



C&C HOUSING GROUP

FIRE SAFETY MANAGEMENT POLICY

Approver	Board of Management
Policy	Fire Safety Management Policy
Date last revised	October 2019
Revised by	Head of Property Compliance
Next Revision Date	October 2022
Related Documents	C&C Fire Safety Management Procedures

Signed:

**Julia Ashley
Chief Executive**

On Behalf of the Board Management

1. INTRODUCTION

- 1.1 The Central & Cecil Housing Group (C&C) will comply with current fire safety legislation adopting a risk-based approach in assessing the needs that exist at the properties for which it is responsible in order to achieve compliance.
- 1.2 The British Standards Institute publication (PAS 7) – advises on a fire risk management approach to aid organisations in developing Fire Safety Management systems, to manage fire safety across all areas of an organisation. It also provides a government approved framework that dictates minimum standards, functions and accessibility of Fire Safety Management to which C&C is committed to observing.
- 1.3 A documented Fire Risk Management System (FRMS) demonstrates how the Fire Safety Policy is translated into actions to ensure that any fire risk to people and/or the business is reduced as far as is reasonably practicable and in ensuring that the legislative requirements are met.
- 1.4 Documentation of the FRMS and its processes provides an auditable trail and evidences C&C commitment to fire risk management and legislative compliance.
- 1.5 The approach to fire risk management also follows the Regulatory Reform (Fire Safety) Order 2005.
- 1.6 This Policy will be reviewed on a three-yearly basis unless any legislative changes require an earlier review.

2. PURPOSE

- 2.1 This policy informs on the approach and management of all undertakings where the objective is the elimination or reduction of fire risk in keeping with the intent and requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) and other relevant legislation, as follows:
 - LACORS (Local Authorities Coordinators of Regulatory Services): Housing – Fire Safety guidance.
 - Local Government Association: Fire safety in purpose-built flats.
 - Department for Communities and Local Government (DCLG): Fire safety risk assessment: Sleeping Accommodation.
 - DCLG: Fire safety risk assessment: residential care premises.

- BS 9999: 2008 Code of practice for fire safety in Design, Management and use of Buildings.
- BS 9991: 2011 Fire safety in the design, management and use of residential buildings.
- The Building Regulations 2000 - document B.

3. **SCOPE**

- 3.1 This Policy applies to all employees, volunteers and Board and Committee members. It also applies to those employed by agencies under agreements with C&C. All of these will be referred to as “worker” in this Policy.
- 3.2 Failure by any worker to comply with this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy.
- 3.3 This document applies to all C&C owned, leased and managed stock.
- 3.4 This document also applies to any duty or tenure where C&C may have an interest in or with, to ensure that any known risks are managed appropriately.

4. **RESPONSIBILITIES**

- 4.1 The Chief Executive of C&C has ultimate responsibility for compliance with the Regulatory Reform (Fire Safety) Order, these are delegated throughout the company to ensure day to day activities are carried out in meeting with compliance.
- 4.2 The Fire Risk Assessor has responsibility for conducting FRAs in accordance with an agreed programme, reporting on performance and overseeing delivery against the respective action plans.
- 4.3 Staff operationally have responsibility for delivery of the actions contained within the respective action plans in accordance with the agreed timescales.

5. **POLICY**

5.1 **FIRE RISK ASSESSMENTS**

- 5.1.1 C&C will undertake a regular fire risk assessment (FRA) in all properties as required by the Fire Safety Order where it has fire safety duties and/or responsibilities under the order.

The regularity of checks will be:

- Care homes or extra-care schemes, and all properties that have been converted (e.g. house into self-contained apartments or HMO) – every 12 months
- Purpose built sheltered accommodation – every 24 months
- Purpose built supported and general needs accommodation – every 48 months

5.1.2 C&C will agree a programme for any works arising from the FRA with the appropriate authorities.

5.2 GENERAL FIRE PRECAUTIONS

5.2.1 'General fire precautions' in relation to Fire Safety Management includes:

- Measures to reduce the risk of fire and the risk of the spread of fire within a property.
- Protecting the means of escape.
- Providing means of firefighting.
- Providing means of detecting fire and giving warning in case of fire.
- Measures to mitigate the effects of a fire in the property.
- Emergency procedures to be followed in the event of a fire.

5.2.2 C&C will give priority to measures under its control which prevent or minimise the risk of fire (such as gas and electrical maintenance and inspection) together with those which provide early warning of the fire (smoke detectors and fire alarms) as well as those which contain the fire so that once warned they can move quickly out of danger (including compartmentation, fire doors and protected escape routes).

5.2.3 A property's fire evacuation strategy will be routinely reviewed as part of the FRA.

5.2.4 Where the building design, condition and risk profile will allow, C&C will adopt a 'stay put' strategy for residential properties.

5.2.5 Where a stay put strategy is considered to be inappropriate for a particular property the relevant risk factors influencing this decision will be identified in the FRA with an explanation supporting the evacuation strategy.

5.2.6 C&C will implement and maintain general fire precautions specified by fire safety design or as the result of an FRA.

5.2.7 Where any property has had refurbishment or remodelling works undertaken then an update FRA will be undertaken upon the works completing and prior to occupation (whether the existing FRA is in date or needs renewing).

5.3 SIGNAGE AND COMMUNICATION OF EVACUATION STRATEGY

5.3.1 C&C will provide a clear written description of the evacuation strategy in a prominent position in every property. In addition, C&C will work with residents to ensure that they understand the strategy.

5.4 FIRE DETECTION AND ALARMS

5.4.1 C&C will provide fire detection and alarms as required by regulation.

5.5 QUALITY ASSURANCE:

5.5.1 C&C will assess using the principles of PAS 7 the effectiveness of their fire safety policy/strategy and arrangements through formal scheme and premises-based audits conducted at periods determined on the basis of risk and informed by the nature of accommodation and its residents.

5.6 PERFORMANCE MEASUREMENT & REPORTING:

5.6.1 Fire Safety related performance information is routinely provided for operationally and seeks to ensure and provide for the effective management and delivery of the Fire Audit Programme and resultant Action Plans.

5.6.2 Reports to the Health Safety and Fire Steering Group, EMT and the Board inform on levels of overall compliance and associated activity.

5.7 FIRE BRIGADE ENFORCEMENT NOTICES

5.7.1 C&C will take any fire brigade enforcement notices received extremely seriously and will act on them in a timely manner.

5.7.2 C&C will work closely with the London Fire Brigade in resolving any enforcement notices.

6. **SUPPORTING DOCUMENTATION**

Supporting fire related policies/procedures and guidance is also contained within the following;

- Fire Procedure and guidance