



FIRE SAFETY POLICY (Legacy Rosebery)

Scope

This policy applies to the delivery of services where the legacy Rosebery part of Town and Country Housing provides the service.

1.1 Policy statement

- 1.1 Town and Country Housing recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees, tenants and anyone else potentially affected by its undertaking, against fire and the effects of fire.

2.1 Policy objectives

- 2.1 The objectives of this policy are to ensure, so far as reasonably practicable, that:
- 2.2 Roles, responsibilities and accountabilities are clearly defined and understood in order to ensure both corporate and individual compliance with relevant legislation.
- 2.3 A competent person or persons are appointed to provide fire safety advice
- 2.4 Risks from fire are assessed and control measures are implemented to either eliminate risk or to reduce residual risk to tolerable level
- 2.5 Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire
- 2.5 Fire safety measures in Town and Country Housing (Legacy Rosebery) buildings are benchmarked against relevant standards
- 2.6 Fire safety measures are inspected, tested and maintained, to the extent necessary, by competent persons, and are kept in good working order and in a good state of repair
- 2.7 Provide a safe environment in which our residents are assured that the risk of injury or damages to their homes caused by fires is minimised
- 2.8 Ensure that residents, staff, contractors, visitors and all property managed by Town and Country Housing (Legacy Rosebery) are safeguarded in the event of fire
- 2.9 Staff are provided with clear and relevant information about the risks to them that have been identified and the precautions taken to ensure their safety
- 2.10 Staff are properly consulted about policy, procedures and arrangements for ensuring fire safety.
- 2.11 Appropriate information including fire procedures and particular hazards are provided to other relevant persons such as visiting workers, contractors and tenants.
- 2.12 The employers of employees, who work in or around Town and Country Housing (Legacy Rosebery) premises, are provided with information about risks, the precautions taken and emergency procedures

- 2.13 Staff are provided with instruction and training in matters relating to fire safety, on induction and at appropriate intervals thereafter
- 2.14 Where necessary, Town and Country Housing co-operates and co-ordinates with other responsible persons, as defined by the Regulatory reform (fire safety) order 2005 (FSO).
- 2.15 Town and Country Housing liaises with relevant statutory authorities, as required by the FSO and any other relevant statutory provisions

3.1 Responsible person

- 3.1 Town and Country Housing's Board is the "responsible person", as defined by Article 3 of the FSO.
- 3.2 As the employer and duty holder, Town and Country Housing (Legacy Rosebery) must, as far as is reasonably practicable, take steps to reduce the risk from fire in our premises and ensure that everyone in, or nearby, can escape safely if there is a fire.
- 3.3 The FSO places duties on the "responsible person", to the extent that they have control over premises, to:
 - 3.4 Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
 - 3.5 Eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

4.1 Safety assistance

- 4.1 The competent person(s) appointed under Article 18 of the FSO to assist the Responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:
 - 4.2 The Director of Development and New Business with the assistance of external consultants.
 - 4.3 On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individual managers.
 - 4.4 In housing stock, fire safety is managed by: the Compliance Manager with the assistance of external consultants.

5.1 Organisational responsibilities

- 5.1 The chief executive has overall responsibility for the fire safety policy. They are required to ensure that adequate and 'competent' resources are provided to ensure that the fire risk to Town and Country Housing (Legacy Rosebery)'s property portfolio is reduced to 'as far as is reasonably practicable' by ensuring:
 - 5.2 Effective fire safety management of properties managed by Town and Country Housing (Legacy Rosebery).

- 5.3 Adequate resources to be made available to meet Town and Country Housing (Legacy Rosebery)'s legal fire safety obligations and to ensure as far as reasonably practicable, the safety of colleagues and residents.
- 5.4 The chief executive may be assisted in their duties by nominated and adequately trained colleagues. Colleagues have a duty to co-operate with the chief executive so far as is necessary to enable the legislation to be complied with. The roles and responsibilities of the chief executive can be allocated to other Town and Country Housing (Legacy Rosebery) employees, but the ultimate responsibility to ensure Town and Country Housing (Legacy Rosebery)'s fire safety obligations are undertaken cannot be discharged.

6. Directors

- 6.1 The directors of the company will assist and deputise for the chief executive and are responsible for the overall effectiveness of the fire precautions policy and procedure. All Directors are required to:
- 6.2 Ensure adequate resources are allocated to manage fire risk across Town and Country Housing (Legacy Rosebery)'s portfolio of properties.
- 6.3 Monitor and report back to The Chief Executive on their departments' fire safety management performance.
- 6.4 Advise the Chief Executive of any resources issues (personnel, financial, competence) arising in connection with the management of fire risk across the portfolio.

7. The Compliance Manager

- 7.1 The compliance manager, with appropriate assistance from the head of housing and customer services where necessary, will ensure that:
- 7.2 Fire risk assessments are undertaken and the significant findings are brought to the attention of those responsible so that they may fulfil their duties under this policy
- 7.3 Competent fire safety advice is available to enable Town and Country Housing (Legacy Rosebery) to comply with its duties under this policy, the FSO and any other relevant legislation and standards
- 7.4 The fire safety policy, fire risk assessments and statutory obligations are monitored and reviewed
- 7.5 Relevant statutory bodies are consulted on matters of fire safety, as and when necessary
- 7.6 Appropriate guidance is developed to enable the requirements of this policy to be properly implemented
- 7.7 Appropriate fire safety information, instruction and training is made available to all relevant persons as required.
- 7.8 Ensure all new properties with common parts have a fire risk assessment carried out upon hand over of the property.

- 7.9 All fire risk assessment (FRA) re-inspections are carried out within one year for high risk properties and two years for general needs. The FRA's are assessed by our independent experts in line with legislation to ensure we have checked all our blocks and classified them into the correct categories for risk management.

8. Asset management

- 8.1 In areas falling under their control, Asset Management will be responsible for ensuring that:
- 8.2 The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO
- 8.3 All fire safety measures (e.g. structural components, fire doors, partitions etc.) and equipment is maintained, by a competent person, in a fit and efficient state, in effective working order and in good repair
- 8.4 All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of building regulations and relevant fire safety legislation
- 8.5 Where relevant, contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site
- 8.6 There is liaison and co-operation, as applicable, with other responsible persons, e.g. residents / contractors, to ensure that they are aware of fire safety policy and procedures and to identify any risks arising from their activities which could impact upon fire safety
- 8.7 Ensure any actions relating to leaseholder responsibility are confirmed by Housing Management to a leaseholder in letter form and a copy kept on file

9. Managers

- 9.1 Managers will be responsible for ensuring that:
- 9.2 All activities under their control are assessed for fire safety, and suitable control measures implemented, in accordance with the principles of prevention defined in the FSO
- 9.3 All staff under their control are given appropriate training and instruction in fire safety matters
- 9.4 Where relevant, a sufficient number of people are appointed as fire wardens for the area under their control
- 9.5 All staff, visitors and contractors under their control comply with the requirements of the fire safety policy

10. Staff

- 10.1 Staff have a responsibility to comply with this policy and general duties under the FSO. Consequently, they should

- 10.2 Take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions
- 10.3 Report any obvious defects or situations that adversely affect fire safety
- 10.4 Co-operate on matters of fire safety
- 10.5 Comply with instructions, information and training intended to secure fire safety
- 10.6 Not interfere with any fire safety facility or equipment

11. Contractors

- 11.1 Contractors are required to:
- 11.2 Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- 11.3 Co-operate with Town and Country Housing (Legacy Rosebery) on all matters of fire safety
- 11.4 Ensure that they, and all staff falling under their control, have received appropriate information, instruction and training to enable them to comply with this policy and relevant emergency procedures
- 11.5 Comply with all instructions relating to fire safety given by authorised members Town and Country Housing (Legacy Rosebery) management

12. Managing Agents

- 12.1 Managing agents are required to:
- 12.2 Manage blocks in line with legislation and complete any action found under a fire risk assessment
- 12.3 All fire safety equipment shall be maintained by the managing agent
- 12.4 Town and Country Housing (Legacy Rosebery) Housing Association will ask the Managing Agents for evidence of all Risk Assessments and service records when required

13. Residents

- 13.1 Residents are required to:
- 13.2 Avoid, either inadvertently or deliberately, interfering with, or damaging, the fire safety measures provided
- 13.3 Avoid undertaking any repairs, alterations or other changes within their flat that could adversely affect the fire safety measures in the building
- 13.4 Not leave any items in communal hallways which may be a hazard or cause a hazard to any egress from the building

14. Application

- 14.1 This policy applies to all premises and activities falling, to any extent, under Town and Country Housing (Legacy Rosebery)'s control. The policy sets down the framework by which Town and Country Housing (Legacy Rosebery), their staff and residents will be expected to meet their fire safety duties
- 14.2 The majority of buildings owned or occupied by Town and Country Housing (Legacy Rosebery) fall within the requirements of the FSO. In housing stock, the scope of the FSO only extends to cover common areas including access stairways, corridors, common facilities, etc. and any fire prevention and fire protection measures necessary to safeguard the use of these parts of the premises
- 14.3 While the occupants of flats are 'relevant persons', the flats themselves, as domestic dwellings, are outside the scope of the FSO. However, they are covered by the Housing Act 2004 and additional fire safety measures may be required under this legislation which is enforced by the relevant Local Authority

15. Programmed PPM and best practices

- 15.1 Firefighting equipment, intervals and life cycles

16. Automatic detection

- 16.1 All fixed fire detection systems shall be inspected biannually by Town and Country Housing (Legacy Rosebery) service provider and weekly internally in line with best practices
- 16.2 All sites that contain fire detection equipment will have a fire resistant document safe with installed in the vicinity of the equipment's control panel with the relevant site logbook
- 16.3 All false alarms shall be investigated and logged in the site logbook
- 16.4 Alarm panel batteries shall be replaced every 4 years in line with cell life and best practices

17. Domestic smoke alarms

- 17.1 With the introduction of the smoke and carbon regulations on October 1st 2022, Town and Country Housing (Legacy Rosebery) has implemented the following actions to ensure that all properties that contain a gas or solid fuel burning appliance (except cooker) are also provided with a CO detector.
- 17.2 Mains wired smoke detectors are Town and Country Housing (Legacy Rosebery) preferred safety service and all devices that are battery only shall be replaced for mains wired interlinked devices
- 17.3 Each alarm is fitted with a replacement date which normally falls within 10 years of initial installation, depending on the shelf life of the device
- 17.4 Town and Country Housing (Legacy Rosebery) has agreed with their gas service provider (T Brown group) that every detector installed within a property containing gas, shall be inspected during the annual service visit carried out at that property and if a

CO alarm is not fitted then a 10 year sealed battery CO will be installed by the contractor.

- 17.5 During the five year periodic test and inspection of the electrical installations, the appointed contractor shall inspect every smoke and CO alarm and replace anywhere appropriate and upgrade our portfolio to a grade LD2 specification which covers high risk rooms.

18. Dry risers

- 18.1 Dry risers shall be inspected biannually by Town and Country Housing (Legacy Rosebery)'s service provider in accordance with the current BS 9990 to ensure that all inlet and landing valves, drain valves, spindles, glands and washers, door hinges and locking arrangements are in good condition and ready for immediate use

19. Fire extinguishers and blankets

- 19.1 At annual intervals the service provider shall carry out inspection, servicing and maintenance of all fire extinguishers and blankets in accordance with the BS 5036

20. Automatic opening vents (AOV)

- 20.1 At annual intervals the Service Provider shall carry out inspection, servicing and maintenance of all AOV equipment, smoke detectors should be cleaned to reduce contamination and false alarms
- 20.2 Control panel batteries shall be replaced every 4 years in line with cell life and best practices

21. Emergency lighting installations

- 21.1 The Service Provider at annual intervals shall test, service, maintain, and report on all existing emergency lighting fully in accordance with the provisions of British Standard 5266: Emergency Lighting Part 1:2011.
- 21.2 Monthly functional test will be carried out in house and the results recorded in the site logbook

22. Linked Town and Country Housing (Legacy Rosebery) Documents:

- Fire risk assessment procedure
- Fire risk assessment remedial procedure
- Domestic smoke alarm procedure
- Domestic smoke alarm process map
- Fire fighting equipment procedure
- Emergency evacuation PEEPS & GEEPS plan*

*A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency

In order to comply with legislation, a personal emergency evacuation plan (PEEP) or general emergency evacuation plan (GEEP) needs to be devised by the responsible person.