



# Fire Safety Policy

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Pickering and Ferens Homes/Lanahan Risk Management Services Ltd.  
Richard Walker/Property & Compliance Manager  
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## Prepared by

Document Owner(s)	Organisation Role
Richard Walker	Home Services Director
Martin Crowther	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
2.5	May 2024	Louanne Lanahan – Health and Safety Consultant & Joe Day – head of home services	Full review following compliance assurance audit to streamline and align policy

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## 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:

1. Additional fire risk assessment requirements on all buildings with two or more sets of domestic premises (excluding flats with no common parts).
2. 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
3. Additional training of nominated persons to take account of the new legislation
4. Additional requirements to communicate with Residents on fire safety, in particular the requirement to communicate annually on fire safety
5. 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

The PFH Fire Policy outlines the organisation's approach to managing fire safety across its property portfolio. The policy ensures that all buildings meet the required fire safety standards mandated by legislation. Its primary goal is to prioritise life safety in the event of a fire, while also considering environmental factors and business continuity, addressed in associated PFH policy documentation.

### Objectives:

1. **Ensuring Resident Safety:** Safeguarding residents' safety by enabling safe evacuation or implementing delayed evacuation procedures during a fire incident.
2. **Protecting Firefighters:** Enhancing the safety of firefighters who may need to enter buildings during or after evacuations.

### Compliance:

PFH is committed to promoting fire safety measures in line with regulatory requirements, including:

- Regulatory Reform (Fire Safety) Order 2005 (FSO)
- Fire Safety Act 2021 (England and Wales)
- Building Safety Act 2022
- Fire Safety (England) Regulations 2022
- Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022

## New Legislation Impact:

The Fire Safety Act 2021 expands the FSO's scope to include buildings with two or more sets of domestic premises. PFH is adapting to comply with the Act, with 40 regulated buildings affected.

## Actions by PFH:

- **Allocation of Adequate Resources:** PFH ensures sufficient resources for maintaining fire safety standards.
- **Appointment of Nominated Duty-Holders:** Clear guidance and support are provided to duty-holders responsible for managing fire safety within PFH buildings.
- **Review and Updating of Fire Risk Assessments:** Duty-holders for buildings with communal areas will review and update fire risk assessments to include structure, external walls, and flat entrance doors.
- **Use of FRAPT Tool:** PFH employs the Fire Risk Assessment Prioritisation Tool (FRAPT) to determine future risk assessment priorities.
- **Training and Supervision:** Providing training, instruction, information, and supervision to duty-holders to perform tests and inspections safely and effectively.
- **Maintenance of Equipment:** Ensuring all machinery, plant, and equipment are maintained in a safe condition.
- **Contractor Compliance:** Expecting contractors, subcontractors, and suppliers to adhere to regulatory fire safety standards.
- **Incident Investigation and Improvement:** Conducting swift investigations into fire incidents and implementing follow-up actions to improve fire safety procedures.
- **Continuous Improvement:** Implementing a safety management strategy to continuously improve fire safety performance through risk assessment, control measures, and monitoring.

## 3. Delivery

PFH properties are categorised into two distinct types based on their fire safety management:

- **Type One - Partially Staffed:**
  - Includes sheltered housing, flats with communal areas, Pickering and Ferens Offices, and pop-in accommodations.
  - Additionally, all sheltered schemes and flats designated as communal with common areas or part of the same building with two or more occupants fall under this category.
- **Type Two - Not Staffed, Traditional Housing:**
  - Comprises older person properties, including a selection of Alms-houses, semi-detached, terraced, and detached housing.

For Type One properties, including PFH office accommodation and designated flats with communal areas, the following procedure will be implemented for fire safety management:

- **Competent Risk Assessment:** A qualified risk assessor will conduct risk assessments in compliance with Section 156 of the Building Safety Act 2022, which amends Article 9A of the Regulatory Reform (Fire Safety) Order 2005 (FSO).
- **Site-Specific Control Measures:** The risk assessment will identify necessary control measures tailored to the site, including smoke control, fire control, evacuation procedures, firefighting equipment, and other relevant fire precautions.

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:

- **Building Maintenance Review and Defect Reporting:** Regular reviews of the general maintenance within the building will be conducted, with any defects promptly reported and addressed in accordance with relevant maintenance standards and health and safety regulations.
- **Smoke and Carbon Monoxide Detection:** All buildings will be equipped with early warning smoke detection and carbon monoxide detection systems. These installations will comply with the requirements set forth in BS 5839-6:2019 for smoke alarms and BS EN 50291-1:2018 for carbon monoxide alarms.

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.

PFH's 'Central Fire Management Plan' document provides full details of 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. This document includes the 'fire safety compliance matrix' as an Appendix that provides specific details on frequencies and responsible staff members. Fire doors and flat entrance doors within Type 1 properties will be subject to the required regular checks as outlined in appendix A and in the following document: Fire Safety Arrangements - Flat Entrance Doors. Adjustments to Fire doors and flat entrance doors will be subject to the details in the following document: Fire Safety Arrangements - Flat Entrance Doors.

## 4. Training

Ensuring that fire safety standards are maintained and improved within organisation's necessitates comprehensive training and instruction. Fire incidents are more likely to occur when nominated duty-holders, employees, and others lack information on safe systems of work and are unaware of the correct safety procedures.

**Induction Training:** All new employees will participate in an induction and training programme organised by the Human Resources team commencing on their first day of employment. This programme includes site-specific induction training, covering fire and emergency procedures and information about practice evacuations. The training will accommodate individuals with learning difficulties, those who cannot read, or where English is not their first language.

**Fire Safety Training:** Managers are responsible for ensuring that all staff under their supervision receive training on fire safety issues, enabling them to follow emergency evacuation procedures and remain vigilant regarding fire safety. Staff working at multiple locations will receive basic instruction on fire safety on their first day at a new site, regardless of prior training. All staff will be instructed on the fire precautions in the premises and the appropriate actions in case of fire. Training must consider the needs of individuals with disabilities. All employees should receive fire safety training at least once every twelve months. Newly appointed staff must be informed about the means of escape and fire procedures at the start of their employment. Up-to-date records of all instruction and training provided will be maintained.

**Fire Safety Management Training (Fire Warden Training):** Employees designated as responsible persons for specific properties will receive appropriate training commensurate with their roles in preventing and maintaining fire safety procedures and the Fire Policy. This training will be delivered by a specialist approved provider.

**Nominated Duty-Holder Training:** Specific fire management procedural training will be provided to individuals designated for building management roles, in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and supporting Fire Safety (England) Regulations 2022 (FSER). If the nominated Duty-Holder does not have appropriate qualifications already, PFH will seek to support the individual to obtain as soon as reasonably practicable, but will use the appointed H&S Advisor as our 'competent person' primarily for advice and guidance

**Additional Training:** All contractors will receive a site-specific induction briefing from the responsible person on-site.

**Training Records:** All training will be documented, including the date, content, duration, names of attendees, and the name of the competent person providing the instruction. These records will be readily available for inspection by relevant enforcing authorities.

## 5. Fire Risk Assessment

Individual risk assessments will determine the site-specific fire safety management specifications for premises within the PFH portfolio. Hazards identified in the fire risk assessment may include not only the potential for fire but also factors that could impede evacuation. Significant hazards that could impact the objectives of the Fire Policy will undergo detailed investigation.

**Fire Risk Assessments (FRA):** PFH will ensure that all new acquisitions and existing properties requiring an FRA have a PAS79 compliant assessment or an equivalent, conducted by a competent fire risk assessor. Risk assessments will be conducted for all new acquisitions

and existing sites as required under Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (FSO). These assessments will be kept electronically on file and reviewed every two years with a "light touch" approach (Type 3). A new risk assessment will be conducted if there is a:

- Change in the use of the property.
- Fire incident.
- Major structural change to the premises.
- Change in the needs of the occupants.

A summarised copy of the FRA will be provided on site, and the complete report can be provided upon request.

**Fire Risk Assessment Reviews:** The Property and Compliance Manager will commission FRA reviews every two years and will be responsible for managing, delivering, and reporting the recommendations from the FRAs. These will be managed through the Performance Management Framework.

**Action and Recommendation Implementation:** PFH will take a reasonably practicable approach to implementing FRA actions and recommendations within the recommended timescales. If a recommendation is deemed not reasonably practicable, a written case will be submitted to the Senior Leadership Team for consideration and approval before being closed on the recommendations register. The FRA will be updated to document the rationale and the approval date for not completing the recommendation.

**Fire Safety Management System Objective:** The primary objective is life safety in the event of a fire. The fire safety strategy for each property, determined during the risk assessment phase, will consider the following groups:

- **Occupants:** Regular users of the building, including residents, who are familiar with its layout and processes.
- **Visitors:** Individuals who do not regularly occupy the building but may use it occasionally or for specific purposes, including the general public.
- **Contractors:** Individuals employed to undertake work on the building or its processes. Like visitors, they do not occupy the building regularly but may be present for specific tasks.
- **Fire-fighters:** The safety of fire-fighters entering the building for evacuation assistance or firefighting must be considered in the site-specific Fire Management Plan.

## 6. Responsibilities within this Policy

Duty-holders designated by the Fire Safety Regulations 2022 must ensure that comprehensive fire safety management plans are in place for all relevant buildings.

The PFH Board, as the Responsible Person, delegates specific responsibilities as follows to

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maintain fire safety standards:

- **PFH Board:** Identified as the Responsible Person under the Fire Safety Regulations 2022.
- **Chief Executive:** Receives delegated responsibility from the Board for implementing and assuring fire safety.
- **Nominated Duty-Holders:** Assist with daily fire safety management, under the direction of the Chief Executive.

### Specific Responsibilities:

- **Property & Compliance Manager:** Ensures that Type 1 and Type 2 fire risk assessments are regularly reviewed and updated. Maintains up-to-date compliance records and ensures PFH adheres to all relevant legislation. Additionally:
  - **Scheme Services Manager:** Manages Personal Emergency Evacuation Plans (PEEPs) for sheltered residents who need assistance during evacuation, reviewing them annually and upon changes in occupancy. Keeps Fire Authority documents current and ensures all required checks are conducted.
  - **Resident Services Manager:** Adopts a person-centred approach (PCA) for residents in non-sheltered dwellings with communal entrances. Provides fire safety information in new resident welcome packs and conducts monthly housekeeping checks in communal flats.
  - **Asset and Development Manager:** Reviews fire risk assessments when there are changes in building use, structural alterations, or changes in occupant needs. Ensures new developments have necessary fire risk assessments and plans before occupation.
  - **Surveyors, Scheme Managers, and Area Coordinators:** Perform specified weekly, monthly, six-monthly, and annual checks as directed by the Property & Compliance Manager.
  - **Property Admin Team:** Under the guidance of the Property & Compliance Manager, raises orders for contractors to perform specific works and checks, and updates relevant recording systems.
- **Employee Responsibilities:**
  - All PFH employees are expected to cooperate with the Fire Policy by:
  - Adhering to company fire safety procedures and working safely.
  - Not interfering with or damaging fire safety equipment provided by PFH.
  - Reporting fire incidents promptly.

## 7. Monitoring

**Type One Premises – Partially Staffed:** Each Type One premises will have a site-specific Fire Safety Management File to supplement the fire risk assessment. This file will identify the

duty-holder for fire safety management and document their responsibilities. The file content must be completed by the duty-holder, and checks must be recorded accordingly. PFH will provide policy documents in alternate formats or languages as needed and will accommodate religious practices of staff and residents where possible.

**Type Two Premises – Individual Residences:** Residents of Type Two premises, such as individual bungalows or houses, will receive fire safety information and advice through an information leaflet or web-based resources. Fire alarm detectors are installed in all accommodations as per current regulations.

**Sterile Approach to Fire Safety in Communal Areas:** PFH maintains a sterile approach with managed exceptions, such as:

- Items managed and owned by PFH that meet safe passage and fire resistance requirements (e.g., furniture in Retirement Living Plus schemes).
- Non-combustible items necessary for independent living (e.g., walking frames) placed in agreed areas without impeding escape routes.

## 8. Record Keeping

PFH will establish and maintain a core asset register of the communal blocks and 'other' properties that require an FRA. This register should also identify all fire safety equipment, systems and installations within each building.

The register shows the date of the previous and current FRA (where applicable), along with the due date of the next FRA. The register will also be used to record and track for the all fire safety actions required as identified from the FRA.

FRA inspection and re-inspection dates, FRAs and FRA actions will be electronically stored.

PFH will establish and maintain a register against each property asset of any smoke/heat detection equipment contained within domestic dwellings.

PFH will establish and maintain accurate and up to date records of all completed FRAs, FRA reviews and associated completed remedial works from these reports and keep these as per the organisation's Data Retention Policy.

PFH will establish and maintain accurate and up to date records of all completed servicing and maintenance checks on fire safety equipment, systems and installations and details of associated completed remedial works and keep these as per the organisation's Data Retention Policy.

PFH will maintain an appropriate Fire Safety Log Book and keep securely on site or held electronically, where practical, for all communal blocks, independent living, and 'other' properties requiring an FRA.

PFH will establish and maintain records of all fire safety related training undertaken by staff.

PFH will ensure that processes and controls are in place to provide and maintain appropriate levels of security for all fire safety related data.

## 9. Regulatory Standards, Legislation and Approved Codes of Practice

**Regulatory Standards** - the application of this policy will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which were introduced by the Regulator of Social Housing (RSH).

**Legislation** - the principle legislation applicable to this policy is the Regulatory Reform (Fire Safety) Order 2005 (FSO), Fire Safety Act 2021 (England and Wales), the Building Safety Act 2022, the Fire Safety (England) Regulations 2022, Smoke and Carbon Monoxide Alarm (amendment) Regulations 2022. These regulations place a duty on the Group to take general fire precaution measures to ensure, as far as is reasonably practicable, the safety of the people on its premises and in the immediate vicinity. PFH is the 'responsible person' for the purposes of the legislation by virtue of the fact that it owns and manages Group homes and buildings housing tenants/leaseholders through its tenancy agreement and lease obligations.

**Codes of Practice** - the principal codes of practice applicable to this policy are:

- LACoRS - Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing;
- HHHSRS Operating Guidance - Housing Act 2004: Guidance about inspections and assessment of hazards given under Section 9;
- Department for Communities and Local Government (DCLG) - Update on Interim Mitigation Measures Required Pending Remediation of Cladding (29.09.2017);
- Fire Safety in Purpose Built Blocks of Flats (LGA)
- Housing Health and Safety Rating System operating guidance: Housing Act 2004
- Fire Safety Risk Assessment: Sleeping Accommodation (HM Government)
- National Fire Chief Council's Guidance (NFCC) - Fire Safety in Specialist Housing – April 2017, covers sheltered schemes, supported schemes and extra care schemes.

**Additional Legislation** – This fire safety policy also operates in the context of the following additional legislation:

- Housing Act 2004
- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
- Gas Safety (Installation and Use) Regulations 1998
- The Furniture and Furnishings (Fire Safety) Regulations 1988
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Building Regulations 2010: Approved Document B Fire Safety
- Electrical Equipment (Safety) Regulations 2016
- Construction, Design and Management Regulations 2015
- Data Protection Act 2018
- RIDDOR 2013

This policy should also be read in conjunction with the following policies/procedures:

- Central Fire Management Strategy
- Local Fire Management Strategies (PFH+ only)
- Fire Safety Arrangements - Flat Front Doors
- Health and Safety Policy

## 10. 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.

## 11. Consultation

Colleagues within the organisation have been consulted on this policy. The resident Health and Safety Committee have been consulted and approved the content of this policy.

## 12. Review

This policy will be reviewed following PFH's standard three year timeframe or following any relevant legislative or regulatory changes.