

1 Scope

- 1.1 This policy applies to all Aster colleagues, contractors, customers and visitors to Aster premises.
- 1.2 This policy extends to properties owned and/or managed by Aster (including Central & Cecil and East Boro Housing Trust [EBHT]) except leasehold & shared owner's dwellings unless the provisions are required to maintain safety of the block.
- 1.3 This policy does not cover activities required to meet additional provisions of the Building Safety Act 2022. This will be added as an addendum at a later date

2 Policy Statement

- 2.1 We will ensure, so far as is reasonably practicable, that our customers, visitors, colleagues, and contractors are properly protected from the risks relating to fire safety in our buildings including taking fire prevention measures where necessary.
- 2.2 We will ensure we are compliant with all relevant legislation particularly the Regulatory Reform (Fire Safety) Order 2005 [RRFSO] and the Fire Safety Act 2021 by adopting the following guidance:
 - 2.2.1 Fire Safety in Specialised Housing –NFCC
 - 2.2.2 Current Building regulations – Approved Document B
 - 2.2.3 Housing – Fire Safety - Guidance on fire safety provisions for certain types of existing housing
 - 2.2.4 Fire safety in purpose-built blocks of flats
 - 2.2.5 DCLG 9449 HM Department for Levelling Up, Housing and Communities "Offices & Shops
- 2.3 To achieve this, we will;
 - 2.3.1 Carry out regular Fire Risk Assessments in all Blocks in scope of the RRFSO (normally those with 2 or more dwellings & common access) and in line with the timescales set out in the Appendix.
 - 2.3.2 Keep a register of Fire Risk Assessments (the FRA Register) recording the date of the last assessment and the due date of the next.
 - 2.3.3 Deal with any hazards or lack of suitable fire management controls found in FRAs, by completing corrective and remedial actions (Fire Actions) as appropriate.
 - 2.3.4 Keep a register of Fire Actions (the Fire Action Register) recording the due date to complete the action in line with the timescales set out in the Appendix and the actual date of completion.
 - 2.3.5 Ensure suitable evidence is logged to validate the closing of an action on the Fire Action Register.
 - 2.3.6 Log, report and track through to completion any action required to satisfy advice or enforcement issued by the Fire & Rescue Service.

Competencies

- 2.4 We will only employ or contract with service providers with suitable competence and demonstration of relevant third-party accreditations as set out in the Fire Safety Procedures.

Roles and Responsibilities

- 2.5 The Chief Executive Officer retains overall accountability for this policy. Aster is the Duty-holder.
- 2.6 The Health & Safety Director is accountable for ensuring the policy is reviewed and updated (Board for EBHT).
- 2.7 The Property Services Director is responsible for policy implementation and ensuring adequate resources are available to meet the policy objectives. (CEO for EBHT).
- 2.8 The Property Safety Director is accountable for delivery of the key policy objectives and for achieving the associated targets (Director of Housing Services for EBHT).
- 2.9 The Head of Fire Safety Management is responsible for delivery of the key policy objectives and for achieving the associated targets (The Building Safety and Compliance Manager will ensure this policy is implemented and adhered to in their areas of responsibility for EBHT).
- 2.10 Regional Operations Directors are responsible for fulfilling fire actions relating to property management, repairs, minor works including low numbers of fire door replacement, housekeeping and keeping escape routes clear of obstruction. (The Customer Service Manager, for EBHT).
- 2.11 The Property Investment Director is responsible for fulfilling (passive) Fire Actions relating to building compartmentation, large scale fire door replacement and larger projects. (The Property Investment Manager, for EBHT).
- 2.12 The Head of Fire Safety Management is responsible for fulfilling (active) Fire Actions relating to fire detection, alarms, and controls. (The Building Safety and Compliance Manager, for EBHT.)
- 2.13 (The Building Safety and Compliance Manager will ensure fire risk assessments are carried out and that periodic inspections, Fire Actions and audits are completed, for EBHT).
- 2.14 The Head of Workspace & FM is responsible for delivery of the key policy objectives and for achieving the associated targets, in Corporate Real Estate. (The Building Safety and Compliance Manager, for EBHT.)
- 2.15 Where access into dwellings is required Housing and Independent Living colleagues will support staff & contractors, where it becomes necessary, to gain access.
- 2.16 Customers are expected to grant access when requested.

3 Monitoring and Review

- 3.1 Assurance measures will be applied as set out in the current version of the Property Compliance Plan. In any event 100% of all FRAs will be reviewed by a competent person before acceptance.
- 3.2 Aster will monitor implementation of this policy using monthly performance measures as below:

Measure	Type	Reviewed by
No.\% of blocks with current FRA on file of those required	KPI	GHSP\EB\AGL Board+
No. of overdue High Priority Actions		
No. of overdue Actions	OPI	GHSP\EB\Overlap Boards\EBHT Board
No. of active Actions		
Servicing & safety regimes completed on target (Service Providers)		
Servicing & safety regimes completed on target (in - house)		

- 3.3 The effectiveness of this policy will be continuously monitored, and the embedding of the policy scrutinised after 12 months by the *Group Health & Safety Panel*
- 3.4 This policy will be reviewed every 3 years unless business need, regulation or legislation prompts an early review

4 Related Policies and Procedures

- 4.1 Fire Safety Procedures
- 4.2 Aster Group Health & Safety Policy

5 Governance

Effective From:	01/09/2022	Expires:	31/08/2025
Policy Owner:	Health & Safety Director		
Policy Author:	Director of Property Safety		
Approved by:	<i>Group Health & Safety Panel</i>		
Delegation Matrix Reference:	R065	Version Number:	V3.0

Fire Safety Policy

Appendix A – Timescales and intervals

Fire Risk Assessments	
Property category	Max interval
Extra Care, Sheltered schemes and buildings over 3-storeys, offices & commercial premises*	12 months
All other buildings	36 months
Inspection, monitoring, and safety measures	
Activity	Max interval
Emergency Lighting – flick testing	Monthly
Emergency Lighting 3-hour discharge	Annual
Fire Alarm Testing (Panel systems/fire door release only)	Weekly
Servicing - Fire Alarm panels (& 25% of system)	Quarterly
Servicing – AOVs, dry risers, sprinkler systems	6 monthly
Servicing – Fire Fighting Equipment	Annual
Corrective action resolution	
Priority	Fulfilment time (working days)
Intolerable	4 hours (attendance)
High priority	3 months
Medium priority	6 months
Low priority	12 months
Planned	36 months*

*With some exceptions as set out in the Fire Safety Procedure