



**manningham**  
HOUSING ASSOCIATION

## **FIRE SAFETY POLICY**



## FIRE SAFETY POLICY

### 1. INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions 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 Manningham Housing Association as the landlord, managing agent or *'responsible person'*.
- 1.3 This fire safety management policy applies to all premises, owned and managed which are to any extent under the control of the Manningham Housing Association as the Landlord or managing agent.
- 1.4 Manningham Housing Association will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
  - provide and maintain passive and active fire prevention, protection and 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 residents, staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
  - provide a programme of fire safety training;
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing fire safety specifications following any recommendations from the fire risk assessment;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

### 2. PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:



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- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs tenants, staff, service users, people with disabilities, contractors, the public, etc.;
- appropriate safe and secure location of building services 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 1996 and Disability Discrimination Act 1995;
- 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 in fire safety arrangements, in particular evacuation procedures and drills.

2.3 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 testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers where installed;
- A bi-annual fire safety risk assessment by a fire safety specialist consultants.

2.4 A summary of our active fire precautions are shown in the table below:

What	Frequency	By whom
Full Fire Risk Assessment	Every two years	External Fire Specialist
Fire Alarm System service and test	Quarterly	Service Specialists
Fire Extinguisher service and check fitted	Annual	Service Specialist
Emergency lighting full duration test	Annual	Electricians
Emergency lighting short functional test	Monthly (11 + 1 above)	Electricians
Monthly fire risk scheme inspections	Monthly	Neighbourhood Officers
Fire point tests where required	Weekly	Neighbourhood Officers



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### 3. PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated into a fire risk assessment action plan.
- 3.2 Fire Risk Assessments will be carried and reviewed regularly (recommended to be every two years) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:
- |                    |   |                                      |
|--------------------|---|--------------------------------------|
| <b>High Risk</b>   | = | Work to be completed within 8 weeks  |
| <b>Medium Risk</b> | = | Work to be completed within 6 months |
| <b>Low Risk</b>    | = | Work to be completed within 1 year   |
- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for residents who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Contracts have been commissioned for the maintenance of fire safety systems. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include:
- Fire detection and warning system;
  - Emergency lighting;
  - Fire fighting facilities;
  - Portable electrical appliances testing (PAT).

### 4. ORGANISATION AND CONTROL

- 4.1 The Chief Executive/Director will:
- ensure that this Fire Safety Management policy is properly implemented and reviewed;
  - ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;



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- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

### 4.2 Property and Estates Manager/Housing Manager

- ensure that fire risk assessments are reviewed regularly (at least every two years) or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- 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 assessments is readily accessible, its provisions complied with;
- ensure that effective arrangements are in place for contacting the emergency services;
- 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 monthly premises fire safety inspections are carried out by Neighbourhood Officers and recorded actions completed;
- ensure information on fire safety arrangements is available to residents and visitors;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure that the annual testing of portable electrical equipment and periodic testing in accordance with our electrical safety policy of the fixed electrical installations has been carried out.



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### 5. MONITORING

- 5.1 The following will be used to monitor the effectiveness of the Fire Safety Management Policy:
- a) Number of fires / number of fire related incidents/number of actions from Fire Management Plan overdue recorded quarterly and reported to the Board of management.
  - b) Monthly monitoring of the actions within the management plan.
  - c) Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
  - d) Annual audit of the Fire Safety management plan by the Director.

### 6. REVIEW

- 6.1 Annual audit of all fire systems by Director of Customer Services to ascertain compliance with not only statutory provisions but with this Fire Safety Management Policy.
- 6.2 Annual Asset Management Compliance report for the Board of Management.
- 6.3 Full review of this policy every 3 years.

<b>Policy Name</b>	<b>Fire Safety Policy</b>
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<b>Lead Officer</b>	<b>Director of Customer Services</b>