



PEAKS & PLAINS
Housing Trust

The Trust

Fire Safety Policy

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1. INTRODUCTION

- 1.1. The Executive Management Team has approved this Fire Safety Policy which forms part of the Trust's Fire Safety Management System for this Fatal Risk topic.
- 1.2. The overall aim of this policy is to ensure that we meet our obligations as a Landlord and seek to provide assurance that fire safety is adequately managed, while ensuring the safety of our tenants, leaseholders, staff and the general public.

2. HAZARDS OF FIRE SAFETY

- 2.1. Hazards of fire are well known and principally fall into three dangerous areas: health hazards, safety hazards and human factors hazards.
- 2.2. **Hazards in the construction process**
 - 2.2.1. Simply, hazards in the construction process and in the context of finished and operational buildings are many and varied. Hazards in fire safety are well known. It is during the construction process that most fire hazards can be unregulated. Where people are living in buildings, fire risks can be better controlled, although we still need tenants to live and work safely. By using competent contractors in maintenance work we shall have high levels of control over fire safety during their work.
- 2.3. **Hazards in the built environment**
 - 2.3.1. Hazards associated with fire safety in completed buildings and their place in the built environment are even broader and present risks potentially in greater depth. General fire safety covers the steps that are needed to be taken to avoid fires in the workplace (fire prevention) and the precautions required to protect people if there is a fire.
- 2.4. **Human factors hazards**
 - 2.4.1. Human factors hazards comprise consequences that eventually materialise as risks from human origin, in the context of issues related to the competence of individuals to manage and undertake tasks assigned to them in a competent manner, and without exposing people unnecessarily to unmanageable risks.

3. LEGAL OBLIGATIONS

- 3.1. The Trust is committed to ensuring our tenants' leaseholders' homes and office space remain safe and fit for purpose. In achieving this we will comply with all relevant legislation and guidance, which comprises at least the following provisions:
 - The Health and Safety at Work Etc Act, 1974.
 - The Management of Health and Safety at Work Regulations, 1999.
 - Workplace (Health, Safety & Welfare) Regulations 1992 (as amended).
 - Regulatory Reform (Fire Safety Order) 2005.
 - Fire Safety Act 2021.

- BS 9999: 2017, Fire safety in the design, management and use of buildings, Code of practice.
- BS 9997: 2019. Fire Risk Management System, August 2019.
- BS 9991: 2015. Fire safety in the design, management and use of residential buildings. Code of Practice. Second edition, October 2015.
- Landlord and Tenant Act 1985 Housing Act 1988.
- NFCC Fire Safety in Specialised Housing
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022

4. COMPLIANCE BY STAFF AND CONTRACTORS

- 4.1. Staff and Contractors shall comply with our fire safety policy and any associated procedures or guidance and we shall encourage customers to be safe and responsible when occupying PPH accommodation property or workplaces.

5. COMMUNICATION

- 5.1. This fire safety policy statement shall be:
- communicated throughout the organisation, and through relevant training understood by staff;
 - made available to customers, tenants, contractors and stakeholders, as appropriate;
 - formally reviewed and revised as necessary on a three yearly basis by the EMT and approved by The Board as appropriate.

6. GENERAL STATEMENT OF INTENT

- 6.1. The intent and commitment of The Board and The Trust is to ensure that reasonably practicable and mandatory requirements of all relevant fire safety advice, guidance and legislation in relation to fire safety and related health issues are followed to manage risks competently.
- 6.2. We shall uphold this commitment through our Duty of Care as a Landlord and an employer and through ensuring safe dwellings, accommodation and places of work, by working with best industry practice and guidance and undertaking relevant assessments of risks for people and our property in relation to fire.
- 6.3. We shall set out a clear fire risk management approach to all phases of the life of a building or property from initial construction through to demolition or disposal, although fundamentally we shall focus on the occupation of a building or property as an accommodation project, where customers live, sleep or work. We shall also be aware of fire risks in relation to the following aspects in the life-cycle of a building:
- Building and property maintenance.
 - Significant and substantial (planned) repairs.
 - Emergency repairs.
 - Refurbishment, re-fitting and renewals of buildings.

- 6.4. It is the Board's commitment that no-one is at risk of harm from the safe undertaking of our duties of care in places of accommodation or in the workplace as a result of fire.

7. RESPONSIBILITIES

7.1. Leadership

- 7.1.1. Leadership of, and responsibilities for, the safe stewardship, management and control of risks relating to fire safety rests with the Chief Executive who is supported by the Executive Management Team and the Senior Management Team (SMT).

- 7.1.2. There is a fundamental responsibility for all staff, employees and contractors to work safely in construction of new properties or refurbishment and to work safely in operations to maximise fire prevention, to minimise the risk of the outbreak of fire, to minimise the effects through good fire precautions and to notify and report fire hazards which they come across diligently to their line manager or director as necessary.

7.2. Duty Holder(s)

- 7.2.1. The Trust accepts its position as a Duty Holder and Landlord as defined in safety legislation. The Duty Holder is also responsible for defining and maintaining a register of properties which includes information relating to construction and building, property and built environment hazards and risks and a complementary fire risk management plan.

7.3. Technical advice

- 7.3.1. The Head of Asset and Compliance, on behalf of the SLT, will appoint a Lead Manager to oversee the fire safety activity. Technical advice on safety issues and occupational health will be given to Managers, the EMT and the Board by the in-house Fire Risk Manager, Health & Safety Manager(s) and advisers, external consultant and Contractors, or other independent appointees as necessary.

7.4. Competence

- 7.4.1. The Lead Manager should hold the relevant competencies, in terms of knowledge, abilities, training and experience (KATE) for the lead role in fire safety. Where the person undergoes specific training for the role provision should be made for appropriate Continuing Professional Development and appropriate refresher training.
- 7.4.2. In this context, a competent person is someone who has the suitable knowledge, abilities, training and experience for the task to be undertaken to prevent injury or ill-health to themselves and others.

8. SPECIFIC ROLES AND RESPONSIBILITIES

8.1. The Board

8.1.1. Overall responsibility for fire safety rests with the Board with operational authority delegated to the Chief Executive. The Chief Executive retains overall responsibility for implementation of all strategic policy documents in any safety related field.

8.2. **Director of Operations**

8.2.1. The Director of Operations is responsible for ensuring that enough resources are provided and made available to implement this fire safety policy, processes and procedures.

8.3. **Head of Development, Asset and Compliance**

8.3.1. The Head of Development, Asset and Compliance is responsible for the fire safety processes and procedures. This duty includes responsibility for monitoring, review, procedural development and ensuring risks associated with fire safety and health are managed effectively. The post holder will ensure that fire safety policy, procedures, guidance and forms (electronic forms, databases or paper documents and registers) are maintained, reviewed, revised and audited in a timely manner.

8.4. **Fire Safety Manager**

8.4.1. The Fire Safety Manager shall take day-to-day responsibility for implementing these fire safety procedures, including:

- ensuring appropriate risk assessments are undertaken and that regular review is carried out;
- ensuring adequate processes and procedures are in place to manage the risks arising from fire safety works;
- ensuring suitable and sufficient information, instruction and training is carried out;
- monitoring the performance of staff and contractors;
- ensuring that members of the public, tenants, staff, customers and contractors are not unnecessarily exposed to risk;
- ensuring appropriate inspections are made to assess the condition of building systems and services, supplies and equipment;
- maintain property records and relevant certification(s);
- maintain an up-to-date knowledge of legislative requirements and best practice;
- provide regular instruction and refresher training to maintain skills provide advice on the application of these procedures on an individual case by case basis.

9. **POLICY PRINCIPLES**

The Trust will:

9.1. Provide clear lines of responsibility within the Trust for the management of fire safety.

9.2. Appoint Duty Holders, and specify individual responsibilities, as Appointed Persons (APs), where necessary.

9.3. Identify and implement the safest approach to commissioning, examination of systems and services, inspection and test.

- 9.4. Implement a method of reviewing and monitoring fire safety compliance.
- 9.5. Exceed our obligations as a Landlord and seek to provide assurance that fire safety is adequately managed, ensuring the safety of our tenants, staff and the general public in routine issues and in dealing with abnormal events and emergency conditions such as the effects of extreme weather which may damage buildings.
- 9.6. Set out a clear approach for the maintenance, refurbishment, renewal and upgrading of all installed fire safety systems and services in buildings.
- 9.7. Provide a prompt, efficient and cost-effective fire safety inspection, examination and testing service for fire precautions within buildings.
- 9.8. Maintain our legal compliance and promotion of good practice.
- 9.9. Deliver remedial works within appropriate timescales so that homes remain safe and domestic systems, services and installations are maintained to a high standard.
- 9.10. Detail a comprehensive fire safety examination, inspection testing and monitoring system.
- 9.11. Maintain comprehensive records and implement systems to monitor these records.
- 9.12. Undertake inspection and testing as follows:
 - 9.12.1. The Trust will undertake Fire Risk Assessments to all properties which require assessment under the RRFSO 2005.
 A Type 1 Fire Risk Assessment is carried out on all small commercial premises.
 A Type 3 Fire Risk Assessment is non-destructive and is carried out on purpose-built blocks of flats and conversions. It considers all means of escapes (including those within individual dwellings), structures, and compartmentation between flats and any means of fire detection.
 Type 4 Fire Risk Assessments are only completed in a limited number of cases for example, High Risk Buildings as defined in the Building Safety Act 2022 or where there is reason to believe that there are serious defects in both common parts of a building and individual dwellings.
 - 9.12.2. All of the Trust properties which require a fire risk assessment will receive one according to the overall risk rating of the property as identified in the last risk assessment and based on the following:

| Property Risk | Frequency |
|---------------|------------|
| High | Annual |
| Medium | Two yearly |
| Low | Two yearly |
 - 9.12.3. In the event of a fire or a material alteration to a property, another fire risk assessment will be completed.

9.12.4. Once the fire risk assessment has been completed any remedial actions identified will be targeted to complete within the following timescales:

| Management Actions | |
|--------------------|------------------|
| Risk | Timescales |
| High | Within 1 month |
| Medium | Within 2 months |
| Low | Within 3 months |
| Remedial actions | |
| Risk | Timescales |
| High | Within 6 months |
| Medium | Within 12 months |
| Low | Within 12 months |

The 6 month timescale for high risk actions is reflective of the urgency of the action balanced with a realistic approach to lead in times on products and availability of specialist contractors. The 12 month timescale for medium risk actions is also reflective of the urgency, but it recognises that there are more actions of this nature and that a programme of works may be required over a longer time period to address the issues. Low risk actions are recommendations and as such should be completed within a twelve month period.

9.12.5. In addition to the requirement to undertake fire risk assessments and complete remedial actions, a programme of preventative maintenance and inspection will be completed in line with the relevant British Standards. Frequencies are identified in the table below:

| Fire Safety Inspections | |
|--|-----------|
| Emergency light testing (BS5266) | Monthly |
| Emergency light servicing (BS5266) | Annual |
| Fire alarm servicing (BS5829) | Quarterly |
| Fire alarm testing (BS5839) | Weekly |
| Smoke alarm testing (communal areas and individual dwellings) (BS5839) | Annual |
| Dry Riser Testing (BS9990) | Bi-Annual |
| Sprinkler Testing (BS9251) | Annual |

The introduction of the Fire Safety (England) Regulations 2022 imposes additional requirement in relation to fire safety. These are follows:

- In all residential buildings with two or more domestic premises with common areas, information must be provided to residents about fire doors and the evacuation strategy for the building annually.
- In addition, fire door checks must be carried out in all buildings over 11m (communal doors quarterly and flat entrance doors annually).
- Buildings over 18m must have all of the above and:
 - The correct wayfinding signage,
 - A secure information box, which contains site and floor plans, information about the external walls, information about lifts and firefighting equipment and information about vulnerable residents.

10. CONTROL AND ASSURANCE

- 10.1. The Fire Safety Policy will be reviewed as follows;
- Every 3 years
 - Where there is a change in legislation
 - Where there is a fire related near miss, accident or RIDDOR reportable incident
 - Where there is a new property type for example Crossings
- 10.2. Fire safety performance reports will be provided regularly to the Compliance Working Group Health and Safety Committee, Senior Leadership Team and Board.

11. ASSOCIATED DOCUMENTS

- 11.1.
- Fire Safety procedures and process maps
 - Fire Safety Management System
 - Health & Safety Policy

POLICY INFORMATION

| | |
|------------------------|--------------------------|
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| Approved by: | EMT |
| Drafted By: | Alec Gaston |
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