

10.1.5 Equality Act 2010

10.1.6 Landlords Guide to Electrical Safety (2012)

10.1.7 Fire Safety in Purpose Built Block of Flats (2011)

10.1.8 Data Protection Act (2018) and General Data Protection Regulations (2018).

## **11. Equality impact assessment/Protected characteristics (as at 8 January 2019 or later amendments/additions)**

11.1 Neutral.

## **12. Consultation arrangements**

12.1 We will consult all residents and recognised tenants' bodies on this Policy and their views will be taken into account by the Board before adopting it. Our staff will also be consulted on this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board.