



## Fire Safety Policy

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# Contents

- 1. Purpose ..... 3
- 2. Policy Objectives ..... 4
- 3. Corporate Responsibilities ..... 4
- 4. Statutory Responsibilities ..... 5
- 5. Policy Detail ..... 5
- 6. Documentation and Record Keeping ..... 7
- 7. Qualifications and Training ..... 7
- 8. Performance and Risk Monitoring ..... 7
- 9. Equality, Diversity & Inclusion ..... 7
- 10. Document Control ..... 8

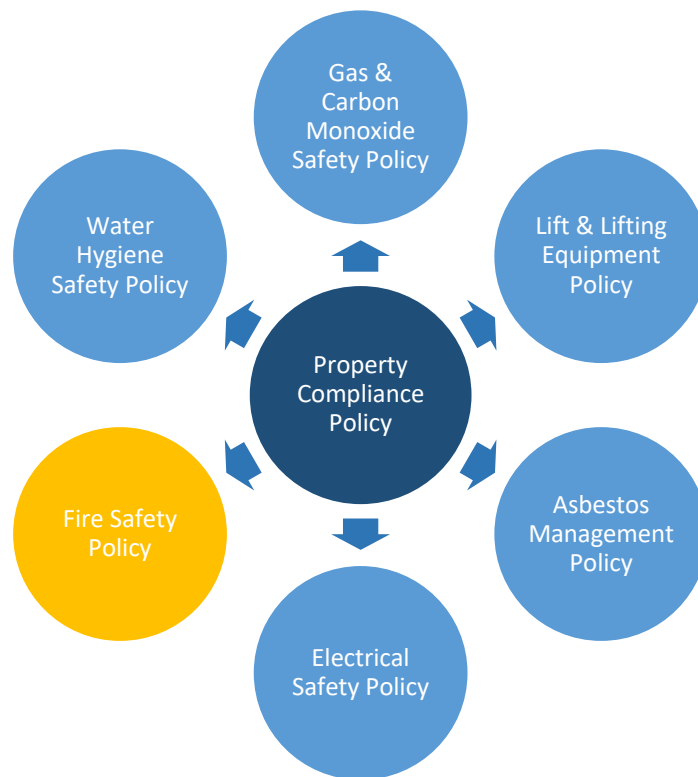
## 1. Purpose

This document details Highstone Housing Association's (HHA) policy on Fire Safety and provides guidance relating to Fire Risk Assessments (FRAs) within HHA's properties.

HHA is committed to providing an environment, which ensures the health, safety and wellbeing of tenants, employees and visitors to its properties. HHA embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.

As an RP, HHA understands that it is responsible for ensuring tenants are safe in their homes. This policy is part of a suite of 7 Property Compliance related policies. It has a direct link to the overarching Property Compliance policy, the content of which should be observed when enacting this Fire Safety policy.

The linkage between HHA's suite of Property Compliance policies is shown below:



The success of this policy depends on the positive working relationships between the HHA teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.

This policy applies to all offices, properties, communal or shared areas and other buildings that are owned and / or managed by HHA.

It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

## 2. Policy Objectives

The objectives of this policy are to:

- Set out key principles which enable HHA to minimise the risk of fire to anyone living in, working in or visiting properties owned or leased by HHA
- To support HHA to minimise the risk of fires by the use of adequate fire prevention, protection, detection and risk assessment techniques
- Provide sight of the values, principles and guidelines underpinning HHAs approach to fire safety
- Ensure HHA provides a safe environment for tenants, staff, third parties and any other party visiting or working within any of their properties across their portfolio
- Provide a platform from which to develop working practices to help ensure risk from fire related dangers is minimised

## 3. Corporate Responsibilities

As set out in the Property Compliance policy, HHA has a duty of care to ensure that tenants, employees and visitors can safely use their buildings and facilities. As a Registered Provider (RP), HHA are dutybound to meet the requirements set out in the Register of Social Housing's (RSH) framework of Consumer Standards, specifically the Home Standard that requires RPs to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

Overall and final responsibility for meeting the Home Standard and ensuring Property Compliance is delivered across all relevant properties and buildings is vested in HHA's Board. As such, the Board will formally approve this policy and review periodically.

Board Members have chosen to delegate the operation and facilitation of this policy to the Managing Director is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed.

## 4. Statutory Responsibilities

This policy takes into account the following legislation:

- Regulatory Reform (Fire Safety) Order, 2005
- The Health and Safety at Work Act, 1974
- The Management of Health and Safety at Work Regulations, 1999
- Building Regulations 2010
- Building (Approved Inspectors, etc.) Regulations 2010

## 5. Policy Detail

### Fire Risk Assessments (FRAs)

Where the legal responsibility lies with HHA, FRAs of properties will be completed. These will be carried out at various intervals, depending on the categorisation and type of stock.

At each of HHA's properties there shall be provided any fire detection installation or firefighting equipment so required by statute. Appropriate safety measures (e.g. smoke detectors, fire doors, firefighting equipment and signage) will be put in place following the FRA, along with an evacuation plan.

In accordance with The Regulatory Reform (Fire Safety) Order 2005, FRAs and the general fire precautions across all HHA premises will be reviewed regularly.

FRAs will be reviewed at a frequency no less than every 2-years or at the point of a substantial change to the building or a change in tenants needs, if sooner. Reasons for a review of less than 2-years can be responsive and could include:

- Changes to work activities or the way they are organised, including the introduction of new equipment
- Alterations to the building, including the internal layout
- Substantial changes to furniture and fixings
- The introduction, change of use or increase in the storage of hazardous substances
- The failure of fire precautions, e.g. fire-detection and alarm systems, life safety sprinklers or ventilation systems

- Significant problems reported by staff or residents
- A significant increase in the number of people present in the building
- The presence of people with some different or specific form of disability
- Changes in staff ratios

HHA will ensure any actions or remedial works resulting from FRAs are completed within an appropriate timescale.

FRAs will be available to care providers, tenants and staff working in buildings where necessary.

HHA will only appoint staff or contractors who have the appropriate training and / or experience to complete their FRAs.

#### Sprinkler Systems

HHA will install sprinkler systems to comply with current fire safety legislation. Additionally, HHA may install a sprinkler system at the request of and in agreement with a local authority partner.

Where sprinkler systems are installed, HHA will ensure they are checked and maintained regularly by a competent person in accordance with the manufacturer’s instructions.

#### Servicing and Maintenance

HHA will ensure that Fire Detection and Emergency Lighting Installations will be regularly serviced by a suitably qualified approved contractor as set out below:

Servicing Programme	Frequency	Guidance
Emergency Lighting	Annually	BS: 5266
Fire Alarm Systems	6-Monthly	BS: 5839

(The above table is also referenced in the Electrical Safety Policy).

HHA will also ensure that where provided, firefighting equipment (e.g. fire extinguishers) will be serviced and inspected annually.

Where any fire safety equipment is installed, HHA will ensure it is checked and maintained regularly by a competent person in accordance with the manufacturer’s instructions.

## 6. Documentation and Record Keeping

HHA will ensure documentation such as FRAs, are fully and accurately completed.

Where a third party completes the FRA, HHA will ensure the FRA is received and actioned in a timely manner.

A copy of all relevant documentation from contractors is required when servicing or works are completed.

Associated documentation relating to fire safety works and servicing shall be kept and clearly referenced to the correct property in the portfolio.

Certification and any other relevant documentation must be completed in accordance with the associated statutory regulations and available for inspection where required.

## 7. Qualifications and Training

HHA will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to fire safety.

Where third party contractors are used, HHA will engage BAFE Registered contractors.

HHA will ensure that only suitably competent persons undertake fire safety works in their buildings.

HHA will ensure all staff undertaking roles within this area of Property Compliance will have the appropriate training and support required for their role.

## 8. Performance and Risk Monitoring

Property Compliance risks are recorded on the risk register, which is reviewed quarterly by the board.

Activity and performance relating to Fire Safety is included as a standard agenda item at every Board meeting. Board Members are updated at least quarterly with performance information relating to all areas of property compliance.

The Housing and Property Maintenance officer will undertake the day-to-day responsibilities of Fire Safety under the direction of the Repairs Manager

## 9. Equality, Diversity & Inclusion

HHA will ensure the requirements of the Equality Act 2010 are met.

Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Vulnerabilities of HHA tenants and their individual circumstances will be considered when enacting this policy.

### 10. Document Control

<b>Version Number</b>	<b>Description of Change(s) Applied and Reason</b>	<b>Author of Change</b>	<b>Date approved by board</b>