

Fire Safety Policy

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Equality Impact Assessment:	YES	Date conducted: October 2017 Conducted by: Leonie Chettle	
Outcome of Equality Impact Assessment:	<p>Housing for Women recognises that individuals (staff, volunteers and customers) may require individual and specific consideration and support in relation to fire safety.</p> <p>To this extent individual Personal Emergency Evacuation Plans will be completed for relevant individuals where their needs become known to the organisation.</p> <p>In addition individual provision of e.g. vibrating or visual flashing alarms shall be provided where customers with known auditory or visual impairments are known.</p>		
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Appendices	<ul style="list-style-type: none"> • Appendix 1: Articles 1 – 8 of the Regulatory Reform (Fire Safety) Order 2005 • Appendix 2: Fire Safety Management Strategy • Appendix 3: Schedule of Roles and Responsibilities 		

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1. Introduction

1.1 This policy describes how Housing for Women (HfW) are responsible as the:

- Employer
- owner or
- principal occupier or
- managing agent (where contractually required)

for the identification and control of fire risks associated with properties. These include:

- General Needs blocks
- Refuges
- Any other Supported Housing
- Offices
- Street properties
- Shared Accommodation including HMO's (House in Multiple Occupation)

1.2 Managing the risk of fire demands fire safety precautions and is based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Housing for Women as the employer, occupier or owner or managing agent (where contractually required).

1.3 This policy applies to all premises which are to any extent under the control of the Housing for Women. Its requirements extend to all persons at those premises including occupiers, staff, visitors, volunteers and contractors whether permanently or temporarily engaged.

1.4 Where premises are jointly occupied or HfW shares control of the premises with other agents or employers then the site specific and agreed arrangements for fire safety and maintenance will be communicated, documented and followed.

2. Context – Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Housing for Women is required by law to operate within the guidelines of the above legislation and as such expects all employees, visitors, volunteers, occupants, contractors and other suppliers to adhere to this policy and associated procedures.

The RRFSO requires the Responsible Person to ensure that the duties are complied with.

See Appendix 1 for schedule of relevant duties (Articles 8 – 22)

This document will detail how the requirements of the RRFSO are being met by Housing for Women.

3. Definitions

1.1 The Competent Person: this is the expert / qualified person named as a fire safety advisor for Housing for Women, for the purposes of this policy this will be an externally appointed health and safety advisor

1.2 A competent person: someone with **the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely**

1.3 Customer: collective term to include all tenants, service-users and occupants of HfW properties including their family and visitors

- 1.4** Fire Marshall: responsibility for coordinating the fire evacuation procedure and to provide information and assistance to the fire service
- 1.5** Relevant Person: The relevant person refers to any person, including responsible and competent persons, who are or may be in the property and any person in the immediate vicinity of the property who is at risk from a fire on the premises.
- 1.6** Responsible Person: this is the person with responsibility for fire safety within the organisation, for the purposes of this policy this is the Chief Executive

4. Policy Statement

HfW will take action to identify fire safety risks and reduce or eliminate them where it can, as far as is reasonably practicable, and in accordance with legal obligations in respect of every owned or managed property to:

- provide and maintain passive and active fire prevention and protection measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
- provide comprehensible and relevant information to customers, staff, volunteers and other relevant persons, through the provision and availability of emergency instructions, fire evacuation plans or fire safety plans and the risks identified by relevant risk assessments;
 - o this shall include fire safety information being provided at all new lettings, specific to the dwelling (unit), block where applicable and any identified individual requirements
- provide an appropriate programme of fire safety training relevant to the needs of relevant customers, staff, volunteers;
- carry out and keep under review a Fire Risk Assessment (FRA), for all properties required under the RFSO in full, to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
 - o where Housing for Women are the managing agent we will require the landlord to provide their FRA's and / or action plan
- have in place a programme of works where required within a Fire Risk Assessment, to improve or maintain the existing fire safety specifications;
- Identify where required (offices, refuges, HMOs etc.) a sufficient number of trained Fire Marshalls to be present during working hours.
- To ensure the risk to relevant persons related to the presence of dangerous substances is either eliminated or reduced by replacing the dangerous substance, or the use of a dangerous substance, with a substance or process, which either eliminates or reduces the risk.

5. Location of this Policy

[Fire Safety Policy October 2018.pdf](#)

6. Fire Safety Arrangements

HfW will ensure that considerations of passive and active fire precautions [as described below] are undertaken.

Passive fire precautions are concerned with the physical conditions in properties which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of relevant persons
- appropriate safe and secure location of services and utilities e.g. gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1995 and Equality Act 2010;
- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
- Education and training of staff & volunteers in fire safety arrangements, in particular evacuation procedures and drills where relevant.
- Effective and sound compartmentation between dwellings.
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- Effective, sound and regularly inspected compartmentation and fire stopping where services run horizontally or vertically between floor levels or separating walls.

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- the installation, maintenance, inspection and regular testing of fire alarms, wet and dry risers, Automatic Opening Vents (AOV's);
- the appropriate design, location, operation, regular inspection and annual testing of emergency lighting systems for fire escape routes;
- the provision, use, appropriate type and location and annual maintenance of portable fire extinguishers and fire blankets;
- Biennial Fire Risk Assessments for all properties with communal or shared use
- An Annual review of the Fire Risk Assessments for all properties with communal or shared use
- Renewal of Fire Risk Assessment after any major incident or major works
- Inspection of all compartmentation between dwellings at every change of tenancy (void) and where any major works involving component replacement are undertaken

The Fire Safety Management Strategy is Appendix 2

7. Organisation and control

The Board:

- Has the overall accountability to ensure that the strategy for managing fire safety is in place and is regularly monitored.

- Will ensure that the CEO is afforded the resources required to ensure compliance with relevant legislation
- Will ensure that audit of the policy and procedures is carried out regularly and findings acted upon

Appendix 3 sets out the full schedule of roles and responsibilities in relation to this policy.

8. Monitoring

The following monitoring will be carried out in order to measure the effectiveness of the Fire Safety Management Strategy which is an appendix to this document: -

- Fire Risk Assessment actions outstanding
- Number of fires recorded annually / number of fire related incidents (as reported through line managers to the Head of Property Services or Health and Safety Advisor to include in the Quarterly Health and Safety report).
- Testing of alarms and emergency lighting, evacuation times
- Servicing information
- Measuring the number of Fire Service call outs against cause.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Annual internal audit compliance check of all Fire Risk Assessments.

9. Review

A number of mechanisms are in place to ensure fire safety is regularly monitored and reported for good governance:

- Quarterly H&S report to Board, Executive Team and Senior Management Team
- Internal Audit compliance audits which cover this amongst other key areas
- Reactive reviews will take place following a fire safety event occurring
- A review will also be undertaken following; a fire; changes to the premises construction and facilities; relevant new – procedures, equipment, or materials and significant changes in staff numbers and roles

Appendix 1: Articles 8 – 22 of the Regulatory Reform (Fire Safety) Order 2005

- Article 8
 - Take general fire precautions to ensure the safety of all employees and ensure the premises are safe
- Article 9
 - Make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify general fire precautions required
 - Review assessment regularly
 - Record the significant findings of the assessment and measures to be taken
 - Record any group of persons identified as being especially at risk
- Article 10
 - Ensure preventive and protective measures are applied in accordance with principles specified in the RR(FS)O
- Article 11
 - Ensure arrangements are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures
- Article 12
 - Eliminate or reduce risk to relevant persons of any dangerous substances
- Article 13
 - Ensure the premises are equipped with appropriate fire fighting equipment and with fire detectors and alarms which are easily accessible, simple to use and identified by signs
 - Nominate competent persons to assist with fire safety measures
- Article 14
 - Ensure routes to emergency exits and the exits themselves are kept clear at all times
 - Ensure emergency routes lead as directly as possible to a place of safety
 - Ensure persons can evacuate the premises as quickly and safely as possible
 - Ensure an adequate number of emergency routes and exits provided
 - Ensure emergency doors can be easily and immediately opened in an emergency
 - Ensure emergency routes and exits are indicated by signs
 - Ensure emergency routes and exits are provided with adequate illumination
- Article 15
 - Establish appropriate procedures to be followed in the event of serious and imminent danger
 - Nominate a sufficient number of competent persons *[someone with the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely]* to implement the procedures
 - Inform any relevant person of the nature of any hazard to which they are exposed and the steps taken to protect them from it
- Article 16
 - Provide information on emergency arrangements
- Article 17
 - Ensure the premises and any equipment and devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair
- Article 18
 - Appoint one or more competent persons *[someone with the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely]* to assist in undertaking the preventive and protective measures

- Article 19
 - Provide employees with information on risks identified by the risk assessment, the preventive and protective measures, procedures and measures implemented and identities of persons nominated in accordance with the legislation
- Article 20
 - Ensure any employee from an outside undertaking are provided with information on risks to employees and preventive and protective measures taken by the responsible person *[CEO]*
- Article 21
 - Ensure employees are provided with adequate safety training when first employed and on being exposed to new or increased risks
 - Ensure training is suitable and sufficient and is repeated periodically in a manner appropriate to the risk identified by the risk assessment
- Article 22
 - Co-operate with any other responsible person *[CEO]* sharing a premises
 - Co-ordinate any measures taken to comply with the RR(FS)O with any other responsible person *[CEO or equivalent]* sharing a premises

Appendix 2: Fire Safety Management Strategy

1 Fire Risk Assessments (FRA's)

Housing for Women will comply with Article 9 of the RRFSO which requires the following:

- a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify general fire precautions required
- review assessment regularly
- record the significant findings of the assessment and measures to be taken
- record any group of persons identified as being especially at risk

1. *Fire Risk Assessments will be undertaken by a provider with evidence of appropriate qualifications and experience in Fire Risk Assessments of social housing premises*

2. Housing Stock

Fire Risk Assessments are required to be carried out in all communal areas of housing stock. These are conducted every 2 years.

Housing for Women will - under the RRFSO - review the fire risk assessment at least annually to keep it up to date and particularly if there is reason to suspect that it is no longer valid or there is a significant change in the matters to which it relates.

Housing for Women would be made aware of any significant changes to individual properties and would carry out a review of the Fire Risk Assessment at this time. In addition, Housing for Women carries out a review of every Fire Risk Assessment every year to ensure that the information is up to date. In the event of a property being defined as at a higher risk, due to an arson incident or a designated fire risk profile this property would be reviewed more frequently in accordance with the risk level identified.

It is also a requirement for the significant findings of the Fire Risk Assessment and the measures to be taken to be recorded along with details of any persons especially at risk.

This will be achieved by a copy of the Fire Risk Assessment being held on site and / or on an online database but these will be accessible at all times by any relevant person.

3. Offices

Fire Risk assessments are required to be carried out in all workplaces and are conducted every 2 years.

It is a requirement under the Regulatory Reform (Fire Safety) Order 2005 to review the Fire Risk Assessment regularly to keep it up to date and particularly if there is reason to suspect that it is no longer valid or there is a significant change in the matters to which it relates.

The Fire Risk Assessment is reviewed annually.

It is also a requirement for the significant findings of the Fire Risk Assessment and the measures to be taken to be recorded along with details of any persons especially at risk.

This can be achieved by a copy of the Fire Risk Assessments being held on site and on an online database.

4. Dangerous Substances

Dangerous substances are not permitted within the housing stock, any contractors introducing any as part of their work process would be requested to provide appropriate safety documentation to ensure safe working practice.

Ignition sources are controlled; any electrical cupboard located within a stairwell or escape route is provided with 30 minutes fire resistance and identified by a sign.

Electrical installations are tested on installation of new systems, on expiry of current EICR, usually every 5 years and at a change of tenancy.

Oxygen cylinders which may be required for medical reasons must be recorded and included in the Fire Risk Assessment for any affected properties. Housing for Women will notify the local Fire Brigade and make a record in the fire safety log book of the presence of any known oxygen cylinders and ensure the record is reviewed and updated annually.

5. Fire Fighting Equipment

Housing Stock

It is not considered appropriate to provide fire extinguishers within the communal areas of blocks of flats. It cannot be guaranteed that residents have had appropriate training and will use the equipment appropriately and in addition there are theft and vandalism issues.

Fire fighting equipment is only recommended to be provided in areas where staff can be provided with appropriate training in its use. Fire fighting equipment is therefore only expected to be located in a House in Multiple Occupation or supported housing properties that have staff on site.

Fire fighting equipment will be located in plant rooms in accordance with the requirements of the size and nature of the equipment as recommended by the Fire Risk Assessor.

Offices

Fire extinguishers are provided within offices and staff are provided with training on the use of the different types to ensure that they are not used inappropriately if used as a last line of defence.

6. Fire Alarm Systems

Housing for Women will in line with current guidance ensure the following fire alarm provision is made:

Converted streetside property with shared lobby area and no stairwell (Prior to Building Regulations 1991 Approved Document B)	Grade D LD3 system in flats interlinked to provide early warning (<i>detection in rooms opening onto the escape route</i>)
Converted streetside property with shared stairwell leading to 1 st floor (Prior to Building Regulations 1991 Approved Document B)	Grade C LD2 system in communal area – (<i>smoke detector with built in sounder on ground floor outside flat entrance door and on first floor if more than 1 flat entrance on first floor</i>) Grade D LD3 in flats
3 – 4 storey converted streetside property with shared stairwell (Prior to Building Regulations 1991 Approved Document B)	Grade C LD2 system in communal area – (<i>smoke detector with built in sounder on each floor outside flat entrance doors</i>) Grade D LD3 in flats
Flats not constructed to Building Regulations 4-6 storey house, self contained flats	Grade A LD2 in common areas (<i>Automatic fire detection system with control panel, detection in escape routes, rooms that lead off escape routes and rooms with a high fire</i>)

	<i>risk)</i> Grade D LD3 system in flats interlinked to provide early warning If the building has a protected staircase across all floors then it is recommended that the staircase has detection at the top interlinked to a ventilation system this can be louvers or an automatic opening vent or automatic window opener to prevent build up of smoke on the escape route in the event of a fire.
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Consideration will be given to modification or upgrading of fire alarm systems where recommended within the FRA's or where there is a change in legislation or best practice.

7. Competency of Providers

Housing for Women employ a specialist fire consultancy to carry out their fire risk assessment programme and specialist contractors to maintain and service all fire safety equipment. All will be required to provide appropriate certification and accreditation within their area of expertise.

8. Escape Routes

Direct Services staff and any visiting officer of the association are responsible for ensuring that escape routes are kept clear at all times. Notices are provided in the communal areas and regular inspections are carried out to ensure residents adhere to the rules of keeping these areas clear. The frequency of inspection is determined by the level of risk. Any properties identified by the Fire Risk Assessment to have escape routes that are not clear will be inspected more frequently and items cleared by staff if they are left within the communal areas.

The Fire Risk Assessment will identify any properties where there are concerns over the number and distribution of emergency routes and will also identify any routes which have inappropriate locking or fastening devices.

The Director of Operations will ensure that appropriate remedial works take place in accordance with the findings of the Fire Risk Assessment.

Fire exit signs are provided in accordance with the guidance in the Fire Risk Assessment.

9. Emergency Lighting

The RRFSO requires that adequate illumination is provided to escape routes; therefore Housing for Women provides the following as a minimum:

Converted streetside property with shared lobby area and no stairwell (Prior to Building Regulations 1991 Approved Document B)	None required
Converted streetside property with shared stairwell leading to 1 st floor (Prior to Building Regulations 1991 Approved Document B)	Normally 1 unit will suffice with a maximum of 2 strategically placed to provide sufficient coverage in the communal hallway
3 – 4 storey converted streetside property with shared stairwell (Prior to Building Regulations 1991 Approved Document B)	Normally 3 units will suffice with a maximum of 4 units strategically placed to provide sufficient coverage in the upstairs common hallway area, at all floor landings and the ground floor.

Flats not constructed to Building Regulations 4-6 storey house, self contained flats	Normally 4 units will suffice with a maximum of 6 units strategically placed to provide sufficient coverage on all floor landings.
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10. Evacuation Procedures and Emergency Arrangements

Housing for Women in general operates a Stay Put policy in buildings that have been identified as able to support a stay put policy. Properties considered being at higher risk due to: compartmentation issues; age; complexity of layout; or risk profile of residents, will operate a site specific fire evacuation arrangement and inform residents accordingly. These will be identified specifically in the Fire Risk Assessment.

Emergency arrangement details are provided to all residents and fire action notices detailing action to be taken in the event of fire (appropriate to the specific building) are located in all communal areas. Residents are asked to contact Housing for Women to make a report in the event of a fire occurring within their property.

11. Maintenance

All fire safety equipment is covered by a maintenance contract with the appropriate Housing for Women approved supplier.

All fire equipment is serviced and maintained in accordance with the schedule in the terms of the maintenance contract.

12. Training

Basic fire safety awareness training is provided to all employees on induction as part of their health and safety briefing.

Additional fire safety training is provided when there is a change in environment or use of equipment and as a minimum every three years to office staff. This training includes the fire procedures and use of fire safety equipment.

In addition staff carrying out an inspection role is provided with training specific to the tasks requested of them including an overview of the legal requirements for carrying out the inspections and their importance under fire safety legislation.

13. Shared Premises

Housing for Women co-operates with the landlord and other responsible persons located in the office building and co-ordinate fire alarm testing and evacuation drills with the other occupants sharing the premises.

Appendix 3 - Schedule of roles and responsibilities

In order to ensure that the objectives of the Fire Safety Policy are fulfilled, the organisational arrangements are as follows:

1. Board of Management

The Board is responsible for monitoring compliance with the Policy. In order to achieve this, the Board will review this Policy on an annual basis and analyse quarterly performance reports to ensure that issues of significant risk are actioned appropriately.

2. Chief Executive

The Chief Executive is deemed to be the responsible person. They are ultimately responsible for the implementation of this Policy at all levels of the organisation and the provision of adequate human and financial resources to meet the requirements of the RRFSO and other relevant legislation and guidance.

3. Director responsible for Asset Management will:

- ensure that Fire Risk Assessments are carried out for all offices and blocks where required
- ensure a full renewal of the Fire Risk Assessments every 2 years and an interim review of the Fire Risk Assessment after any incident/ significant change or annually whichever is soonest;
- ensure that all actions identified in the Fire Risk Assessment are carried out as reasonably practicable or exceptions are recorded
- ensure that fire alarm and detection systems, emergency lighting, AOV's and fire extinguishers are appropriately located and properly maintained and are suitable for the premises;
- ensure that a robust and effective fire action notice detailing the emergency plan is in place at each location to safely evacuate all relevant persons including all emergency contact details.
- arrange for the emergency plan to be available to all relevant persons to inform them what to do in the event of fire;
- ensure suitable and sufficient Risk Assessment for activities such as hot working involving soldering, cutting, work with bitumen, etc. are in place;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current Fire Risk Assessment for each premises is readily accessible and its provisions complied with within reasonable time scales relative to the severity of risk;
- ensure the site fire log book is on site and is kept up to date with all statutory tests and checks.
- where Housing for Women are aware, ensure that the Fire and Rescue Service are made aware of any significant hazards associated with the properties e.g. oxygen cylinders, storage of petrol, etc.;
- confirm that general needs block inspections are conducted at least quarterly and include inspection of fire safety arrangements;
- ensure that all works to communal areas comply with relevant British safety standards and Building Regulations

- ensure that all contractors and subcontractors provide method statements and risk assessments for all commissioned works and sample post inspections are carried out to monitor this
- ensure that compliance with tenancy agreements and lease requirements in relation to fire safety is enforced
- ensure staff identify any tenant or service user who may require a Personal Emergency Evacuation Plan (PEEP) in the event of a fire and that this is undertaken within 4 weeks, access permitting, of Housing for Women become aware of the need

4. Director of Supported Housing

- ensure that all actions identified in the Fire Risk Assessment for relevant schemes are carried out as reasonably practicable or exceptions are recorded;
- ensure that staff and volunteers working in refuges and supported housing accommodation are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current Fire Risk Assessment for each property is readily accessible and its provisions complied with within reasonable time scales relative to the severity of risk;
- ensure the site fire log book is on site and is kept up to date with records completed for all statutory tests and checks.
- where we are aware, ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.;
- ensure that compliance with license, tenancy agreements and lease requirements in relation to fire safety is enforced
- ensure staff identify any service user who may required a Personal Emergency Evacuation Plan (PEEP) in the event of a fire and that this is undertaken within 4 weeks of Housing for Women become aware of the need
- identify any special considerations for Fire Risk Assessments that need to be taken into account in assessing risk at specific premises

5. All Directors

Directors will ensure that this Policy is implemented within their directorates. They will also ensure that adequate resources are available to meet the requirements of fire safety legislation and guidance and that all liability (embracing statutory and business needs) is covered by insurance.

6. Health and Safety Advisor

The Health and Safety Advisor will oversee and report on:

- Updates in legislation and related guidance;
- Fire incidents and false alarms, including patterns and trends;
- Contact with enforcing authorities;
- Feedback from the fire risk assessments;
- Feedback from fire investigations;
- Results of fire safety related audits and inspections;
- Fire safety related training delivered;
- Fire related objectives.

They will also:

- Respond to any reported fire safety related concerns from employees at all levels of the organisation to ensure appropriate action is taken and that they are monitored and reviewed;
- Assist in the development of a fire safety training programme for employees and ensure that records are retained;
- Ensure fire safety related incidents are investigated to identify the immediate, root and underlying causes and, where possible, implement measures to prevent recurrence

7. Human Resources Manager

- Liaise with the Health and Safety advisor in the development of a fire safety training programme for employees and ensure that records are retained;
- Procure fire safety training as required for the programme

8. Head of Property Services

The Head of Property Services is responsible for ensuring that fire safety works assigned to employees/contractors are allocated appropriately, completed to the relevant standards and within the timescales given and post inspected where required.

They will also:

- Ensure that all Fire Risk Assessments are reviewed at regular intervals and distributed to relevant employees;
- Allocate actions identified within Fire Risk Assessments to the relevant employees and identify a timescale for completion;
- Consider recommendations identified within Fire Risk Assessments, allocate related actions to the relevant employees and identify a timescale for completion;
- Ensure all fire detection, prevention and safety equipment and installations are serviced by a competent and suitably qualified contractor in accordance with the standard to which it conforms and maintained in a safe and operational condition;
- Ensure that appropriate records are kept of the servicing and maintenance of fire safety systems, equipment and installations and internal IT systems, are updated with the relevant details;
- Ensure that all statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept on site and held electronically

9. Managing or other Surveyor or Technical Officer and Direct Labour Operatives

The Managing or other Surveyor or Technical Officer and Direct Labour Operatives will ensure that they:

- Complete all required inspections and tests of fire prevention and detection equipment in accordance with the Estate Inspections schedule reporting immediately on any defects or repair issues compromising fire safety;
- Take action and report back on any activities by residents that compromise fire safety including; propping open of fire doors; removal of fire doors or closers; combustible materials of other obstructions left in communal areas

In addition the Managing or other Surveyor or Technical Officer shall for all void properties conduct a review of all compartmentation and service entry points and confirm that they have done so as part of the voids process.

10. Office Fire Marshals, Team Leaders & Support Workers

For premises under their control, Office Fire Marshals, Team Leaders & Support Workers will ensure that:

- Fire safety checks are completed within the appropriate timescale, recorded and action taken in a timely manner where defects are found;
- Fire safety documentation and records are kept up-to-date and readily available for audit purposes;
- Fire safety information and evacuation procedures are relayed to all occupants and Personal Emergency Evacuation Plans (PEEPs) are completed when required;
- They refer the need for the review of a fire risk assessment to their manager;
- They seek appropriate advice in order to respond to fire safety related concerns and make sure action is taken;
- They liaise with enforcing authorities (such as fire authorities) with guidance from line managers and the Health and Safety Advisor.
- They report all fire safety accidents, near misses and false alarms to the Executive Team.

11. Managers at all levels of the organisation

Managers at all levels of the organisation with a management responsibility will ensure that:

- They lead by example, making sure that all employees under their management are familiar with this Policy and encouraged to be fire safety conscious;
- The responsibility for the implementation of this Policy is properly assigned, accepted and understood by employees under their management;
- Adequate resources are available to meet the requirements of this Policy;
- Employees under their management attend fire safety related training as and when required;
- Employees under their management are aware of site and job specific fire safety information, including evacuation procedures, fire hazards and controls from the onset of their role;
- The procedure for dealing with serious incidents is understood and, in the event of a serious fire, followed by employees under their management;
- Serious fire incidents are reported to the Executive Team and less serious incidents and false alarms to their Directors as soon as is practicably possible;
- They provide guidance to employees under their management on how to respond to fire safety related concerns and make sure they are monitored, reviewed and appropriate action is taken;
- They provide guidance to employees under their management on how to liaise with enforcing authorities (such as fire authorities) and notify the Health and Safety Advisor about the contact as soon as is practicably possible;
- Report the need for new Fire Risk Assessments for example due to a major change in the structure of a property, a change in the needs of the occupier(s) or a change in use of a property, to the Director of Operations;
- Ensure actions identified within fire risk assessments and allocated to employees under their management are completed within the defined timescales;
- Employees under their management who control premises and/or equipment do so safely and in line with relevant policies and procedures;
- They maintain an understanding of current fire safety legislation and guidance;
- Appointed contractors (and sub contractors) are competent, suitably qualified and can demonstrate their ability to meet all statutory requirements relating to fire safety;
- Appointed contractors (and subcontractors) carry out works without risks to fire safety.

12. Employees at all levels of the organisation

All employees have a duty of care to themselves, their colleagues, contractors, customers and members of the public. Any work situation that represents a serious, immediate or long term danger to fire safety should be reported to their manager as soon as possible. This includes any deficiencies or shortcomings they have identified within this Policy. Employees are therefore required to:

- Familiarise themselves with this Policy;

- Liaise with their Senior Management Team Member for guidance in relation to fire safety related matters;
- Attend fire safety training courses as and when required;
- Report all fire incidents, near misses and false alarms to their line manager as soon as practicably possible;
- Contribute and co-operate with Housing for Women on matters of fire safety;
- Not interfere, tamper or misuse any items provided for fire safety;
- Refrain from using, and report, any defective or damaged tools, machinery, systems or equipment;
- Ensure risk assessments are in place and understood for tasks that present a risk to fire safety;
- Use safe systems of work for tasks relating to electricity, gas installations, the handling of chemicals, the use of dangerous equipment and any other activities that present a significant risk to fire safety
- Not wedge open fire doors, block or obstruct evacuation routes etc.

13. All relevant persons must:

- ensure they are familiar with the emergency plan for the building, workplace, refuge etc. and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- Contractors must make themselves aware of the fire safety arrangements for any particular building they are working on and ensure that any work they do does not compromise this e.g. damaging the integrity of fire compartmentation.
- know, and co-operate with, the responsible person for the building, workplace, refuge etc. ;
- report any concerns about fire safety to Housing for Women;
- be familiar with all escape routes;
- not block, obstruct or in any other way compromise escape routes
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- Promptly evacuate the premises, in accordance with the emergency plan.
- Comply with the No Smoking legislation.

14. All Customers must:

- Take responsibility for compliance with the terms of their Lease or Tenancy Agreement
- Ensure that security grilles across doors or windows are not fitted without explicit written permission (which will generally not be granted), but in consideration of personal safety and risk:
 - Where there is a genuine risk to personal safety Housing for Women will provide a 3 point locking secure front entrance door (with intumescent letter box if required) and remove a tenant fitted security grille;
 - Where there is no evidence of risk Housing for Women will request that tenants remove security grilles. In the event of refusal Housing for Women will ensure the occupant is aware of the risk to their personal safety (in writing) and inform the local Fire Brigade of the known risk;

- Security grilles to windows may be retained by tenants where there is another suitable means of escape or access for the emergency services.
- Ensure that no modifications are made to the property without explicit written permission (including replacement or removal of doors, plumbing or electrical installations);
- Not interfere with fire safety specifically not to: remove fire doors or closers within their property; disconnect, remove batteries or otherwise interfere with smoke or heat detectors; prop open fire doors in communal areas; leave combustible material or otherwise obstruct communal areas and fire exit routes
- Customers must be made aware of their obligations through regular communications and notices.