



# **Fire Safety Policy**

**February 2023 - 2025**

**Prepared by**

Document Owner(s)	Organisation Role
Richard Walker	Home Services Director
Tandi Harriyanto	Property & Compliance Manager

**Manual Control Version**

Version	Review date	Reviewed by	Change description
2.0	December 2022	Martin Sherman	Revised to take account of new legislation 2022
2.4	February 2023	Richard Walker & Fire Consultant (Prism Safety)	Updates to legislation included and fire safety matrix added

## **1. Policy Statement**

Pickering and Ferens Homes (PFH) has a responsibility to ensure that all our properties and activities meet appropriate fire safety requirements, specifically the new fire and building safety legislation.

New fire and building safety legislation has created additional compliance requirements on PFH properties, specifically:

- Additional fire risk assessment requirements on all buildings with two or more sets of domestic premises (excluding flats with no common parts).
- Additional requirements for “responsible persons” duties and clear understanding of who is responsible for each element of fire safety at the premises under this legislation
- Additional training of nominated persons to take account of the new legislation
- Additional requirements to communicate with Residents on fire safety, in particular the requirement to communicate annually on fire safety
- Additional fire management plans to all buildings captured by the revised legislation to consider the changes.

PFH is committed to safeguarding the health, safety and wellbeing of everybody living, working or visiting our buildings, and to protecting our property.

This policy sets out the fire safety approach that PFH adopts in the management of our assets and the people living, working and visiting them.

## **2. Aims and objectives of the policy**

Pickering and Ferens Homes (PFH) Fire Policy details the approach PFH will follow to manage fire safety in the premises portfolio. The policy sets the approach so that all buildings meet with the required level of fire precautions required by fire safety legislation. The ultimate aim of the Fire Policy is life safety in the event of a fire. Environmental factors and business continuity have been considered and will be addressed in the associated relevant PFH policy documentation.

The main objectives of this policy are to:

- Ensure that all persons can remain safe in their homes as part of either a delayed evacuation procedure or be evacuated safely from a building in the event of a single fire incident.
- Enhance the life safety of fire-fighters who may need to enter a building during and after the evacuation of occupants.

## **3. Requirements**

PFH regards the promotion of fire safety measures as a mutual objective for employees at all levels of the organisation. It also recognises its duty to comply with The Regulatory Reform (Fire Safety) Order 2005 (FSO) as amended and the Fire

Safety Act 2021. The Fire Safety (England) Regulations 2022 and The Building Safety Act 2022 plus other relevant guidance and regulations that are applicable to PFH premises. It is therefore the objective of PFH to ensure that all employees understand the duty of care to other employees, to residents, contractors, visitors and members of the public so far as is reasonably practicable from risks to fire safety arising from work activities and from foreseeable work hazards.

The Fire Safety Act 2021 amends the FSO which now includes buildings with two or more sets of domestic premises, the FSO applies to these two elements:

- Where the building contains a common area (internal or external), the structure and external walls of the building, including cladding, balconies and windows;
- All doors between the domestic premises and the common parts (e.g., entrance doors to individual flats which open on to common parts).

The effect of the Act requires fire risk assessments of buildings with two or more sets of domestic premises (flats with common parts) to be updated to take account of structure, external walls and doors. PFH has 40 buildings that are regulated by the new Act.

Regardless of the height of the residential building, residents of all blocks of flats and other multi-occupied residential buildings with common parts will be given fire safety instructions as well as information on the importance of looking after fire doors, to help make them feel safer in their own homes.

Fact sheets are available on the Government website to ensure that all aspects of the new legislation is in accordance with the Governments recommendations on compliance <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>

The regulations are not intended to capture maisonettes, where two flats exist within a converted house and there are no “common parts” through which an individual would evacuate in the event of a fire.

PFH will:

- Ensure that adequate resources are provided to maintain standards in fire safety.
- A nominated duty holder is in place to manage fire safety and all delegated responsibilities have clear guidance on management of the requirements and the roles and responsibilities on behalf of PFH, who are deemed the “Responsible Person” under Article 3 of the FSO as having control of the buildings under its care. Nominated Duty Holders under Articles 5 and 18 of the FSO allow the day to day operation of the FSO to be undertaken within individual buildings operated by PFH
- Nominated duty-holders for buildings with two or more sets of domestic premises (with communal areas) will review and where necessary update their fire risk assessments to take account of the structure, external walls and flat entrance doors, unless already completed.

- Use the Fire risk assessment prioritisation tool ( FRAPT) to determine the future requirements of its risk assessment programme . The FRAPT is available at:<https://www.gov.uk/government/publications/fire-safety-act-2021/fire-safety-act-2021-factsheet-the-fire-risk-assessment-prioritisation-tool>
- Following use of the FRAPT, we will carry out risk assessments and reviews in accordance with the regulations. We will undertake a review of the FRA every alternate year or immediately if any substantial alterations have taken place to the structure of the building.
- Provide training, instruction, information and supervision to enable nominated duty-holders to perform their tests and inspections safely and efficiently.
- Ensure that all machinery, plant and equipment are maintained in a safe condition.
- Expect contractors, their sub-contractors and suppliers of equipment and materials to be as committed to achieving and adhering to regulatory fire safety standards.
- Ensure swift investigation in the event of any fire or fire safety incident and review or amend methods and procedures as well as conduct follow up training (if required) and analysis to reduce/eliminate re-occurrence. The investigation will be undertaken by a competent person
- Implement a system of continuous improvement of fire safety performance by promoting a safety management strategy that includes the provision of safe working systems and appropriate procedures for assessing significant risks with adequate controls and monitoring.

All PFH employees have a duty to co-operate in the operation of this Fire Policy by:

- Working safely and taking reasonable care of their workplace by adhering to company fire safety procedures.
- Not interfering with, misusing or wilfully damaging anything provided by the Association in the interest of fire safety.
- Reporting incidents that have led to or may lead to a fire

#### 4. Delivery

PFH properties are split into two distinct property categories which reflect how fire safety will be managed and designated as below:

- **Type one** – Partially Staffed - Sheltered Housing, flats with communal areas and Pickering and Ferens Offices and pop-in accommodation.
- **Type two** - Not staffed, traditional housing: older person properties consisting of a selection of Alms-houses, semi-detached, terraced and detached housing.

**Type one** properties, PFH office accommodation, all sheltered schemes, flats designated as communal with common areas or part of the same building with 2 or more occupants (not flats where each have ground level access and no common parts), will be managed by the following procedure:

- Risk assessments will be conducted by a competent and suitably qualified risk assessor in accordance with the Building Safety Act Section 156 which makes changes to the FSO Article 9A.
- The risk assessment will identify the site-specific required control measures for suitable and sufficient smoke control, fire control, evacuation procedures and firefighting equipment and other relevant fire precaution measures
- Fire doors will be reviewed annually, initially a desktop determining where associated works have been undertaken, followed by site inspections for higher risk assets as determined by the desktop review. Reviews will be carried out in accordance with the requirements of the Fire Safety Regulations.
- Where buildings have fire alarms, they will be tested weekly in RL+ (to reflect the respective vulnerabilities, extra complexities and third-party monitoring), and monthly in flats with common parts these will also be serviced every 6 months
- Whilst fire extinguishers are not a requirement, they do pose a reassuring perception for residents. Where we have these, visual inspections will be undertaken monthly and they will be serviced annually
- Automatic opening vents will be tested monthly and serviced annually
- Emergency lighting will receive a power test monthly and a full drain down test annually
- Compartmentation checks will be undertaken on an as-and-when basis as part of quality assurance monitoring following improvement works. Initial checks will also be undertaken as part of FRAs, which may subsequently recommend more detailed checks.
- Fire drills will be undertaken with residents on an annual basis in RL+ schemes
- All properties will have smoke and CO detection as per the regulations, these will be checked and repaired or replaced as necessary on an annual basis
- Communal fire checks (housekeeping checks) will be undertaken on a daily, weekly and monthly basis as per appendix A. The documentation will be detailed and provided in the site-specific fire safety management files.
- Maintenance will be carried out in accordance with the cyclical maintenance procedures and compliance requirements.
- Fire management plans are required for all this type of accommodation and will be displayed in communal areas alongside fire guidance for all occupants relating to fire evacuation.
- Renewed fire guidance every year and provided to new residents on signing up.
- General fire safety awareness, including the importance of fire doors, to be displayed for all residents to clearly understand
- Personal Emergency Evacuation Plans (Peeps) and General Emergency Evacuation Plans (Geeps) provided to all sheltered schemes for Fire Authority use. These will be reviewed proactively with RL+ residents on an annual basis and reactively with residents in flats with common parts.
- Designated secure information box (SIB) provided at all sheltered schemes
- Fire alarm monitoring (for those buildings with alarms) will be tested weekly and serviced annually
- The use of the FRAPT to determine the FRA procedure will be implemented for all current buildings that are new to the Act.

**Type two** properties are a combination of domestic dwellings. The properties are not staffed by PFH and are occupied by Residents of PFH. Therefore they will be managed by the following procedure:

- Review of the general maintenance within the building and reporting defects.
- Provision of early warning smoke detection and carbon monoxide detection to all buildings

Guidance on general fire safety and the importance of fire doors, including what to check, will be provided to residents via the PFH website, newsletters and other forms of media (including notice boards) on an annual basis.

Evacuation strategies for individual buildings will be provided as part of the PFH welcome pack for new residents, and displayed in the communal areas of buildings. Residents will be regularly reminded to review them.

Our fire safety compliance matrix at Appendix A, illustrates the frequency at which checks will be undertaken to meet or exceed the statutory requirements, as well as nominated persons for associated tasks as designated by the responsible person.

## 5. Training

The provision of training and instruction is essential to ensure fire safety standards are maintained and improved within organisations. Fire incidents are more likely to occur when nominated duty-holders and/or employees and others are not provided with information regarding safe systems of work and are unaware of the correct safety procedures.

**Induction Training** - All new employees take part in the employee induction and training programme, organised by the Human Resources team for the first day of employment. The programme takes them through site specific induction training covering the fire and emergency procedures and provides information about any practice evacuations that may need to be carried out. New employees and temporary staff including cleaners, security staff, personnel will receive training on their first day. Training, Induction and information will be delivered, taking into account any difficulties which people may have, such as people with learning difficulties, people who are unable to read or where English is not their first language.

**Fire Safety Training** - Managers will ensure that all staff under their control receives training on fire safety issues to enable them to follow emergency evacuation procedures and to be vigilant on fire safety issues. Staff who change work from several locations should be given this basic instruction on their first day of attendance at the new premises even if they have received more extensive instruction. All staff will receive instruction and training to ensure they understand the fire precautions in the premises and the action to take in case of fire. The needs of any persons who have a disability should be taken into account during training. All employees should receive training at least once in a twelve-month period. Newly appointed staff should be made

aware of the means of escape and the fire procedure at the commencement of their employment. Up to date records of instruction and training provided should be kept.

**Fire Safety Management Training (Fire Warden Training)** - Employees who are identified as the responsible person for a specific type of property should receive appropriate training commensurate with their role in the prevention and maintenance of fire safety procedures and the Fire Policy. This will be delivered by a specialist approved provider.

**Nominated duty-holder training** – Where specific fire management procedural training is required to fulfil the role designated for management of a building in accordance with the FSO and supporting FSER Regulations

**Additional Training** - All contractors should have a site-specific induction briefing by the responsible person on site.

**Training records** - All training will be based on written instructions with the date, content, duration, names of those attending and name of the competent person giving such instruction. Records will be readily available for inspection by the relevant enforcing authorities.

## **6. Fire Risk Assessment**

Individual risk assessments will determine the site-specific specification for the management of fire safety in premises within the PFH portfolio. Hazards will be identified by the fire risk assessment. It should be noted that the hazard may not just be limited to the creation of a fire event, but aspects that may, for example, impede evacuation will be described as a hazard. Identified hazards should be reviewed and those deemed to be significant, and which could impact on the objectives for the Fire Policy, should be subject to a detailed investigation.

Risk assessments will be conducted for all new acquisitions and all existing types of sites that require risk assessing under the FSO Article 9. The risk assessment will be kept on site and reviewed (light touch – type 3) every two years. A new risk assessment will be conducted if there is a:

- Change to the use of the property.
- A major change to the structure of the premises.
- A change of needs for the person(s) occupying the premises.

Fire Risk Assessment Reviews will be commissioned every two years by the Property and Compliance Manager, who will also maintain responsibility for managing, delivering and reporting the recommendations arising from the FRAs. These will be reported and managed through the Performance Management Framework.

PFH will take a reasonably practicable approach to completing actions and recommendations from FRAs in the timescales recommended by the assessor. If a recommendation is viewed as not reasonably practicable, a written case will be



supplied to the Senior Leadership Team to consider and sign off before it is closed on the register of recommendations. Once approved, the FRA will be updated to track why the recommendation has not been completed and the date this decision was approved.

The site-specific Fire Safety Management System objective is life safety in the event of a fire. The following four groups will be considered in the fire safety strategy for each property during the risk assessment phase.

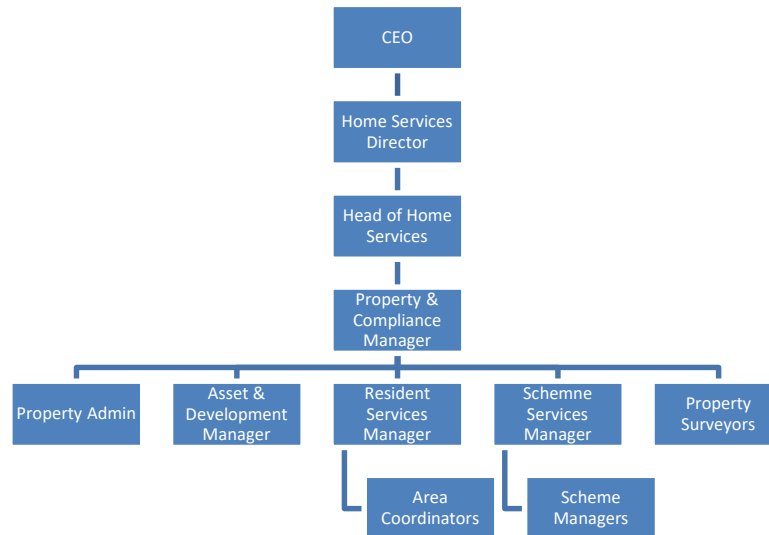
- Occupants - Occupants are defined as the persons who work in or use the building on a regular basis including the residents of the building. They are likely to be knowledgeable of the building, its layout and its processes.
- Visitors - Visitors are persons who do not occupy the building but who may use part of the building regularly or may be in the building for specific purposes. The general public come under this group.
- Contractors - Contractors are persons who may be employed directly or indirectly to undertake works on the building and its processes, or who may be used for specific tasks within the building. Contractors are similar to visitors in that they do not occupy the building but may use parts of the building regularly or may be in the building for specific purposes.
- Fire-fighters - Where fire-fighters are required to enter the building or to assist with evacuation, or to fight fires within proximity to the building, their safety should be considered by the site specific Fire Safety Management System.

## **7. Responsibilities within this Policy**

Nominated duty-holders as designated by the Regulations, must ensure there are management plans in place to manage Fire safety of the buildings that are deemed part of the Fire Safety Regulations 2022.

The responsible person (Board) delegates responsibilities to duty-holders within the organisation but has overall control and responsibility to ensure fire safety is maintained to the relevant standards.

- The PFH Board is deemed the Responsible Person in accordance with the Fire Safety Regulation 2022
- The Responsible Person (PFH Board) delegates responsibility for implementing and providing assurance to The Chief Executive of PFH
- The Chief Executive delegates operational responsibility to our nominated duty-holders with the FSO, who assist in the day-to-day management of PFH as follows:



- The Property & Compliance Manager has the responsibility for regularly monitoring to ensure that the fire risk assessments in Type one and two premises have been reviewed and updated as necessary. That all checks for compliance are up to date and records kept, and that PFH complies with all appropriate legislation in this respect. The Property and Compliance Manager will also seek assurance that:
  - The Scheme Services Manager has the responsibility to ensure that the specific needs of individual residents who may find it difficult to evacuate the Sheltered premises and require assistance or additional aids to evacuate the building will be assessed in the Personal Emergency Evacuation Plan's (PEEPS). That these are reviewed on an annual basis and change of occupancy. The plans and relevant Fire Authority documents are kept up to date in the Fire information box at the sheltered schemes and all weekly and monthly checks are in place.
  - The Resident Services Manager has the responsibility to ensure that a person-centred approach (PCA) is taken when considering the specific needs of individual residents who live in non-sheltered but dwellings with shared communal entrances. The result of this, where appropriate will be the development of a PEEP, and that these are reviewed on an annual basis and change of occupancy. Relevant fire safety information will also be provided as part of a new residents welcome pack.
  - The Asset and Development Manager must be made aware that a change in building use, alterations to the structure and or a change of needs for the person(s) occupying the premises will require a review of existing fire risk assessments. Any new developments requiring fire risk assessments or fire plan etc are in place before occupation.
  - The Resident Services Manager has the responsibility of the House keeping checks carried out Monthly to the communal flats.
  - Surveyors, Scheme Managers and Area Coordinators are responsible for delivering specified weekly, monthly, six monthly and annual checks, as directed by the Property and Compliance Manager and set out in Appendix A

- The Property Admin team, under the guidance of the Property and Compliance Manager are responsible for raising orders for contractors for undertaking specific works and checks, and then updating appropriate recording systems

## **8. Monitoring**

Type one premises – partially staffed: To supplement the fire risk assessment, each Type one premises will be provided with a site-specific Fire Safety Management File. Where necessary, this policy and any associated documents will be provided in alternate formats / languages. The duty-holder for fire safety management in each Type one premises will be identified and documented in the site-specific Fire Safety Management File. The content of the Fire Safety Management File must be completed by the duty-holder and checks must be conducted and recorded in accordance with the File. PFH acknowledges the need to respect and, where possible, accommodate the religious practices of its staff and residents.

Type two premises – Resident accommodation non-communal ie individual bungalows / houses Each resident of a Type two premises will be provided with fire safety information and advice on fires safety. This will be in the form of an information leaflet and / or web based. Fire alarm detectors are fitted to all accommodation in accordance with current regulations.

PFH adopts a sterile approach to fire safety in communal areas with managed exceptions:

- Items that are managed and owned by PFH and meet requirements for safe passage and fire resistance (eg. furniture in Retirement Living Plus schemes)
- Non-combustible items required to support independent living (eg. walking frames) that are located in an agreed area without impeding escape/evacuation

## **9. Performance Management & Assurance**

PFH will incorporate the requirements set out in this policy, into its performance management framework.

The Property and Compliance Manager has operational responsibility for ensuring that the requirements of this policy are being met, and providing assurance through the performance framework, to senior duty-holders and the responsible person.

Performance of individual duty-holders will be managed through monthly performance monitoring, using the PFH performance management framework.

The Board will receive performance management information regarding compliance with this policy at each meeting, including information regarding the performance trend and a commentary relating to performance. Specific KPIs will be reported as follows:

- % of properties with a valid Fire Risk Assessment
- Number of outstanding FRA actions

- Number of overdue FRA actions

Additional assurance will be gained through internal audit being commissioned to undertake compliance audits on a frequent basis.